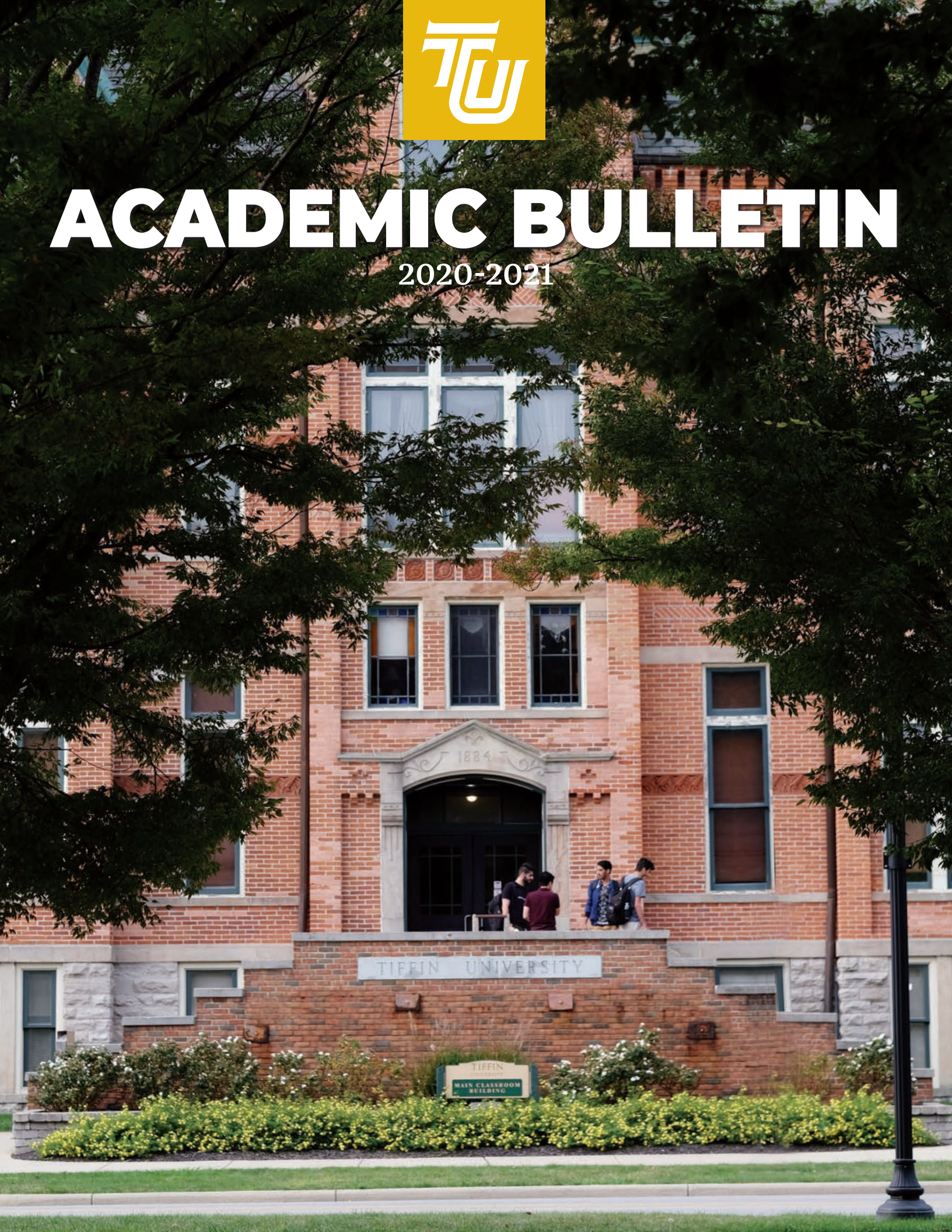




ACADEMIC BULLETIN

2020-2021



TIFFIN UNIVERSITY

TIFFIN
MAIN CLASSROOM
BUILDING



**WITHOUT RISK
THERE IS NO GAIN.**

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General Information

The Tiffin University Academic Bulletin is published annually. The Academic Bulletin is intended for use from May 2020 through April 2021. The University may modify curriculum during the year. The provisions of this Academic Bulletin are not to be regarded as an irrevocable contract between the student and Tiffin University. Failure to read this Academic Bulletin does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the University reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered desirable or necessary.

ACCREDITATION

Tiffin University is accredited by The Higher Learning Commission, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, Phone: 312.263.0456, www.ncahlc.org

Academic programs at Tiffin University are authorized by the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215-3414, Phone: 614.466.6000

BBA and MBA degrees offered by Tiffin University are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, www.acbsp.org; and the European Council for Business Education (ECBE), Elstreckenweg 35, 3520 Zonhoven Belgium, www.ecbe.eu

NOTICE OF PRIVACY RIGHTS (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- The right to inspect and review educational records maintained by the institution that pertain to the student;
- The right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- The right to control disclosures from the educational records with certain exceptions.

Tiffin University, in accordance with FERPA, has designated the following categories of information about students as public or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially-recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld from the public by notifying the Office of Registration and Records in writing.

A written policy detailing how Tiffin University will comply with the provisions of the Act is on file in the Office of Registration and Records. Students also have the right to file written complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20202-4605, regarding alleged violations of the Act.

POLICY STATEMENT: EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION

Tiffin University affirms its commitment to promote the goals of fairness and equity in every aspect of the educational enterprise. The brief descriptions of the policies below are subject to resolution using the institutional Equity Resolution Process (ERP). Each description in its entirety may be found in the Tiffin University Civil Rights Equity Resolution Process Manual on the University website.

NONDISCRIMINATION POLICY

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicants for employment, students or applicants for admission, access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination, participating in any resolution process on campus, within the Equal Employment Opportunity Commission or other human rights agencies.

All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination and inquiries regarding this policy and procedure may be made internally to:

Dr. Perry-Fantini

Vice Provost for Equity, Access, & Opportunity/ Title IX & 504 Coordinator
Friedley Hall
419-448-3504
perryfantinis@tiffin.edu

The University does require submission of grievance in the official incident reporting form. The form is available on the website. In the absence of the Title IX Coordinator, individuals may report an incident to one of the Deputy Coordinators:

Ms. Nadia Lewis

Assistant Vice President for Human Resources
Deputy Title IX Coordinator
Seitz Hall
419-448-3433
lewisna@tiffin.edu

Mr. Rudy Brownell

Assistant Athletic Director/Head Men's Soccer Coach
Deputy Title IX Coordinator
Heminger Recreation Center
419-448-3286
rbrownel@tiffin.edu

Dr. Sandra Miller

Associate Professor
Deputy Title IX Coordinator
Reichard House, Office 14-C
419-448-3168
millersj@tiffin.edu

Mr. Jacob Simon

Director of Residence Life/Student Conduct
Deputy Title IX Coordinator
Gillmor Student Center - Office of Student Affairs
419-448-3421
simonja@tiffin.edu

Inquiries may be made externally to:

Office of Civil Rights

One Government Center
Room 936, Jackson & Erie Streets
Toledo, Ohio 43604
419-245-2900

For complaints involving employees:

Equal Employment Opportunity Office (EEOC)

Patrick V. McNamara Building
477 Michigan Avenue
Room 865
Detroit, MI 48226
1-800-669-4000

POLICY ON DISCRIMINATORY HARASSMENT

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. University harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom.

Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by University policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Ohio regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

POLICY ON DISABILITY DISCRIMINATION AND ACCOMMODATION

Tiffin University is committed to full compliance with the Americans With Disabilities Act of 1990 (ADA), as amended, and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities.

POLICY ON RETALIATION

Protected activity under this policy includes reporting an incident that may implicate this policy, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this Policy.

REPORTING RESPONSIBILITIES

Mandatory Participants

It is the responsibility of all members of Tiffin University community (faculty, staff, students, visitors and third party vendors) to create and maintain an educational and employment environment that is free of discrimination. All University members (students, faculty, staff and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials.

Confidential Participants

Confidential employees are individuals who have a confidentiality privilege to protect the personal identification of an alleged victim or the alleged, unless there is a belief of imminent threat. These confidential employees (i.e. health care professionals, licensed counselors, etc.) can achieve their reporting requirements by the creation of general reports for statistical purposes and pattern tracking, however, do not disclose personally identifiable information without client consent.

Anonymous Complaints

Anonymous complaints will be accepted; however, Tiffin University might be limited in the ability to investigate and/or resolve anonymous complaints since the ability to gain further information may be compromised.

NON-ACADEMIC – DISCIPLINARY OR LEGAL NOTATIONS

Providing Transcripts When Disciplinary Holds Are Present

The Office of Registration & Records must seek the explicit permission of the Dean of Students (or designee) for student conduct violations (excluding Title IX violations) and the Title IX Coordinator (or designee) for Title IX violations for each official transcript request, in order to release transcripts where a disciplinary hold is present. There are no exceptions to this policy. Official transcripts cannot be sent directly to students when a disciplinary action is pending.

Disciplinary Dismissal

When a student has been dismissed for behavioral reasons, upon notification by the Dean of Students (or designee) and/or the Title IX Coordinator (or designee), the University Registrar will place the notation “disciplinary dismissal. For more information about the student’s records pertaining to behavior or policy violations, please contact...INSERT THE APPROPRIATE OFFICE.” This notation will remain permanently on the academic transcript.

Disciplinary Suspension

When a student has been dismissed for behavioral reasons, upon notification by the Dean of Students (or designee) and/or the Title IX Coordinator (or designee), the University Registrar will place the notation “disciplinary dismissal. For more information about the student’s records pertaining to behavior or policy violations, please contact...INSERT THE APPROPRIATE OFFICE.” This notation will remain permanently on the academic transcript.

For suspensions related to crimes of violence, hazing or other serious violations, the notation will permanently remain on the transcript. For others, the notation will remain on the academic transcript at least for the period of suspension plus one year. At that time, the student may petition to have the notation removed. The Dean of Students (or designee) and/or the Title IX Coordinator (or designee) may have the notation restored if the individual becomes involved in any disciplinary incident on campus or in any criminal action in connection with the University.

Disciplinary Action Pending

For alleged policy violations, (1) a Title IX complaint pending against them, or (2) a student conduct code violation pending for conduct that reportedly harmed another individual(s) or the community, the Dean of Students (or designee) and/or the Title IX Coordinator (or designee) can place a Hold on the account of the student who withdraw or leave the University prior to disposition of the alleged violation.

A notation of “withdrew on mm/dd/yy, with disciplinary charges pending. For more information about the student’s records pertaining to behavior or policy violations, please contact...INSERT THE APPROPRIATE OFFICE,” will appear on the academic transcript. Appropriate action will be taken upon the student’s return to Tiffin University. The notation will remain on the transcript until appropriate disposition of the violation has been made.

If a finding of responsibility is vacated, for any reason, any such above transcript notation shall be removed when the Office of Registration & Records is directed to do so by the Dean of Students (or designee) and/or the Title IX Coordinator (or designee).

PREFERRED NAME POLICY

Tiffin University is committed to fostering an environment that welcomes inclusive excellence. In our commitment, it is the right for individuals to be addressed by a first name and pronoun that corresponds with one’s gender identity. As such, Tiffin University has established a process for students to request usage of their preferred first name. In this policy, a court-ordered name change is not required.

The preferred first name will be used in lieu of the legal name wherever the legal name is not required. For example, the preferred first name will be used in Moodle and on faculty class rosters that are generated from Power Campus. The legal name is used for admission-related processes; transfer credit; federal, state, and student financial aid; housing contracts; payroll; and other legally binding purposes.

Students who wish to designate a preferred first name, may do so by completing the online application for Preferred Name Change at https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=45.

Feel free to direct questions to the Office for Registration & Records or the Office for Equity, Access, and Opportunity.

Additional Resources:

LEGAL NAME CHANGE IN OHIO

Your name can be legally changed on a number of legal documents. A brief outline is below (this is not a legal guide).

Legal Name Change in Ohio

1. Completing and submitting an application to your county probate court for changing your name. You have to be a permanent resident of that county for at least a year to submit the application.
2. Advertising your application in a local newspaper at least 30 days before the hearing on your application. (The court will explain this in detail once you submit your application).
3. A hearing where, after some questions to ensure that you have complied with the process, the judge officially orders your original name changed to your new name.

Changing the Gender Marker on your Ohio Driver’s License

1. Contact the state office of the Ohio BMV (in Columbus) to request the “Declaration of Gender Change” form.
2. The “Declaration of Gender Change” form is mailed to the requester.
3. The “Declaration of Gender Change” form must be completed by your licensed physician, licensed psychologist or licensed therapist. To be qualified, the medical professional must attest that the transition is being conducted in accordance with the guidelines set forth in the World Professional Association for Transgender Health’s (WPATH) Standards of Care.
4. The completed forms will be mailed or faxed to the Ohio BMV.
5. The Ohio BMV will notify the applicant in writing.
6. The individual takes that written notification to their local BMV office to get their new license issued.

Additional information:

- If gender identification is marked as transitional, a new form must be submitted until gender identification is complete. If not submitted at renewal, the gender marker will revert back to the original gender.
- There is a limit to changing their gender back to the original gender.
- For additional information click on the following links:
 - TransOhio at transohio.org
 - National Center for Transgender Equality at transequality.org
 - The Transitional Male at thetransitionalmale.com

PASSPORT CHANGE POLICY

In June 2010, the State Department announced a new policy to issue passports that reflect the current gender when either a previous passport or other personal documentation presented by an applicant reflects a different gender. For more information, go to Passport Gender Change at <https://travel.state.gov/content/travel/en/passports/need-passport/change-of-sex-marker.html>

ACCOMMODATION OF DISABILITIES

Tiffin University is committed to compliance with the Americans with Disabilities Act of 1990 (ADA and ADAAA) and Section 504 of the Rehabilitation Act of 1973 that prohibit discrimination against qualified individuals with disabilities and additional federal and state laws pertaining to persons with disabilities.

Students with Disabilities

Tiffin University is committed to providing qualified students with disabilities with reasonable accommodations and provisions necessary to confirm equal access to educational access, academic programs and activities.

Employees with Disabilities

In accordance to the ADA, Tiffin University will offer reasonable accommodation(s) to all qualified employees (faculty, staff, & administrators) with known disabilities, if their disability affects the performance of the essential job functions, except when doing so would be unduly disruptive or result in undue hardship.

DISCRIMINATORY HARASSMENT

Tiffin University identifies harassment as a form of unlawful discrimination that can be a barrier to educational access, and/or employment opportunity. Students, staff, administrators, and faculty are entitled to working and learning in an environment free of discriminatory harassment.

POLICY STATEMENT: EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION**Discriminatory and Bias-Related Harassment**

Tiffin University condemns and will not tolerate discriminatory harassment against any employee, student, visitor or guest on the basis of any status protected by policy or law.

A hostile environment may be created by harassing verbal, written, graphic, or physical conduct that is severe or persistent or pervasive, and objectively offensive such that it interferes with, limits or denies the ability of an individual to participate in or benefit from educational programs, activities, employment access, benefits or opportunities.

Tiffin University reserves the right to address offensive conduct and/or harassment that:

- Does not rise to the level of creating a hostile environment, or
- That is of a generic nature not on the basis of a protected status.

Addressing such behaviors may not result in the imposition of discipline under this policy, but will be addressed through respectful confrontation, remedial actions, and education and/or effective conflict resolution mechanisms. *For assistance with conflict resolution techniques, employees should contact the AVP for HR and students should contact the Director of Student Conduct.*

Sexual Harassment or Sexual Misconduct

Members of the University community and visitors have the right to be free from sexual violence. All members of the campus community are expected to behave in a manner that does not intrude upon the rights of others. The University believes in a zero tolerance policy for sexual harassment or sexual misconduct. When an allegation of harassment or misconduct is brought to the attention of an appropriate administrator and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such activities are not repeated.

Sexual misconduct offenses include but are not limited to sexual harassment, non-consensual contact/intercourse, sexual exploitation, coercion, force and consent.

RETALIATION

Retaliation is defined as taking an adverse action against an individual or subjecting an individual to conduct that has the purpose or effect of unreasonably interfering with educational experience, work or academic performance, or creates an educational experience or academic or work environment that a reasonable person would find intimidating or hostile because of something that individual did to further this policy; including but not limited to filing a complaint or being a witness in or supporter of or against a complaint.

REPORTING RESPONSIBILITIES

Mandatory Participants

It is the responsibility of all members of Tiffin University community (faculty, staff, students, visitors and third party vendors) to create and maintain an educational and employment environment that is free of discrimination. All University members (students, faculty, staff and administrators) are expected to immediately report actual or suspected discrimination or harassment to appropriate officials.

Confidential Participants

Confidential employees are individuals who have a confidentiality privilege to protect the personal identification of an alleged victim or the alleged, unless there is a belief of imminent threat. These confidential employees (i.e. health care professionals, licensed counselors, etc.) can achieve their reporting requirements by the creation of general reports for statistical purposes and pattern tracking, however, do not disclose personally identifiable information without client consent.

Anonymous Complaints

Anonymous complaints will be accepted; however, Tiffin University might be limited in the ability to investigate and/or resolve anonymous complaints since the ability to gain further information may be compromised.

CAMPUS SAFETY AND SECURITY

Tiffin University Safety and Security provides a safe and secure environment for all members of the Tiffin University community, including students, faculty, staff and campus visitors. The Office of Campus Safety and Security supports student learning by ensuring a safe and secure environment on campus by enforcing the policies and regulations set by the university. The services provided include: Escorts to and between locations on campus; Jump Starts for stranded motorists; Keys Locked in Vehicle; and Room Lock Out services. The Safety and Security Office 24/7 Duty Phone Number: 419-618-0758.

MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff, it is my pleasure to welcome you to Tiffin University. Our motto, “SINE AUDACIA NULLUM PRAEMIUM” – translated as: “without risk, there is no gain” is the motivator for all that we do. Our Guiding Principles contains our seal in which our motto is written. This document serves as the framework for why and how we live by our motto. It clearly states our Purpose, Mission and Vision, our strategic priorities, and most importantly our ICARE Values. This set of principles guides what we do each and every day at Tiffin University. We hope you embrace our Guiding Principles as much as we do.

Tiffin University offers a comprehensive college experience both inside and outside of the classroom. Tiffin students learn from faculty who are experts in their fields. Tiffin faculty members serve as mentors and advisers and help students select the most effective classes of study. They also provide internship opportunities and careers with national and global industry partners, federal agencies, corporations and entrepreneurial companies.

Students of Tiffin University are encouraged to make powerful, life-long connections as they engage with a diverse population of students from across the United States and the globe. Today, there are 350 international students attending TU, representing more than 27 countries. Tiffin is proud of its growing diversity that goes well beyond the classroom. Diversity is celebrated throughout the campus and the community through curriculum, food, arts and entertainment during the academic year.

Additionally, on campus, TU students participate in Division II Athletics, Greek Organizations, Music, Performing Arts, International Organizations and Cultures, Special Interest Groups and Religious Organizations. These are just some of the co-curricular activities we have at TU, designed to balance in and out of the classroom experiences for our students.

In the classroom, academic achievement is paramount. Tiffin University believes a college degree is earned, not rewarded. We also believe in linking theory to practice as much as possible by offering opportunities for experiential learning. As a student of Tiffin University, we will expect more from you and you will learn to expect more from yourself.

Striving for education--for improvement of your mind--should not be an uncharted journey toward any definite goal, but a gratifying and fortifying broadening of one’s consciousness and an enrichment of one’s possibilities of life and happiness.

As TU’s sixth President, I look forward to meeting you! It is an honor to welcome you to our very exceptional institution of higher learning and I wish you a very enriching collegiate experience while at TU.

Dr. Lillian Schumacher
President

HISTORY OF THE UNIVERSITY

Tiffin University, established in 1888, offers nationally accredited graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences, and distinctive degrees in the arts and sciences. All through its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth at Tiffin, graduate and undergraduate programs of the University are offered online and in several areas of Ohio. Master’s degrees are offered in several foreign countries.

GUIDING PRINCIPLES



GUIDING PRINCIPLES

PURPOSE

What we are about:

Transforming lives through education.

MISSION

What we do:

Educate students by linking knowledge to professional practice.

VISION

What we want to be:

A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

STRATEGIC PRIORITIES

Where we will focus:

- Create an environment focused on *student success*. (Students)
- Grow innovative *academic programs*. (Academics)
- Optimize our *organizational capacity*. (People)
- Strengthen and increase *institutional financial sustainability*. (Finances)
- Enhance our *critical infrastructure*. (Facilities and Technology)

VALUES

How we behave - ICARE

Interdependence

We are an inclusive and caring community that emphasizes service as a foundation of success.

Communication

We engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making.

Accountability

We make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.

Respect

As a portal of equal access to education and information, we model civility and compassion; we embrace diversity as an essential component of creating a rich university experience for everyone.

Entrepreneurship

We prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.

CAMPUS AND PROGRAM LOCATIONS

Academic programs are offered by Tiffin University at the following locations:

TIFFIN CAMPUS (ACJ, BA, BBA, BCJ, BS, MBA, MS)

The Tiffin Campus offers Associate's degree, Bachelor's degree and Master's degree programs in the seated, classroom format. On-campus housing and food services are provided in addition to student services, intercollegiate athletics, and a number of extracurricular activities.

BRUNSWICK (BCJ)

Tiffin University offers the Extended Learning Bachelor's Degree Completion Program on the Brunswick campus of Cuyahoga Community College.

TOLEDO, CLEVELAND AND FREMONT (BBA, BCJ)

Tiffin University offers the BBA and BCJ Extended Learning Bachelor's Degree Completion Programs at Tiffin academic centers at Owens Community College in Toledo, Cuyahoga Community College campuses in Cleveland and Brunswick, and at Terra Community College in Fremont.

ROMANIA (MBA)

Tiffin University offers its MBA degree, taught in English, in Romania.

TIFFIN UNIVERSITY ONLINE (BA, BBA, BCJ, BS, MBA, MEd, MH, MS, Ph.D.)

Tiffin University offers the BA, BBA, BCJ, BS, MBA, MEd, MH, MS and Ph.D. in an online format. The online programs offer students nationwide and around the world the opportunity to obtain an accredited degree from Tiffin University.

FINANCIAL AID POLICIES

To qualify for federal and/or state financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), be enrolled in, or admitted to, a degree-granting program and registered for at least half time. It is necessary to complete the FAFSA each year in order to receive assistance. The FAFSA school code for Tiffin University is 003121. All Tiffin University grants and scholarships, including athletic, can only be used for tuition, fees and on-campus room and board charges.

Please go to www.tiffin.edu/finaid for more information and policies on Satisfactory Academic Progress, Return of Federal Financial Aid, Scholarship and Grants, and Student Loans, or visit the Office of Financial Aid.

Financial Aid

155 Miami St.

Tiffin, OH 44883

Hours: Monday - Friday: 8am - 5pm

Phone: 419-448-3279, Toll-free: 800-968-6446

Fax: 419-443-5025

Email: finaid@tiffin.edu

Website: www.tiffin.edu/finaid

VETERAN AND MILITARY RESOURCE CENTER (VMRC)

The Veteran and Military Resource Center assists veterans, active military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. Contact Ashley Vaughn, "Assistant Director for Online Advising & School Certifying Official at 419-448-3340 (vaughna@tiffin.edu) for assistance.

Veteran and Military Resource Center can be found at www.tiffin.edu/va

VETERANS BENEFITS AND TRANSITION ACT OF 2018 (VBTA)

VBTA POLICY

Tiffin University in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs. *The individual may be assessed late fees, or restricted from future class registration if the student has a balance beyond VA funding.

ACADEMIC SUPPORT

FACULTY ADVISING

A Faculty Advisor is assigned by major to every student after their first semester. Faculty Advisors will assist students with learning the expectations and requirements of their major, choosing classes each semester, developing a plan for graduation (4-year plan), providing career and internship guidance, and discussing graduate school opportunities. Students are required to meet with their Faculty Advisor each semester before they are able to register for classes. Students who build a relationship with their Faculty Advisor are more likely to persist to graduation and develop life-long skills necessary for a successful career and/or for furthering their education.

FIRST-YEAR ADVISING

All full-time, first-year, undergraduate students are advised during their first academic year by a First-Year Advisor assigned based on the student's declared major. Every first-year undergraduate student has an assigned First-Year Advisor who serves as their main point of contact for all questions, concerns, and support programs. First-Year Advisors act as an advocate and mentor for each student by promoting student motivation and holistic campus engagement to help guide students toward graduation. All first-year and transfer students will meet with their First-Year Advisor during their first semester on campus to explore their short-term and long-term goals and develop an action plan to meet those goals. During an Advising meeting, students will be matched with support services (tutoring, Peer Assisted Learning sessions, financial literacy workshops, career preparation coaching, etc.) and needed to facilitate the attainment of their established educational and professional goals.

First-Year Advisors provide:

- A main point of contact for every student to resolve questions and concerns
- Plan to pursue academic and professional goals
- Information about events, activities, and organizations on campus and in the community
- Change/Add a major or minor
- Drop/Add a class
- Undecided Students - assistance with major and career exploration
- Communication to students about upcoming deadlines and important information

ACADEMIC COACHES

Students on Academic Watch, Warning, or Probation are provided an Academic Coach to assist with academic progress and success. Weekly meetings focus on providing academic support to students while empowering students to utilize campus services and resources available to achieve student success.

Academic Coaches provide:

- Support, encouragement, positive reinforcement, and academic strategies to enhance student success.
- Information, awareness, and exposure to resources and services to help students make reasoned and well-informed choices.
- An atmosphere that minimizes anxiety and promotes a proactive, stimulated learning experience.

THE MURPHY ACADEMIC SUPPORT CENTER

The Murphy Academic Support Center (MASC) helps students become more effective and efficient learners. It provides access to in-person and online academic support. The Murphy Academic Support Center offers one-on-one peer tutoring in a variety of subjects. Peer tutors are trained to assist students in developing college-level academic skills and have demonstrated superior academic ability in the subjects they tutor. The Murphy Academic Support Center can accommodate and track students who have study table requirements.

CAREER SERVICES

The Career Services Office, located on the first floor of Seitz Hall, offers a variety of services and resources. Visit us for assistance in choosing a major or career; improving resume and interviewing skills; job and internship search resources; preparing for graduate and professional school; and connecting with employers. Participate in our career center events and services and give yourself a competitive advantage in discovering your passion and achieving your career goals. For more information, please contact either Mandi Hummel, Executive Director of Career Services or Celinda Scherger, Director of Career Development at careerservices@tiffin.edu

INTERNSHIPS

Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. It is the responsibility of the student to obtain an internship and students are encouraged to seek out resources from Career Services, faculty, and personal and professional networks. The minimum requirements of an internship include a log of internship hours, a daily journal of activities, an updated resume, a final evaluative paper relevant to the intern's field of study, and a site supervisor evaluation. Students in the Bachelor programs must have completed fifty-five (55) credit hours prior to the start of the internship and be in good academic standing (2.50 cumulative grade point average) to enroll for an internship. Credit hours from previous institutions will be used in the total hours, which will qualify students for internships. Students must complete at least one semester at Tiffin University prior to being eligible to complete his/her internship. To Comply with F-1 visa regulations, international students must complete a minimum of two full-time semesters at Tiffin University before starting an internship. Internship requirements are applicable to double degree and/or double majors. Additional requirements may be determined by departments. The internship application must be submitted to the Internship Coordinator and approved for registration prior to beginning an internship. Application, requirements and process can be found in the Tiffin University Internship Procedure Guide at <https://www.tiffin.edu/careers/internships>

DISABILITY SERVICES

Disability Services are provided for faculty, staff, and students. Tiffin University is committed to providing equal opportunities in higher education to academically qualified students with disabilities and an inclusive workforce for faculty and staff with disabilities. The Office for Disability Services supports the institutional commitment to diversity by providing services for qualified individuals with disabilities. In addition, the office serves as a resource to the University community by providing consultation and advocacy services. You may contact the Office for Disability Services by phone at: 419-448-3021 or email: disabilityservices@tiffin.edu. For new requests, you may log into https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=42 to get started with registering with the office. If you are already registered with the office, you may log into https://cm.maxient.com/reportingform.php?TiffinUniv&layout_id=42 to begin requesting your accommodations. Further questions or challenges with the process should be directed to the office for assistance. For additional information, see the Disability Manual at <http://www.tiffin.edu/student-services/disability-services>.

WELLNESS AND COUNSELING SERVICES

Tiffin University operates a Wellness and Counseling Center on campus staffed by licensed counselors who specialize in the well-being and treatment of college students whether they are living on-campus, commuting, or taking online classes. In addition, the Office of Student Affairs will assist any student who seeks counseling or will assist the student in making counseling referrals. The Office of Student Affairs is committed to providing a safe and open platform for all students who may be in need of mental health services.

UNIVERSITY HEALTH SERVICES

Tiffin University has established a health clinic on campus staffed by a licensed nurse practitioner and support staff. The dedicated staff work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. Some of the services available include: diagnosis and treatment of common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; sexually transmitted disease diagnosis; and a variety of health education and prevention materials.

INFORMATION TECHNOLOGY SERVICES

Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and internet and intranet sites. All faculty, staff, and students have network, email, and portal accounts. The residence halls have network connections for students to gain access to the campus network and to the internet. Wireless connectivity is available in the classroom buildings, student center, and other locations across campus.

PFEIFFER LIBRARY

Pfeiffer Library has an outstanding and growing book collection supporting the University's academic programs. In addition to the print resources, the Library provides online access to articles and books. As a member of OPAL (Ohio Private Academic Libraries) and OhioLINK, Pfeiffer Library provides the University community with online access to inter-library loans for books, full-text online journal articles, and a growing collection of ebooks. Ohio students may request books from any OhioLINK member library be sent to the nearest OhioLINK library for pickup. Every student may access the online databases, full-text articles, and ebooks.

All students are encouraged to access the Library's webpage, containing LibGuides, hints for searching for books, hints for searching for articles, library hours, and contact information. Students who have any questions should contact Pfeiffer Library staff via email or phone.

TRANSCRIPT REQUESTS

An official transcript shall be issued at a charge of \$8.00 if all financial obligations to the University have been satisfied. Students requesting transcripts sent must submit a Transcript Request Form. The Transcript Request Form can be found on and printed from https://exchange.parchment.com/send/adds/index.php?main_page=login&sid=SWpERFYZZMunWjpw. Payment must be made before transcripts will be sent. Unofficial copies may be requested for a \$6.00 fee. Unofficial copies are only available by email and/or fax.

REFUND POLICIES

When a student officially notifies Tiffin University of his/her intent to withdraw from a course or courses, refund of tuition will be computed based on his/her last date of attendance for seated courses or last date of participation or submission of work for online courses.

If the last date of attendance or participation was:	The refund will be:
Before the start of the course:	100%
During the first calendar week of classes:	100%
During the second calendar week of classes:	25%
After the second calendar week of classes:	No Refund

Some states may have alternative refund policies to which TU adheres. Please contact the Office of Registration & Records for information.

AUDITING COURSES

Auditing a course permits a student to enroll in a class and to attend its sessions without having to submit assignments or take examinations. The fee is 50% of normal tuition charges, but students receive neither grade nor credit for the course. If a student wishes to convert to credit status before the midterm of the course, permission must be sought from the Provost and the balance of the regular tuition must be paid.

GRADUATION APPLICATION

Each student must declare his or her intention to graduate by completing and submitting an application for graduation by the given semester deadline, to be approved as a degree candidate. The application for graduation must be submitted to the Office of Registration and Records by the deadline posted for his or her expected graduation date in order to receive a graduation audit, be approved by the faculty, and presented to Tiffin University's Board of Trustees for conferral of degrees.

Students earning a second Bachelor Degree will receive a Tiffin University diploma and official transcript; however, those students are not eligible for participation in the ceremony or academic honors.

COMMENCEMENT ELIGIBILITY

No students with more than 2 courses remaining to complete their degree shall be permitted to participate in the Commencement Ceremony. Exceptions will be considered by written petition to the Office of Registration and Records, on or before the last day prior to spring break. No appeals for participation in the commencement ceremony will be considered after the posted due date.

POSTHUMOUS DEGREE POLICY

A deceased student may be considered a candidate for a posthumous degree when minimum academic degree requirements have been verified and approved. Posthumous degrees may be awarded at any degree level.

REQUIREMENTS:

- A student must have been in good academic standing with Tiffin University at the time of death. Good standing is defined as not being academically deficient (probation or dismissal). A posthumous degree may not be awarded if the death was due to an unlawful activity.
- Student must have been enrolled at the time of death (summer excluded) or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
- An undergraduate student must have been within one semester (15 semester hours) of degree requirements completed to be nominated for a posthumous degree.
- A graduate student must have been within 9 semester hours of degree completion to be nominated for a posthumous degree.

APPROVAL PROCESS:

- Tiffin University must be notified by the deceased family or by a representative of the University to recommend the deceased student for a posthumous degree.
- This recommendation is suggested to the Dean of the appropriate discipline school for consideration and to begin the formal process.
- The student's degree audit will be verified by the Office of Registration and Records.
- The Dean of the school in which the student was enrolled will recommend the candidate for a posthumous degree in writing to the Provost. The request must include the deceased student's name, the program/degree/curriculum to be awarded and the recommended semester for degree conferral.

If supported by the Provost, the Provost will submit a recommendation to the President for formal approval. If approved by the President, the Provost will notify the Office of Registration and Records to begin the process for degree posting and commencement proceedings. The Provost will notify the Dean to inform the immediate family of the university's decision and desire to recognize their student with this honor (this process should be kept confidential until or unless approved at all levels). The name of the deceased student will be included in the printed Commencement program, and the diploma will be mailed to the appropriate member of the deceased student's family.

WITHDRAWAL POLICIES

WITHDRAWING FROM A COURSE – ALL CAMPUS LOCATIONS

A student may withdraw from a course before the last date to withdraw without a failing grade to receive a grade of "WD" in the course. All classes withdrawn after the withdrawal date will carry a grade of "WF" (Withdraw Failing).

TIFFIN SEATED PROGRAMS

A Drop/Add Slip form must be completed by the student and the instructor of the course the student wishes to drop from their schedule. The drop slip must indicate a last date of attendance and be signed by the instructor. All other signatures are required before submitting the drop slip to the Office of Registration and Records.

ONLINE & EXTENDED LEARNING PROGRAMS

A student must submit the Drop Request form to their program advisor. Program advisor will verify the last date of documented academically related activity in accordance with the Department of Education regulations (this does not include logging into an online class without active participation) on the Drop Request form and forward to the Office of Registration and Records to process.

ALL PROGRAMS

When a student officially notifies the college of his or her intent to withdraw, any refund of tuition will be computed from the last date of participation in the class. Any form of withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.

ADMINISTRATIVE WITHDRAWAL POLICY – ALL CAMPUS LOCATIONS

Under certain circumstances, Tiffin University may administratively withdraw a student from a single class or multiple classes. There are five classifications of administrative withdrawals: Academic, Disciplinary, Medical, Excessive Absence and Active Military Call-up.

STATEMENT OF POLICY

An administrative withdrawal for non-attendance of a student from a course(s) is based on failure to attend prior to the census date established by the Department of Education. The census date has traditionally been the fourteenth calendar day after the start of the semester, which is subject to the regulations publicized by the Department of Education.

In combination with the professor of record, the Office of Registration & Records will notify the student in writing of the administrative withdrawal process and will send an official notification to the student when the procedure is concluded.

APPEAL PROCESS

A student must appeal in writing and attach supporting documentation (via email) within three (3) business days of receipt of the completed notification from the Office of Registration & Records to the Registrar. The Registrar will make a decision within three business days and inform the student in writing (electronic notification). Only one level of appeal is allowed and, therefore, the decision of the Registrar is final.

- **Academic withdrawal** - The Office of Registration and Records may administratively withdraw or drop a student from a course or courses for academic reasons such as, but not limited to, Academic Probation, Academic Dismissal, unapproved credit overload, and prerequisites not satisfactorily completed.
- **Conduct withdrawal** - As a result of college judicial proceedings, a student may be dismissed from Tiffin University. In such cases, regardless of the timing during the semester, the student is withdrawn from classes; the grade of “WD” or “WF” will be based on last date of participation in the classes and earns no credit for the semester. Any form of conduct withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy. (Refer to the appropriate Office for policy and procedures)
- **Medical withdrawal** - As a result of medical necessity, a student may be withdrawn from a class or classes. Such withdrawals will only be granted based on appropriate medical documentation attached with the drop slip. A grade of “WD” will be assigned. Where appropriate, and with an instructor’s permission, a student could receive a grade of “I” (Incomplete) in one or more classes. Any form of medical withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy.
- **Excessive absence withdrawal** - Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend and participate in all scheduled classes and to abide by the University’s drop/withdrawal policies.
 - > *Tiffin campus programs* - Faculty must notify the Director of Undergraduate Advising that a student should be administratively withdrawn from their seated course if they do not attend scheduled class meetings and do not submit an assignment for 14 consecutive calendar days until the 60% point of the term/semester. The final grade will be based on the last date of attendance*. The student’s financial aid will be recalculated based on the last date submitted on the drop slip and may result in repayment as stated in the Return of Title IV Funds Policy. If the student has participated within the last 14 days of term/semester, a grade will be earned.

WITHDRAWAL POLICIES *(continued)*

> *Online programs* - For online courses, students will be administratively withdrawn if they do not demonstrate attendance by participating in an academically related activity in accordance with the Department of Education regulations by the 14 day census or for 14 consecutive calendar days (this does not include logging into an online class without active participation). The final grade will be based on the last date of documented academically related activity*. The student's financial aid will be recalculated based on the last date submitted on the drop slip and may result in repayment as stated in the Return of Title IV Funds Policy. *If the student has participated within the last 14 days of term/semester, a grade will be earned.

- **Withdrawal for Active Duty** - Students must provide documentation of their call-up to active duty to the Office of Registration and Records. A student who does not have time to make the necessary arrangements may authorize another person to act on his/her behalf. A letter signed by the student or a power of attorney is required. Students enrolled in courses through a traditional academic year (Fall and Spring semesters) may complete course requirements early upon making individual arrangements with faculty members. Final grades for course work completed prior to reporting to duty will be reported by the faculty members.

Active duty students also have the following options:

- Complete course requirements at a later date. The student may take an "I" in a course(s) and complete coursework upon release from active duty.
- Course completion may be accomplished by independent study upon consultation with the appropriate faculty member.
- If a student has completed the majority of the course work for the semester, "I"s may be given for ALL of the classes. For instance, if registered for five classes, the student cannot take "I"s in two classes and then drop the remaining 3 classes.
- A student enrolled in an online or extended learning program may have already completed 3 or 4 courses and could receive an "I" for the 4th or 5th. It would be recommended that if the student has not started a course, that he/she be completely withdrawn from the course(s).
- Withdraw from all classes for the semester. Each class will be dropped from the student's record with notation made on the transcript for the semester: "WD"/Student called to serve in the military.

If a student is called for active duty and subsequently released in a manner that would allow him/her to re-enroll during the semester in which they withdraw, Tiffin University will make every effort to accommodate the request. Individual contact with appropriate faculty will determine return to a course.

The standard refund policies will be used. In most cases, students will be withdrawn from their classes and "WD"/Student called to serve" in the military will appear on the transcript. The student's financial aid will be reviewed by the Financial Aid Office. Refunds for tuition and fees will be reviewed and calculated by the Office of Student Accounts.

- If a student is the recipient of federal and state financial aid, Tiffin University will use the standard federal return of funds calculation policy. If calculation of the federal return of funds calculation policy would result in the student owing money to Tiffin University, this repayment will be waived.
- Students who are not receiving any federal or state aid will be withdrawn from classes and 100% of the tuition will be refunded.

DISCONTINUED PROGRAMS

Tiffin University reserves the right to discontinue or teach out an academic program at any time. In the event that a program is being discontinued, admission to that program will cease and current students will be notified.

Once it has been determined that a program will be discontinued:

- A teach out date will be determined and current students will be notified. All enrolled students will be required to complete the degree within the time determined. If the degree is not completed, a different program of study will be selected.
- Only students with continuous enrollment will be eligible to receive a diploma from a discontinued degree.
- Students re-enrolling to Tiffin University will be required to select and gain admission to a different program of study.

GRADE APPEAL PROCESS

If a student believes that a course grade has been assigned in a capricious, unfair, or erroneous manner, the student may appeal the grade. A general dislike of or disagreement with the grade received does not constitute proper foundation for a grade appeal. The student should be able to provide suitable evidence to support the claim that the course grade was assigned in a capricious, unfair, or erroneous manner.

The grade appeal process must be started by the end of the second class week of the next semester, following assignment of the grade. For individuals enrolled in courses completed in less than a semester length (7-week terms for MBA, MEd, and MS), the appeal process must be started by the midpoint of the next regularly scheduled series of classes following assignment of the grade.

The appeal begins with the faculty member(s) who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member(s). The faculty member(s) must respond to the appeal in writing to the student within one week of the receipt of the appeal. Should the faculty member(s) grant the appeal, a change of grade form should be submitted to the Office of Registration and Records. The student will receive a letter from the faculty member(s) indicating the decision.

If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the School in which the course was offered. The student shall have two weeks, after being notified by the faculty member, to submit his or her appeal to the Dean. Should the Dean be a party to the appeal, the Provost will name an alternate (either another Dean or a senior faculty member within the school) to hear the appeal. The Dean will hear the student's appeal, consult the faculty member(s) who assigned the original grade, and respond in writing to the student and the faculty member(s) within two weeks of the receipt of the appeal, as to the validity of the appeal. Should the Dean find that there are not sufficient grounds for an appeal, the appeal process is terminated.

The decision of the Dean is final. Should the Dean feel that the situation warrants further consideration; the Dean will forward the appeal to the Provost, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the Provost will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member(s) who assigned the original grade, consult the Dean of the school, and respond in writing to the student, the faculty member(s), the Dean of the school and the Provost within 3 weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the Provost that the grade be changed. The Provost will submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal. If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal. In a case where the faculty member(s) is/are no longer employed by the university, the appeal begins directly with the Dean of the School. The Dean will attempt to notify the faculty member(s) of the appeal, in writing, within one week of the receipt of the appeal. The faculty member(s) will have two weeks from the mailing of the Dean's notice to respond, at which point the Dean will follow the procedure outlined above. All documents related to the grade appeal shall be sent to the Registrar after the final decision has been made for filing with the student's permanent file.

Undergraduate Degree Program Information

ADMISSION AND TRANSFER POLICIES

ADMISSION REQUIREMENTS FOR FIRST-YEAR STUDENTS

First-Year students are described as students who have no more than 11 transferable credit hours, with the exception of students who completed those credit hours while attending high school. To be considered for acceptance as a First-Year student, an applicant must submit an undergraduate application for admission, an official copy of their high school transcript or GED certificate and an official copy of their ACT or SAT test scores. ACT or SAT scores are only required for students coming directly out of high school. A student seeking admission who has been out of high school for at least two years would be considered an adult freshmen. In addition to an undergraduate application for admission, Tiffin University requires adult freshmen to provide an official final high school transcript or GED certificate, have an unweighted, cumulative high school GPA of a 2.25 and submit a written essay for review.

Tiffin University requires official final transcripts from all previously attended institutions. All undergraduate students that have not earned an associate's degree after graduating high school are required to submit an official final high school transcript. All official final documents must be received at Tiffin University prior to the first day of class or students will be withdrawn from their classes. Tiffin University reserves the right to accept official supporting documents that verify degree and/or academic status required for admission until the official final documents are received. These documents must be reviewed in addition to standardized test scores, high school transcripts and a writing sample to determine a student's acceptance.

It is recommended that First-Year students have an unweighted, cumulative high school GPA of 2.25 or higher. It is suggested that applicants have completed 4 units of English, 4 units of math, 3 units of science and 3 units of social studies. It is also recommended that the student scores a 16 composite score on the ACT or a combined score of 890 on the SAT in the areas of Critical Reading and Math. Tiffin University does not superscore standardized tests for admission purposes; however, English and Math subscores may be used for placement purposes.

Applications are reviewed and admissions decisions are made immediately. Each student's application is reviewed on an individual basis and, if more information is required, the student may be asked to provide a writing sample, letter of recommendation, personal interview or placement test.

Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

STANDARDIZED TESTS – ACT OR SAT

Incoming First-Year students who wish to be considered for Tiffin University scholarships and grants must participate in the American College Testing (ACT) program or the Scholastic Aptitude Test (SAT) program. Application forms for the ACT or SAT test may be obtained from high school guidance counselors.

ADVANCED PLACEMENT

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online <http://apcentral.collegeboard.com>

ADMISSION REQUIREMENTS FOR BACHELOR'S DEGREE TRANSFER STUDENTS

- Submit a completed application www.tiffin.edu/apply.
- Submit official transcript(s) from all previously attended colleges or universities.
- If an Associate degree is not earned, an official high school transcript or GED is required.
- Applicants should submit SAT or ACT scores if they are available.
- A 2.00 or higher cumulative college GPA is required for applicants with 12 or more transferable credits.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

ADMISSION AND TRANSFER POLICIES *(continued)*

ADMISSION REQUIREMENTS FOR BACHELOR'S DEGREE COMPLETION PROGRAMS DELIVERED AT TU ACADEMIC CENTERS IN OHIO

- Submit a completed application www.tiffin.edu/apply/
- Submit official transcripts(s) from all previously attended colleges or universities.
- If an Associate degree is not earned, an official high school transcript or GED is required.
- Applicants for Bachelor's Degree Completion Programs delivered at TU Academic Centers in Ohio must have a minimum of 45 transferable credits.
- Students must have already completed one or more English course(s) (ENG141 or ENG142).
- A 2.00 cumulative college GPA or higher is required.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Students may transfer credits from other institutions and be eligible for the appropriate degree of the University, within the following constraints:

1. Transfer credits will be considered toward all degree required courses completed within 10 years of initial course enrollment at Tiffin University from other regionally accredited institutions and from business schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools provided the courses carry a minimum grade of a "C". Coursework older than 10 years from the enrollment semester/year at Tiffin University will be considered for either appropriate credit or prior learning credit, though neither guaranteed.
2. A student must complete a minimum of 48 semester hours of course work at an accredited, 4-year college or university. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.
3. A student must complete 75% of their degree core and major/concentration courses at Tiffin University.

WAIVER OF TRANSCRIPT/CREDIT EVALUATIONS

Tiffin University requires all final, official transcripts from any previously attended institutions indicated on a prospective student application. By omitting a previously attended institution from the application, the prospective student understands that they waive the ability to be granted any and all credit for courses completed at the omitted institution. A "Waiver of Transcript/Credit Evaluation" form will be provided to the student. Tiffin University reserves the right to request the omitted documents, should there be a reason to question.

EXTENDED LEARNING MAJOR COURSES TRANSFER POLICY

Students enrolled in one of our Extended Learning programs must complete 48 hours at a four-year institution and 30 of those hours must be completed at Tiffin University. In addition, all 300-400 level courses must be completed at Tiffin University or transferred in and approved by Tiffin University from another four-year, regionally accredited institution.

COHORT ATTRITION

In the event that enrollment in a cohort falls below an acceptable level to support a substantial academic experience, the University will provide students with the opportunity to join a cohort at one of our other locations or online.

CONDITIONAL ADMISSION

Conditional admission is available for First-Year and transfer students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their high school or college performance at the time of application. Students are conditionally admitted based on self-reported high school or college grade point average and standardized test scores. They are conditionally admitted on the condition that they provide the Office of Undergraduate Admissions or the Office of Registration and Records with official transcripts prior to the start of the semester/term. If a student is unable to comply, the students will be placed on inactive/withdrawn status until the required transcripts are provided.

PROBATIONARY ACCEPTANCE POLICY FOR UNDERGRADUATE STUDENTS ON TIFFIN CAMPUS

Students admitted on probation will be required to follow these limitations:

- Students who are on probation are limited to a maximum of 12 credits per semester
- Full-time, Tiffin campus students admitted on probation must meet with their First-Year Advisor weekly, during the semester
- Additionally, students will be supported through academic programs through The Murphy Academic Center, tutoring, study tables, etc.

Additionally, students will be required to register for a 1 credit hour FYS100 class, paired with their DEC100 class.

FIRST-YEAR WATCH

Tiffin Campus students who are recommended by the Undergraduate Admissions Committee may be admitted on First-Year Watch status. Tiffin Campus students who are admitted on First-Year Watch must meet with a First-Year Advisor for a minimum of one hour each week of the academic semester. Students may be removed from First-Year Watch status once a 1.85 TU GPA has been achieved at the end of an academic semester.

HOME SCHOOLED STUDENTS

Tiffin University adheres to the National Center of Home Education's Recommended College Admissions Policies.

1. Home school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Home schooled graduates are not required to score any higher than graduates do from public or private high schools.
2. Home schooled students are required to produce a transcript demonstrating completion of high school. A Tiffin University Home School Credit Evaluation form may be completed in lieu of a transcript.
3. Home schooled students are recommended to meet the following course requirements:
 - 4 units of English
 - 4 units of Math
 - 3 units of Science
 - 3 units of Social Studies
4. Home schooled students are required to submit a writing sample
5. The subject of the writing sample is at the discretion of the student.
6. Home schooled students are required to submit a résumé that encompasses a reading list, educational travel, extracurricular activities and any employment information. Home schooled students are eligible to compete for both academic and talent-based scholarships. Students' ACT or SAT score can help qualify them for scholarships.

CHARTER SCHOOLS

Charter schools are public schools with no specific religious affiliation; charter schools are also normally chosen by the parent/guardian and student. Each charter school has its own mission, program, goals, students served, methods of assessment and ways to measure each student's success. Charter schools do not have to meet the same rules and regulations that public schools must follow.

CHARTER SCHOOL STUDENT REQUIREMENTS

Students who attend Charter schools must:

- Meet their state's graduation requirements.
- Meet Tiffin University's admissions requirements.
- Take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Charter school graduates are not required to score any higher than graduates do from public or private high schools.

ADMISSION AND TRANSFER POLICIES *(continued)*

NON-CHARTERED SCHOOLS

Students who attend non-chartered schools must meet Tiffin University's Admissions requirements and the following:

1. Non-chartered school graduates seeking admission are required to take one of the two major college entrance exams, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Non-chartered school graduates are not required to score any higher than graduates do from public or private high schools.
2. Non-chartered school students are required to produce a transcript demonstrating completion of high school.
3. Non-chartered school students are recommended to meet the following course requirements:
 - 4 units of English
 - 4 units of Math
 - 3 units of Science
 - 3 units of Social Studies
4. Non-chartered school students are required to submit a writing sample. The subject of the writing sample is at the discretion of the student.
5. Non-chartered school students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Non-chartered school students are eligible to compete for both academic and talent based scholarships. Students' ACT or SAT score can help qualify them for scholarships.

NON-DEGREE STUDENTS

Non-degree seeking students are students who can take classes at Tiffin University without pursuing a degree. Non-degree seeking students are not eligible to receive financial aid. If a non-degree student later wishes to pursue a degree, the student would follow the application procedures for Tiffin University.

Non-degree seeking students who have not graduated high school need the following to be considered for admission:

- Completion of the non-degree application;
- A cumulative, unweighted high school GPA of a 2.25 or higher; and
- An ACT composite score of 16 or above, an SAT composite score of 800 or above, or the equivalent scores on the Accuplacer, Writeplacer or College Level Math Exam. English and math test subscores may be used for placement purposes.

Non-degree students who have graduated high school need the following to be considered for admission:

- Completion of the non-degree application; and
- Additional information from the student's home institution, if applicable, may be requested upon enrollment.

Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

ADULT FIRST-YEAR STUDENTS

An adult freshman is defined as anyone that has been out of high school for two or more years and does not have at least 12 transferable credit hours and plans to enroll full-time on campus. An adult freshman that has a cumulative high school GPA of 2.25 or higher and has not taken either the ACT or SAT, qualifies for the annual "Dean's Grant". Students who have not achieved a 2.25 high school GPA and have been accepted to Tiffin University, may qualify for annual "1888 Grant". If a student has achieved a GPA higher than a 2.25 and has taken either the ACT or SAT, the student will qualify for the scholarship award based on their index score.

TRANSIENT STUDENTS

Transient status allows degree seeking students enrolled at another institution to take courses which are not offered at the parent institution at Tiffin University, on a space-available basis. Tiffin University admits students who are in good standing at other institutions for specific course work. Such course work may apply toward a degree at the student's home institution, based on regulations at that institution. The University recommends that transient students approach their home institution in advance to identify by name and number the Tiffin University course(s) for which credit will be granted by the home institution.

Tiffin University students seeking to take courses from other institutions to meet graduation requirement, must be in good academic standing with a minimum 2.0 GPA and have received approval from the Office of Registration and Records. Transfer credit will be considered under the following conditions:

1. The student must request that an official transcript from the transient school be sent to the Registrar at Tiffin University.
2. If an official transcript is not received within 30 days of the end of the semester from the transient school, the student will be placed on HOLD at Tiffin University and unable to schedule for subsequent semesters or receive financial aid.
3. A grade of “C” or better, or a “Pass” in a Pass/Fail transcripted course must be achieved to receive transient transfer credit.
4. A student cannot have transcripted more than 19 total credit hours per semester, in combination of Tiffin University credits and transfer credits, unless the student has senior standing and receives prior approval from the Dean.

COLLEGE CREDIT PLUS PROGRAM

ADMISSIONS REQUIREMENTS

College Credit Plus students are required to meet the following criteria before admission is granted to Tiffin University's College Credit Plus program, regardless of location:

- A cumulative, unweighted grade point average of 2.25 for all high school academic coursework
- A requirement of 760 on the Math and English sections of the PSAT, an ACT composite score of 16 or above, or an SAT composite score of 800 or above
- Submit a completed College Credit Plus Student Application to Tiffin University by April 15th. Current high school transcripts and test scores are required for admission. No applications will be accepted after the application deadline. This date still applies even if student is only interested in taking spring semester courses. Upon acceptance, students will receive further instructions regarding registration. Find additional information at www.tiffin.edu/online/undergrad
- Applications are to be completed and resubmitted every academic year to be considered for admission to the College Credit Plus Program.

WAYS TO PARTICIPATE IN TIFFIN UNIVERSITY'S CCP PROGRAM

CCP at TU: Students attend classes on our campus and blend in with Tiffin University's diverse campus family. Students must meet all prerequisites.

CCP Online: Students virtually participate in TU classes, asynchronously, online with other Tiffin University students, including traditional, college-age students, adult students, and other CCP students. All CCP Online courses are 7 weeks. Students may not take more than 2 online courses per term. Students may choose any course for which they meet the prerequisites.

CCP at the High School: Students remain in their high school and one of Tiffin University's faculty or adjunct professors come to the high school to teach the CCP course. CCP at the High School courses will be arranged with participating high schools prior to student registration.

Book Policy for CCP Students

Tiffin University provides CCP students a set of books at the beginning of each semester based on their schedule. These books are to be returned to the College Credit Plus Advisor one week after the end of the semester. If books are lost, stolen, damaged, or not returned to Tiffin University, it is the student's responsibility to replace the books required for each course. Students are responsible for paying the full cost of the replacement book(s). The cost to purchase a replacement book through the Tiffin University's Bookstore will be charged to the student's account as a result of the book not being returned to Tiffin University. If a student has a balance on their Tiffin University account, the student will not be able to request an official transcript. For CCP students, Tiffin University covers the expense of books and supplemental fees; excluding music fees for private lessons. If a student enrolls in a private music instruction course it is the student's responsibility to cover the fee associated with the course. The music fee for private music lessons will be charged directly to the student's account.

CCP Withdrawl

CCP students are permitted to withdraw from a course up to the last day of the course, prior to the final exam/grade for that course.

FIRST-YEAR, TRANSFER AND NEW STUDENT OPPORTUNITIES

FIRE DAYS: FIRST-YEAR INTERACTION & REGISTRATION EXPERIENCE - TIFFIN CAMPUS

FIRE is a one-day orientation session for Fall semester First-Year and Transfer students and their families to begin the transition to Tiffin University. Students will meet with a financial aid advisor, receive their schedule, meet other incoming students and upper-class leaders, and learn about a variety of student support services available at TU. FIRE is an opportunity to meet students, faculty, and staff who will become a significant part of a student's college experience.

NEW STUDENT ORIENTATION - TIFFIN CAMPUS

New Student Orientation is a required event for new students serving as an introduction to virtually everything TU has to offer. This is an opportunity for new students to make connections while being led by upper-class peer leaders. Throughout the weekend, students will meet with faculty within their major, meet in small groups with other students, and are encouraged to participate in a variety of fun-filled events including speakers, games, and a variety of activities.

SPECIAL ACADEMIC OPPORTUNITIES

ROTC

Tiffin University partners with Bowling Green State University to offer the ROTC (Reserve Officers Training Corps) program for the Army, Air Force, and Space Force branches of the United States military. Students can enroll in courses at Tiffin University and travel to Bowling Green State University one day per week for instruction. For more information regarding classes, credits and registration, contact: Andrea Draper, Associate Registrar – Tiffin University, draperac@tiffin.edu or 800-968-6446 ext. 3452.

WASHINGTON CENTER INTERNSHIPS: WASHINGTON, D.C.

The Washington Center Internship program offers internships for students of all majors in Washington, D.C. A participating student works full-time in his or her chosen field in a placement that matches individual interests and skills. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. Housing arrangements can be made through the Center. Financial aid and scholarships are available for those who qualify. Additional information can be found at The Washington Center website www.twc.edu

WASHINGTON SEMESTER PROGRAM, AMERICAN UNIVERSITY: WASHINGTON, D.C.

The Washington Semester Program, through American University, offers students the opportunity to participate in an internship in addition to coursework and seminars. Students will register for and receive credit for 12-15 hours at Tiffin University. The course work and internship experience are directly related to the student's major. Areas of study are not limited to any one major and include American Politics, Public Affairs, Global Economics and Business, International Environment and Development, Journalism, Middle East and World Affairs, and Peace and Conflict resolution, among others. There are also opportunities for international travel and learning. Additional information can be found at www.american.edu/washsem.

DISNEY COLLEGE INTERNSHIP PROGRAM

The Disney College Internship Program offers internships for students in all majors. As a Disney College program participant, students become part of the magic that is known worldwide. Gain valuable, on-the-job experience working in our parks and resorts, participate in college coursework, and have the opportunity to meet and live with people from all over the country and potentially the world in company-sponsored housing. This truly unique five-to seven-month program allows participants to network with leaders, take part in personal and career development classes, and build transferable skills such as problem-solving, teamwork, guest service and effective communication.

STUDY ABROAD

Tiffin University has established a number of semester abroad programs in cooperation with Oxford University in Oxford, England, American Institute for Foreign Study (AIFS), Council on International Educational Exchange (CIEE), and Webster University in St. Louis, Missouri. Study Abroad programs are offered in a number of locations throughout Europe and Latin America. All courses are accredited in the United States and most are taught in English. There are also opportunities for internships and language study.

Under agreement with host institutions, all courses through these programs are fully accepted by Tiffin University. To take advantage of these programs, students must meet the following standards:

- Students must be in good academic standing at Tiffin University with an overall grade point average of 3.00 or higher and have achieved Junior status. A 3.50 is required for the Oxford Programme.
- Students must be favorably recommended by Tiffin University's Provost and the Dean of Students. Faculty recommendation is also required for the Oxford Programme.
- Students will enroll for at least 12 semester hours of course work. Students may be less than full-time for limited summer programs.
- Students applying for financial aid for one of these study abroad programs must have filed all necessary documents, including financial aid, by July 1 for the fall semester and October 1 for the Spring Semester.
- Students enrolled in an approved study abroad program will be considered enrolled at Tiffin University for the purposes of applying for financial assistance under Title IV.

The Study Abroad Program Coordinator and the Director of Undergraduate Advising will advise students on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition at all locations, as well as room and board for most locations. Students eligible for financial aid may be able to receive assistance to attend one of these programs.

Institutional scholarships, grants and discounts may be used for only one study abroad semester. International students or students who have lived or studied outside the U.S. may not use Tiffin University financial aid for a study abroad program in their home country or in the country in which they lived or studied.

3 + 1 ACCELERATED BACHELOR'S AND MASTER'S DEGREE PROGRAM

Tiffin University provides motivated students with the opportunity to complete both a Bachelor's and a Master's degree in the time it generally takes to complete the Bachelor's degree alone. This 3 + 1 program allows students to earn a Bachelor's degree in 3 years. Students will then have the option of attaining a Master's degree in select criminal justice or business programs in just one additional year. Typically, a Bachelor's degree followed by a Master's takes six years to complete.

Students who choose this option will move through the courses more quickly by taking them year round, including in the summer, in a combination of both seated and online formats. Course offerings will be the same as those for regular Tiffin University 4-year Bachelor's degree programs.

Students interested in this accelerated program should contact Tiffin University's Office of Undergraduate Admissions for details at ugadmissions@tiffin.edu or 419-448-3423 or www.tiffin.edu. Successful applicants will have graduated from high school with a 3.00 grade point average and should be able and willing to keep up the accelerated nature of the program.

READMISSION TO TIFFIN UNIVERSITY

Any student who falls into the following categories must apply for readmission to Tiffin University:

- Was enrolled at Tiffin University, but has not taken classes for one or more semesters
- Was academically dismissed

READMISSION PROCEDURES

Students who have previously attended Tiffin University must complete an Application for Readmission if their absence has been one semester or more, or if they were dismissed from the University. If the student has attended another college or university since their last course at TU, official transcripts must also accompany the Application for Readmission, along with other supporting documents. Readmission to Tiffin University is not guaranteed and students must have paid any existing or previous balance owed on their student account before they will be allowed to register.

If a student has been dismissed from the University for any reason and plans to return to Tiffin University, the student must submit a letter of appeal for readmission, including a request for financial aid, to be reinstated. In addition, students may be required to submit an appeal letter and/or additional documents upon request from the University, regardless of academic standing. This letter and any supporting documentation must be submitted along with the completed Application for Readmission. The student must submit any missing or outstanding admission documents, such as transcripts from previous institutions, prior to re-enrolling at Tiffin University. If approved, the student's readmission will only be valid for the semester for which he or she applied. If the student does not begin taking courses during that semester, he or she will have to begin the readmission process again.

TIME LIMIT TO COMPLETE THE DEGREE

All course work for undergraduate degrees must be completed within ten (10) years from the semester the student first enrolls in a degree program at Tiffin University. If a student needs more time to complete the program, the student must petition his/her School Dean for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date.

International Undergraduate Students

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

Admission requirements for international undergraduate applications:

- Graduation from an officially-recognized high school or equivalent, or graduation from an officially-recognized Associate's/Bachelor's degree program or currently attending an officially-recognized undergraduate Associate's/Bachelor's degree program.*
- For First-Year applicant, GPA 2.25 on the high school transcript; for transfer applicant, GPA 2.0 on the higher education transcripts.
- TOEFL score (500 PBT/61 iBT) or IELTS score of 5, iTEP score of 4.5, ACT score of 18, and SAT score of 820, unless the student's native language is English or if the primary language of instruction of the student's high school (for First-Year students) or previous university (for transfer students) was English.** Applicants from the following English-only countries do not need to prove English proficiency; Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

*Equivalents to high school include secondary vocational high schools and secondary professional/technical schools. Graduates of high schools and equivalents should apply for First-Year admission. International applicants who have earned more than 12 credits from an accredited undergraduate program will not be admitted as first-time First-Year students. Those who have graduated from an accredited Associate's degree program and those who are currently attending an accredited undergraduate Associate's/Bachelor's degree programs may transfer to TU, with earned credits transferred in accordance with TU's curriculum requirements, and they should apply for transfer admission.

**Applicants who have not provided an English language test score at or above the required minimum may be admitted on the condition that they enroll in the English as a Second Language (ESL) Program at the appropriate level, which will be determined by a placement test.

Required documents for international undergraduate application:*

1. Completed and signed International Student Application for Admissions form.
2. Completed and signed Affidavit of Financial Support form.
3. For First-Year applicant, a copy of high school graduation diploma with a copy of high school transcript; for transfer applicant, a copy of undergraduate transcript and a copy of high school graduation diploma with a copy of high school transcripts or equivalent. Students who have completed an Associate's degree are not required to submit proof of graduation from an officially-recognized high school.**
4. A copy of TOEFL, IELTS, iTEP, ACT or SAT score (if available).
5. Bank statement that supports the Affidavit of Financial Support form.
6. If requested by the Office of International Admissions, an applicant may also be required to submit an academic credential evaluation from an external service provider.
7. Copy of passport.

*The Admission Office will not accept earlier versions of the forms. All original-language documents must be accompanied by a separate English translation.

**In order to remain enrolled, international First-Year students should provide official high school transcripts and international transfer students must provide official higher education transcripts (and high school transcripts if an Associate's degree has not been earned) prior to the end of the student's seventh class day at Tiffin University.

UNDERGRADUATE PROGRAMS TUITION, FEES AND EXPENSES FOR 2020-2021

TIFFIN CAMPUS

Tuition and fees are in effect at the publication date of this bulletin. They are subject to change by vote of the Board of Trustees. The following fees are for both Bachelor and Associate degree programs in a seated format on the Tiffin Campus.

ADMISSION FEES, UNDERGRADUATE

Confirmation Deposit (Non-refundable after May 1st) \$100

TUITION AND FEES, UNDERGRADUATE

Tuition per semester, full-time (12-16 credits) \$13,605

Tuition per semester, more than 18 credits (min. 3.00 GPA)..... \$13,605

+ \$907 per additional credit

Tuition per credit, less than full-time (1-11 credits) \$907

Auditing, per 3 credit course \$1,285.50

Technology Fee (per Fall & Spring semester) \$200

Technology Fee (per Summer semester) \$100

Laboratory Fee (see course description) Varies

Supplemental Course Material Fee* Varies

*Some courses may include a supplemental course material fee, which will support and enhance the students' learning.

Music Fee for Private Lessons \$500

Portfolio Fee (per course) \$300

Apostille Degree..... \$25

Health Insurance

International students* Varies by year

*Insurance is required for international students unless a waiver is signed and proof of coverage is provided.

Student Athletic Insurance (required) \$200

Transcript Fee, Official \$8

Transcript Fee, Unofficial..... \$6

Returned check or ACH fee \$40

RESIDENCE HALL/HOUSE, PER SEMESTER

Single - residence hall/house w/o air conditioning \$3,295

Double - residence hall/house w/o air conditioning \$2,780

Triple - residence hall w/o air conditioning \$2,525

Quad - residence hall w/o air conditioning \$2,265

Single - residence hall/house w/air conditioning \$3,475

Double - residence hall/house w/air conditioning \$3,095

Triple - residence hall w/air conditioning \$2,835

Quad - residence hall w/air conditioning \$2,575

Single - house w/o air conditioning \$3,115

Double - house w/o air conditioning \$2,600

Triple - house w/o air conditioning \$2,345

Quad - house w/o air conditioning \$2,085

Single - house w/air conditioning \$3,400

Double - house w/air conditioning \$2,935

Triple - house w/air conditioning \$2,680

Quad - house w/air conditioning \$2,420

Apartment Living Learning Center \$3,580

316 Benner & Adams Apartments \$3,090

FOOD EXPENSES, PER SEMESTER

Gold Meal Plan.....	\$2,760
Green Meal Plan.....	\$2,330
Dragon Meal Plan.....	\$1,350
Fire Meal Plan.....	\$680

ONLINE & EXTENDED LEARNING PROGRAMS**BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF ARTS, AND BACHELOR OF CRIMINAL JUSTICE**

Tuition per credit	\$460
Portfolio Fee (per course)	\$300
Technology Fee (per Fall & Spring semester)	\$200
Technology Fee (per Summer semester)	\$100
Supplemental Course Material Fee*	Varies

*Some courses may include a supplemental course material fee, which will support and enhance the students' learning.

PAYMENT PLAN

Tiffin University provides annual and semester tuition payment plan options to allow for monthly payments. The annual monthly payment plan enrollment fee (Fall and Spring, only) is \$60. The semester monthly payment plan enrollment fee is \$35. Late charges for unpaid monthly fees accrue at a rate of \$30 per month. Contact the Office of Student Accounts for more information. Late charges are accrued monthly @ 1% per month. Contact the Office of Student Accounts for more information.

Undergraduate Academic Policies

STUDENT RESPONSIBILITIES

Students are responsible for knowing all requirements in this Academic Bulletin. Information in this Bulletin is subject to change. The University reserves the right to change its course offerings, academic policies, and requirements for the Bachelor and Associate degrees.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although Advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major academic plan in Self-Service to track their progress.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the Academic Bulletin of the University for the year they entered TU or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current, annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation. Students who transfer from an institution with which we do not have an articulation agreement follow the annual Academic Bulletin in effect at the time of their initial registration for courses at Tiffin University.

A university-assigned student email account shall be an official university means of communication with all students at Tiffin University. Students are responsible for all information sent to them via their university-assigned email account. If a student chooses to forward their university email account, he or she is responsible for all information, including attachments, sent to any other email account.

To stay current with university information, students are responsible and are expected to check their official university email account and other electronic communications (MyTU portal, mobile app, etc.) on a frequent and consistent basis. Recognizing that some communications may be time-critical, the university recommends that each form of electronic communication be checked daily.

ATTENDANCE POLICIES

ATTENDANCE OR PARTICIPATION POLICY FOR ON-CAMPUS BACHELOR DEGREE PROGRAMS

Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend all scheduled classes. Students are responsible for being aware of the proceedings and material covered in each class period. Students must attend all announced tests and submit assigned written work on the date set by the instructor.

The consequences of missing a test or an assignment will be determined by the instructor and will be based, at the discretion of that faculty member, on consideration of the individual circumstances involved. The procedures of dealing with absences from classes are left to the discretion of the individual instructor as outlined in the course syllabus. The instructor may request that the student be dropped from the course when absences exceed 25% of the required class sessions. Any refund of tuition will be computed from the last date of attendance.

WORK IN THE CLASSROOM

Classroom experience is central to education, whether the classroom is a traditional one or online. The interaction and learning from and between the faculty and fellow students, which take place in the classroom are crucial. Students are required to make attendance a priority and follow the attendance policies set forth by the instructor. Students are required to come to class prepared with the readings completed, papers written, and class presentations ready to be given. Students should complete the work as specified in their syllabi or as assigned by the faculty.

WORK OUTSIDE THE CLASSROOM

In general, each semester-long course the student is enrolled in requires 5-10 hours of work per week outside class. Online and other shorter-term classes will require more, as the work is compressed into a shorter period of time. Such outside preparation may take the form of reading the texts and reprints for the course, library research, writing papers, or cooperative learning with other students. The University encourages collaboration among students in their academic work. There are a variety of opportunities to work with other students, such as study tables, getting assistance at the Murphy Academic Support Center, informal study groups, and undertaking team projects. Collaboration happens within the framework of course requirements and academic integrity.

ATTENDANCE OR PARTICIPATION POLICY FOR EXTENDED LEARNING BACHELOR DEGREE PROGRAMS

Due to the concentrated scheduling and the emphasis upon participatory learning, adult learners need to attend every week. Students are permitted one class session absence in a 7 week course and two class session absences for a 14 week course. Absence is permitted due to illness or other emergencies, but requires that the student complete a make-up assignment. A student is considered absent from the class session when half or more of a class session is missed. The Adult Learner must complete an assignment to make up for the missed course content. The assignment is due the week following the missed class and is to be turned in at the time the next week's homework is due. If the make-up assignment is not completed or it does not meet the requirements, the student will receive an "F" for the class.

CANCELLATION DUE TO DECLINE IN WEATHER CONDITIONS

When the weather is severe enough that class is cancelled, either a 4-page make-up assignment will be assigned or a make-up class will be arranged. This is necessary to maintain our current accreditation and to account for the material and time lost. The cohort calendar cannot be extended, but it is permissible to extend the class time or double up classes during the week. If a make-up class is the decision made by the manager, faculty, and cohort; everyone involved must be in agreement with the time and date set for the make-up class. In addition, the manager must receive written approval from the instructor and each individual within the cohort prior to approval of the make-up date. If there is no agreement on a make-up date, the students will be required to submit a 4-page make-up assignment to cover the material. The content of the make-up assignment will be determined by the instructor.

ATTENDANCE OR PARTICIPATION POLICY FOR ONLINE BACHELOR DEGREE PROGRAMS

Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend/participate in all scheduled classes. Students are responsible for being aware of the proceedings and material covered in each class period. Students must complete and submit written work on the date set by the instructor.

- Students will be required to respond to a threaded discussion and/or submit one assignment to every course scheduled no later than 11:59pm EST of the 14th day of the term to be considered an active student.
- A student who has failed to log in and respond to a threaded discussion and/or submit an assignment as of 11:59pm EST of the 14th day of classes, will be immediately withdrawn from those course(s) by Enrollment Management.
- After the 14-day census, students will be required to actively participate. If a student becomes inactive for 14 consecutive days, they will be Administratively Withdrawn.

- A student may be assigned a grade of “WF” (Withdraw Failing grade) by the instructor once the student has missed 25% of the required course. Absence in online courses is defined as not participating in discussion threads or not turning in assignments.
- The University reserves the right to initiate an administrative withdrawal of a course whenever a student violates the attendance/participation policy. Refer to Excessive Absence Withdrawal Policy.
- If a student is unable to participate in a course by 11:59pm EST on the 10th day of the term due to extenuating circumstances, a decision regarding the student’s status will be made by the Dean of the appropriate discipline school and the Executive Director of Online & Graduate Enrollment Management. If a decision is not unanimous, a final decision will be made by the Provost and communicated to the student.

ACADEMIC INTEGRITY – UNDERGRADUATE, GRADUATE, AND DOCTORAL PROGRAMS

Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic integrity, which includes the fundamental values of honesty and personal responsibility.

Administrators and faculty will support students to understand the principles of academic integrity. The following actions represent academic misconduct, which is a failure to act with academic integrity. These actions and definitions are only examples and should not be considered an exhaustive list of actions or behaviors that represent academic misconduct.

A. Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work or improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes but is not limited to:

1. The unauthorized use of any external assistance on any in-class or take home examination such as tutors, books, notes, computers, etc. without faculty permission
2. Copying from or using another student’s work
3. Falsification of papers, records or official results
4. Submission of work for credit that has been used or will be used for another course without explicit permission of both instructors
5. The use of purchased materials or papers or files of papers prepared by other people

B. Fabrication

Fabrication is the intentional falsification or invention of research, data, citations or other information. Fabrication includes but is not limited to:

1. Citing information not taken from the indicated source
2. Listing sources in a reference list that were not used
3. Inventing or altering data or source information for research or other academic work
4. Falsifying any academic record
5. Taking a test or other form of evaluation for someone else or allowing someone else to permitting someone else to take a test or other form of evaluation for oneself

C. Plagiarism

Plagiarism is the intentional or unintentional practice of taking someone else’s work and using it as one’s own. If the work of another is used, the student must acknowledge the original source through a recognized, scholarly reference practice. Quotation marks must be used if work is copied verbatim. Students will acknowledge the work of others in the following circumstances. These examples are meant to be illustrative in nature and do not identify all instances of plagiarism:

1. Whenever one uses another person’s words
2. Whenever one uses another person’s ideas, opinion or theory even if it is completely paraphrased in your own words
3. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge as not to be questioned.

CONSEQUENCES OF ACADEMIC MISCONDUCT**Violations of Academic Integrity that occur within a course:**

A faculty member has the full discretion to penalize any act of academic misconduct by issuing a grade of “F” and/or score of zero (0) for an assignment if the faculty member believes an unintentional act of academic misconduct was committed. Students would then be required to take the Academic Integrity Development Program offered by Pfeiffer library or another resource deemed appropriate by the faculty member. The AID program tracks student participation. There will be no assignment “XF” grades recorded.

Upon a finding by a faculty member that a student has committed an intentional act of academic misconduct, the faculty member may file for a grade of “XF” for the course. Upon the decision to pursue an “XF” grade:

1. The faculty member must immediately notify the Dean of the school that the course is in with required documentation and notify the student of their intent to file a grade of “XF” and the student’s right to appeal
2. The Dean will notify the Registrar that the faculty member wishes to pursue an “XF” grade for the course.
3. The Registrar will then note that the student may not withdraw from the course due to the pending “XF” grade.
4. If the grade of “XF” is upheld, a warning letter from the Office of the Provost will be sent to the student notifying the student that the receipt of a second “XF” will result in permanent dismissal from Tiffin University.. The registrar will maintain a copy of the letter in the student’s permanent file, and the student will be required to meet with the Provost.
5. If the grade of “XF” is upheld before the end of the semester or term, the student will be removed from the course.
6. For graduate and doctoral programs, violations of the Academic Integrity Policy that are upheld by the academic Dean will result in permanent dismissal from the University.

Grade Appeal

The faculty member will notify the student of their intent to file the “XF” grade and will inform the student of his or her right to appeal. If this occurs during the semester or term, the student has up to two weeks to appeal the decision to the faculty member. If the notification is at the completion of the semester or term for the final grade, the student has until the second week of the ensuing semester or term to appeal to the faculty. In either instance, the current grade appeal policy is then followed. During the appeals process, the student has the option to continue to participate in the course.

VIOLATIONS OF ACADEMIC INTEGRITY THAT OCCUR OUTSIDE OF A COURSE

1. If a student violates the Academic Integrity Policy while not enrolled in that particular course, a complaint will be made directly to the appropriate School Dean by the faculty member, a student, or an administrator. Examples include, but are not limited to: writing a paper for another student’s use, giving/selling prior semesters’ tests, assignments, or papers, completing take-home tests for another student, etc. If the complaint is upheld, a warning letter from the Office of the Provost will be sent to the student notifying the student that the receipt of an “XF” in another course will result in permanent dismissal from Tiffin University. The Registrar will maintain a copy of the letter in the student’s permanent file and the student will be required to meet with the Provost.
2. If the discovery that a student violated the Academic Integrity policy occurs in a semester subsequent to the one in which the course was taken, the student will be notified of the intent to file an Academic Misconduct report by the faculty. The above appeal policy will be followed for retroactive cases as well. If the finding of academic misconduct is upheld, a warning letter from the Office of the Provost will be sent to the student notifying the student that the receipt of a second “XF” will result in permanent dismissal from Tiffin University.. The Registrar will maintain a copy of the letter in the student’s permanent file and the student will be required to meet with the Provost. There will be no retroactive grade changes. The above policy will only be enforced for students who are currently enrolled in Tiffin University.

Upon a second confirmed act of academic misconduct, the student will be dismissed from Tiffin University.

GRADING SYSTEM

Tiffin University awards credit based on semester hours.

Grade	Quality Points	Remarks
A*	4	-
B*	3	-
C*	2	-
D*	1Not applicable to graduate courses	
F	0	Failure
I	-	Incomplete Work
P	-	Pass
WD	-	Withdrew before deadline, notifying the Registrar
WF	0	Withdrew Failing - withdrew after deadline
WV	-	Course waived

* This grade may be indicated with a “+” or “-” on the student’s transcript. However, the “+” or “-” is not used in the computation of the quality point average.

CHANGE OF MAJOR

A student in an Associate or Bachelor degree program may change his/her academic major by completing the appropriate form with their Academic Advisor. The student must follow the major requirements in place at the time of the change in major. When such a student is continuously enrolled (not absent for two or more successive, regular semesters), he or she has the option of following the University’s general education program under the student’s previous major, instead of its current format. While students are allowed to change their major, doing so may increase the time to reach degree completion.

INCOMPLETE COURSE WORK POLICIES

INCOMPLETE COURSE WORK FOR ON CAMPUS BACHELOR DEGREE PROGRAMS

Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course by completing an Incomplete Grade Contract form in order to finish the semester with an incomplete grade in that course. The instructor may, at his/her discretion, assign a new completion date **not later than midterm of the next regular semester** and record the grade as “I” (Incomplete).

An Incomplete grade must be changed by completing the work of the course before the deadline stipulated by the instructor, but not later than the midterm of the next regularly scheduled semester. There may be a change-of-grade fee of \$15.00 per credit hour.

INCOMPLETE COURSE WORK FOR ONLINE & EXTENDED LEARNING BACHELOR DEGREE PROGRAMS

All course work is expected to be completed for each course by the last meeting of that class. If the student finds that he/she cannot complete the work by the due date(s), the student may request an incomplete for the course. The request must be made to the instructor no later than the last night of the course. It is at the instructor’s discretion to grant or to deny the request. If the instructor grants the request, the student is to complete an Incomplete Grade Contract. The form is to be completed by the student and the instructor and submitted to the Registrar. The instructor will record the grade as “I” (Incomplete). An Incomplete cannot be submitted without this signed document. Students are required to submit work within 30 days of the final paper’s original due date. If the student does not request an incomplete by the last class session or does not submit the completed assignment on time, the grade will be based on the work that has been completed and submitted.

REPEATING A COURSE

Students may retake any course in which they received a final grade of “F”. A required course with a final grade of “F” must be repeated. Students receiving a “D” in a required course in which a grade of “C” or better is needed in order to move on must retake that class.

Any student wishing to repeat a course in which he/she earned a grade of “D” may do so by contacting his/her Academic Advisor. Students who are receiving financial aid or participating in intercollegiate athletics should consult with the Athletic Representative in the Financial Aid Office before repeating a course with a “D” grade. A student who has earned a minimum of 75 hours toward the Bachelor’s degree and whose cumulative grade point average in their major courses is less than 2.50 may repeat a course in the major for which a grade of a “C” or less was earned. Such students must obtain permission from their Academic Advisor before repeating the course in question and contact the Financial Aid Office. Both grades, original and repeated, appear on the permanent academic record, but only the higher one is counted in the grade point average and in meeting graduation requirements.

ACADEMIC STANDING

When a student’s cumulative (overall) and current (most recent semester) grade point averages are 2.0 or better, the student is in good academic standing. Any student with a cumulative GPA below a 2.0 will be placed on Academic Warning, regardless of credit hours.

Students at Tiffin University are expected to earn a grade of “C” or better in an average of 15 credits per semester to complete the credits needed to graduate in 4 years. Both GPA and number of semester hours are calculated to determine if a student is achieving minimum academic progress. The University will regularly check to ensure that students are making at least minimum academic progress toward completing their degree and, at the end of each semester, will determine whether students are in good academic standing. Students must maintain the following minimum cumulative grade point average to remain in good academic standing:

Full-Time Students (minimum of 12 credits per semester)		Part-Time Students (no more than 11 credits per semester)	
Semester hours attempted	Minimum GPA	Semester hours attempted	Minimum GPA
Warning Status:		Warning Status:	
0 - 23	2.00	0 - 5	2.00
Probation Status:		Probation Status:	
24 - 47	1.80	6 - 11	1.60
48 - 71	1.90	12 - 23	1.70
72 +	2.00	24 - 47	1.80
		48 - 71	1.90
		72+	2.00

ACADEMIC STANDING FOR TIFFIN CAMPUS TRANSFER STUDENTS

Students on the Tiffin Campus who have transferred from other colleges/universities will be evaluated for minimum academic progress using transferable hours as determined by the Registrar and GPA from prior institutions combined with Tiffin University attempted credit hours and GPA. Minimum GPA for transfer students must meet the requirements outlined above.

ACADEMIC WARNING

If students do not pass enough courses with a grade of “C” or better, creating a cumulative or current GPA of less than 2.0, they will be placed on Academic Warning. A student whose semester GPA falls between the minimum outlined in the aforementioned tables and 2.0 will be placed on Academic Warning. For example, if a student has earned 52 credit hours (semester hours), and receives a semester GPA of 1.84 at the end of the fall semester, the student will be placed on Academic Warning since he/she did not attain the required minimum GPA of 1.9 for 52 semester hours.

Students on Academic Warning will be placed on Academic Probation after the semester if they do not meet at least one of the following requirements:

- Raise their cumulative GPA to 2.0, thereby returning to good academic standing, or
- Earn a GPA for the current semester of 2.0 or above, thereby remaining on Academic Warning and subject to the same requirements in the next semester.

If the student achieves a 2.0 or better GPA for the probationary semester, but the student's cumulative GPA is still below the minimum required for the number of semester hours attempted, the student will be placed back on Academic Warning.

Students are notified by email of their academic status and it is also noted on their academic transcript.

ACADEMIC PROBATION

Any student whose cumulative grade point average falls below the minimum GPA for the number of semester hours attempted will be placed on Academic Probation and will be required to follow these restrictions:

- Students who are on Academic Probation are limited to a maximum of 12 credits per semester.
- Full-time Tiffin campus students on Academic Probation must meet with an Academic Recovery Advisor for one hour each week of the semester.
- In addition to the one hour weekly meeting, students will be required to complete a minimum of 8 hours of monitored study and/or tutor time per week under the supervision of the Murphy Academic Support Center.

At the completion of the probationary semester, the student must have achieved a semester grade point average of 2.0 or greater or the student will face Academic Dismissal.

Students are notified by email of their academic status and it is also noted on their academic transcript.

ACADEMIC DISMISSAL

A student may be dismissed from the University for at least one semester for:

- Failure to attain a minimum semester grade point average of 2.0 or better after being placed on Academic Probation.
- Full-Time enrollment: students receiving a failing grade in 4 or more courses in any semester of attendance at Tiffin University.
- Less-than Full-Time enrollment: students that attend $\frac{3}{4}$, $\frac{1}{2}$, or less than $\frac{1}{2}$ time will be dismissed if they have failed with an "F"/WF", more than $\frac{1}{2}$ of their enrolled classes for two consecutive semesters of enrollment.

Students are notified by email of their academic status and it is also noted on their academic transcript.

APPEAL PROCEDURES FOR DISMISSAL

Students who are dismissed from the university may apply for readmission after an absence of one (15-week) academic semester. The suspension of enrollment is intended to allow the student time to thoroughly reassess his or her goals and performance capabilities. A student may petition for continuous enrollment following a dismissal to the Registrar. The petition must be in writing and should document any unusual circumstances and also explain an improvement plan. The Registrar, Provost and School Dean may act to reinstate the student's eligibility on a probationary status or deny the petition.

Upon approval, the Readmission Committee will determine the number of credit hours for which the student may register. In addition, the student will be placed on Academic Probation and must meet with an assigned Academic Recovery Advisor (Tiffin Campus only), and must earn a minimum semester GPA of 2.0 for his/her next semester. Failure to meet the reinstatement requirements will result in a second dismissal for a minimum of one academic year.

PERMANENT DISMISSAL

Students will not be allowed to submit any appeals after a permanent dismissal. Students are notified of their Permanent Dismissal from the university by email and through a notification letter.

MINIMUM ACADEMIC PROGRESS POLICY

To increase the likelihood of graduation, it is important for students to acquire a specific set of academic skills as early as possible. This policy is intended to provide an incentive for students to prepare themselves for success in advanced level courses. At the completion of 54 semester hours of academic work, including transfer credits, a student must have completed 15 semester hours in the following courses:

- ENG141 and ENG142 (6 hours)**
- Mathematics (3 hours): Any Math above MAT095**
- CST111 (3 hours)**
- DEC100 (3 hours)**

A student who fails to complete these courses upon completion of 54 hours of academic work will be placed on Academic Hold.

- These students will be placed on “Academic Hold” (e.g. student will not be able to register for classes) and must meet with the Director of Undergraduate Advising or an Academic Advisor until the completion of the required course(s) listed above.
- If a student does not successfully complete the course(s), a tutor will be assigned in the Murphy Academic Support Center.

Students who fail a course listed above a third time may be dismissed from the University as determined by the Provost.

STUDENT CLASSIFICATIONS

Student Status	Semester Hours Completed
First-Year	0 - 27
Sophomore	28 - 54
Junior	55 - 81
Senior	82 +

COURSE LEVELS

Course numbers	Description
000 - 099	Courses meant primarily for students who need foundational prerequisites
100 - 199	Courses meant primarily for First-Year students
200 - 299	Courses meant primarily for Sophomores
300 - 399	Courses meant primarily for Juniors
400 - 499	Courses meant primarily for Seniors

COURSE LOAD

Normal course load is 15 semester hours. Undergraduate students must enroll in a minimum of 12 semester hours to be classified as full-time. This minimum applies to all undergraduate students in all programs. Students wishing to take 16 - 18 credit hours must have a minimum cumulative grade point average of 3.0 and be of Junior standing. Students who wish to enroll in 19 or more credit hours must be within 2 semesters of graduation, have a minimum cumulative grade point average of 3.0, and complete an application, which requires signatures of the student’s School Dean, the Office of Financial Aid, as well as the Registrar. In addition, the student must provide a written request explaining their rationale for the course overload before the application can be completed. Consultation with the Dean is required prior to approval for 19 or more credit hours. Any student’s ability to register for courses is subject to availability of seats at the time of registration. Obtaining necessary signatures does not guarantee course availability.

ADDING COURSES – TIFFIN CAMPUS

Students are expected to enroll in all planned classes prior to the first day of each semester. Students can change their existing schedule through Wednesday of the first week of class. If a student has not enrolled in any classes before the start of the semester, the student will need to receive approval from the Office of Registration and Records. Permission to enroll in Online courses must be approved prior to the 'last day to add a class' deadline, including Term II courses. Students must be of Sophomore standing with a minimum cumulative grade point average of 3.0 to enroll in online courses. Online enrollment for Gen Ed or Open Elective credits are limited to only 1 class per semester. Requests to take Degree and/or Major courses online are approved by the School Dean. *Summer enrollment may exceed 1 course per semester; however, all other permissions apply.

STUDENT ATHLETES - ACADEMIC ELIGIBILITY REQUIREMENTS

Student-athletes must comply with NCAA and University rules regarding academic eligibility. While the Office of Registration and Records will monitor students' academic progress, it is the students' responsibility to know and understand the rules that govern their eligibility.

NCAA PROGRESS TOWARD DEGREE REQUIREMENTS

- A student-athlete must be enrolled in a minimum full-time program of not less than 12 hours to be eligible for practice and competition.
- Satisfactory completion of nine semester hours of academic credit every semester (fall or spring semester) in which the student-athlete has been enrolled full-time. (Cannot use summer school hours to fulfill nine hour rule).
- A student-athlete must complete 24 semester hours of credit a year (fall-to-fall) to be eligible for competition the following academic year. The 24 hours are considered as the hours countable towards satisfactory progress toward a degree.
- A student-athlete must achieve a minimum cumulative GPA of 2.00 prior to the beginning of each fall semester.
- If a student-athlete earns 24 hours or more during the academic year, he/she has met the satisfactory progress requirements for the following academic year and is not held to a minimum number of hours that can be taken during summer school.
- A student-athlete must declare a major (i.e. designate a degree program) by the beginning of the third year of enrollment (or fifth semester).

TIFFIN UNIVERSITY MISSED CLASS POLICY

1. In order to meet the missed class time requirement of NCAA Bylaw 17.1, the following policy is in effect at Tiffin University:
 - A. Student-athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam.

Activities considered practice include:

 - Preparation and conditioning time (weight training, running, etc.)
 - Training room time (rehab, taping, etc.)
 - Meetings (to include individual film watching)
 - On field practice
 - B. Media and recruiting requests will not interfere with class or exam schedules.
 - C. Exceptions to the above will only be approved by the Faculty Athletic Representative (FAR) who will report exceptions to the faculty at the last meeting of each semester.
2. For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
3. For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the FAR, the Provost and faculty via email at least one month prior to the start of a sport's season, a listing of all competition in that sport which will necessitate student-athletes being absent from class. This listing will include the time and date of competition, destination, departure time, and competition. The FAR or the Provost may request that modifications to the travel plans to be made.
6. Student-athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 24 hours prior to each contest that affects their class attendance.
7. Student-athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student athlete for any assignments that will be missed.

STUDENT ATHLETES - ACADEMIC ELIGIBILITY REQUIREMENTS *(continued)*

8. Faculty members will not penalize student-athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
9. Coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes or affiliate class related field trips (within reason) for which student-athletes are enrolled. It is recommended that faculty email coaches with details for a class related field trip a minimum of a week ahead of the scheduled date.
10. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Provost.
11. Exceptions to the above statements for special tournaments and competitions, including championship play, must be approved by the FAR and the Provost.
12. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the Provost.
13. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Director of Athletics or the FAR.
14. Faculty having any questions about the application of these statements may contact the FAR or the Provost.

Undergraduate Education

Tiffin University believes that undergraduate education must develop the specific intellectual abilities as depicted below. These are integrated into a coherent educational experience so that students are prepared for positions of leadership in professional, business, and service careers.

In order to develop such capabilities within the framework of undergraduate education, Tiffin University's Bachelor Program is made up of four components: Transferable Courses, Tiffin Core (DEC), Professional Major Field, and Open Electives or Minor. No course may be used to meet the requirement of more than one Bachelor curriculum component. Thus, a course selected to meet a DEC or Transferable Course requirement cannot also be used to meet a School, Major or Open Elective/Minor requirement. In addition, no more than fifteen (15) courses from any one department as identified by the departmental alpha-prefix can be counted to fulfill Bachelor degree requirements.

Institutional Standards for the Core Competencies of a Tiffin University Graduate

Cognitive Mindset

Intellectual Competencies

Creativity - Generating Ideas

- Innovative Thinking
- Thoughtful/Calculated Risk Taking
- Entrepreneurship

Critical Thinking

- Problem Solving
- Decision Making
- Analyzing, Integrating, Synthesizing

Objectivity

- Appreciating Multiple Perspectives (past & present)
- Adaptability and Flexibility
- Question Status Quo

Inclusive Mindset

Cultural Competencies

Emotional Intelligence (EI)

- Personal Competence
- Social Competence
- Reflection & Resilience

Curiosity & Openness for Diversity

- Intersectionality
- Embrace & Value Difference
- Cultural Awareness

Diplomacy

- Conflict Management & Resolution
- Negotiation
- Professionalism & Respect

Integrative Mindset

Global Competencies

Professional Practice

- Connections to Experience
- Connections to Discipline
- Professional Self-Reflection

Leadership

- Developing Foresight
- Managing Change
- Collaboration

Ethics

- Personal
- Professional
- Global/Community

The Foundational Mindset

Communication

- Oral
- Written
- Face-to-face & Mediated Communication

Quantitative Literacy

- Financial Literacy
- Quantitative Competence
- Deduction

Digital Literacy

- Information/Visual Literacy
- Appreciation of Privacy
- Responsible Use of Digital Media

Scientific Inquiry

- Command of the Scientific Method
- Understand the Research Process
- Evidence-Based Reasoning

TRANSFERABLE COURSES

A sound, educational experience begins with the connected abilities of understanding and communicating. Essential ideas first require essential capabilities. Primary among these capabilities is the ability to write and speak with clarity and precision and to read and listen with comprehension and with critical spirit. The complexity of modern information technologies and the necessity of logical thinking and critical analysis dictate the acquisition of skills in both verbal and quantitative arenas.

TIFFIN CORE (DEC)

At Tiffin University, we believe that the general education of the student is truly what it means to have a college education, regardless of the major. The Tiffin Core (DEC) program spans the entire college experience from the first year on, in the classroom and out, building a sense of the social and ethical dimensions of all human knowledge and activity. The Tiffin Core (DEC) program at Tiffin University provides the competencies and knowledge considered essential for all graduates of the University.

The Tiffin Core (DEC) is designed to provide each student with the experience of how a variety of academic disciplines approach learning and the development of knowledge. Courses are offered in three broad areas, Humanities, Mathematics and Natural Sciences, and Social Sciences. Although the core is rich in diversity, it is welded together by the fundamental skills of language and thought, our shared heritage, and the common themes of human life and values.

PROFESSIONAL MAJOR FIELD

The professional major provides the student with the opportunity to study an area of interest or specialization in depth, in a way that enlarges the perspective of the student rather than in a way that narrows it. Tiffin University believes that the ability to view the major area of study as it relates to other disciplines and in its large social and ethical context is crucial to the future success of the student.

OPEN ELECTIVES OR OPTIONAL MINOR

Open Electives - The Tiffin Core (DEC) is designed to avoid the lock-step curricular approach by providing open elective courses for most programs. While these are true electives to be selected by the student according to his/her wishes and interests, the University also offers a variety of Minor Programs.

Optional Minor - An Optional Minor can be taken in any department except the Professional Major. Up to 50% of the overlapping major/minor courses can be applied for credit toward a declared minor. Students are encouraged to select a minor and should discuss their interests with their Faculty Advisor.

WRITING INTENSIVE COURSES

Tiffin University is committed to the total education of the student. Good writing skills are an undeniable requirement for a well-rounded education. With that as a goal, certain courses across the curriculum are designated Writing Intensive Courses and noted with a (w) in the Academic Bulletin. Writing Intensive Courses require writing assignments in which writing skill and clarity constitute a significant part of course work. Not only does writing show mastery of a skill, it enables the student to learn and process information so that knowledge can be applied in practical and abstract areas.

BACHELOR DEGREE REQUIREMENTS

Bachelor Degree 121-128 hours
Bachelor Degree that includes Education133-143 hours

Tiffin University Core (DEC) Curriculum 37 hours

ENG141 Introduction to Rhetoric and Academic Writing3 hours
 ENG142 Rhetoric and Academic Writing3 hours
 COM130 Introduction to Speech Communication.....3 hours
 MAT181 College Algebra **OR**
 MAT185 Quantitative Reasoning **OR**
 MAT275 Pre-Calculus3 hours
 MAT273 Applied Statistics I3 hours
 NAT130 Foundations of Healthy Living.....3 hours
 CST111 Digital Literacy and Technology Readiness3 hours
 Student choice of ONE of the following courses.....3 hours
 HIS201 Introduction to Historical Events
 ENG201 Introduction to Literature
 PHI110 The Art of Reasoning
 ART210 Art Appreciation
 CUL 210 Comparative Cultures
 DEC100 Engage3 hours
 DEC200 Explore.....3 hours
 DEC300 Connect3 hours
 DEC400 Impact.....3 hours
 DEC400L Impact ePortfolio 1 hour

Professional Major Field..... 46-59 hours

Course and credit requirements are stated under the degree and specific major listings in the Academic Bulletin.

Open Electives.....up to 36 hours

A minimum of fifteen (15) hours of electives must be taken at the 200-400 level.

Graduation Requirements

BACCALAUREATE (BACHELOR'S) DEGREES

A Bachelor's Degree candidate must meet the following requirements to be eligible for the appropriate degree:

1. The student must successfully complete the course work laid out in the Tiffin Core (DEC).
2. The student must earn a minimum 2.00 cumulative grade point average for all course work. Education majors must earn a minimum of 2.50 for all course work.
3. The student must successfully complete the course work required and the number of semester hours specified by the School that awards the degree. Double degrees and/or double majors can apply up to 50% of the overlapping courses towards credit.
4. No more than 30 semester credits can be received from CLEP, credit by exam, proficiency exam, Advanced Placement, Prior Learning Credit, or International Bachelor Programmes combined (see Transfer of Credits from Other Institutions).
5. A student must complete or transfer in a minimum of 48 semester hours of coursework at an accredited 4-year college or university. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.

OTHER BACHELOR'S DEGREE GRADUATION REQUIREMENTS

A student must have a minimum cumulative GPA of 2.5 for all courses outside of the knowledge skills, general education core, and open electives, to be eligible for graduation.

ASSOCIATE'S DEGREES

Associate's Degree candidates must meet the following requirements to be eligible for the appropriate degree:

1. Successfully complete the core curricula courses specified for their degree
2. Complete a minimum of 50% of the courses required for their degree at Tiffin University
3. Successfully complete the course work and number of semester hours required for their specific major
4. Earn a minimum 2.00 cumulative point average for all course work.

ALTERNATE METHODS OF COMPLETING COURSE REQUIREMENTS

INDIVIDUAL GUIDED STUDY

Advanced, self-directed students may complete University courses through Individual Guided Study (IGS), in which they work one-on-one with a faculty member. The standards for permitting a student to pursue an IGS are rigorous, and availability is normally restricted to Senior level or Associate degree students who would otherwise be delayed by more than one semester in fulfilling graduation requirements due to course scheduling conflicts. Applicants for Individual Guided Study must have completed a minimum of seventy-five (75) credit hours for a Bachelor degree program and achieved a 2.50 grade point average in their major, or forty-five (45) credit hours for an Associate degree program with a cumulative grade point average of at least 2.00. A student may not pursue an IGS for a course in which an "F" was received.

ADVANCED PLACEMENT *

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board, which has encouraged the establishment of college-level courses in high school. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online <http://apcentral.collegeboard.com>.

**The maximum number of semester credit hours a student may accumulate from all of these sources combined is 30 to be applied to a Bachelor's degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is 30 toward an Associate's degree program.*

CREDIT FOR PRIOR LEARNING*

Under certain circumstances, Tiffin University can help students translate knowledge into college credit. Adult students, in particular, have the opportunity to seek credit based on significant demonstrated learning acquired as a result of experience in employment, volunteer activities, workshop/seminar participation, publications, community service, travel, military service, or other life experiences. Credit can be awarded solely based on the experience; for example, extensive work training/certification that may translate into credit. The Dean of the respective School will determine if the experience alone will count for credit. In other cases, credit is not awarded of the experience itself, but for the verifiable learning outcomes that grew out of the experience. Credit will be granted through a rigorous portfolio and evaluation process approved by the Dean. Adults who have been out of school for a period of time and are now returning to the University are the most likely applicants for prior learning credit. Contact the Dean of the appropriate discipline School for more information.

CLEP *

Credit may be awarded for either general or subject tests taken through College Level Examination Program (CLEP). The American Council on Education recommendations are followed when determining required scores for awarding credit.

INTERNATIONAL BACHELOR PROGRAMME *

Students who have successfully completed International Bachelor (I.B.) Higher Level work may petition for transfer credit. For each Higher Level examination for which a score of 4 or better is achieved, 3 semester hours of credit may be awarded on a course-by-course basis. Credit is not awarded for I.B. Subsidiary Level examinations. An official score report of results received is required for credit consideration. Higher Level I.B. courses are generally considered to be on a par with the Advanced Placement program courses of the College Entrance Examination Board. No more than 30 semester hours will be awarded through this program.

CLEE - CERTIFIED LAW ENFORCEMENT EXECUTIVE**

A student who has successfully completed the Certified Law Enforcement Executive Program may receive up to nine hours of credit (3 courses) toward a Criminal Justice degree. The student must have completed the entire CLEE program and meet the admissions criteria for a CJ degree. In addition, the student will need to submit their collection of CLEE documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

PELC - POLICE EXECUTIVE LEADERSHIP COLLEGE**

A student who has successfully completed the PELC may receive up to six hours of credit (2 courses) toward a Criminal Justice degree. The student must have completed the entire PELC program and meet the admissions criteria for the CJ degree. In addition, the student will need to submit their collection of PELC documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

STEP – SUPERVISOR TRAINING AND EDUCATION PROGRAM

A student who has successfully completed the Supervisor Training and Education Program through the Law Enforcement Foundation may be eligible to receive 3 credit hours (1 course) toward a Criminal Justice degree. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

OPOTA

This experience is designed for the student who wishes to earn their Ohio Peace Officer certification. Application and acceptance is required. The semester-long, 15 credit hour course currently consists of 600 hours of training, mandated, designed and overseen by the Ohio Peace Officer's Training Academy. The successful completion of this course will certify the student as an employment-ready police officer in the State of Ohio. Students interested in participating in the OPOTA academy will need to use all Open Elective credits to do so.

FBINA

FBINA law enforcement training can translate into college credit at Tiffin University. Members of FBINA could receive up to 12** credit hours toward masters-level degree programs or up to 30** credits toward an undergraduate-level degree.

**The maximum number of semester credit hours a student may accumulate from all of these sources combined is thirty (30) to be applied to a Bachelor's degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is 30 toward an Associate's degree program.*

*** The maximum number of semester credit hours a student may accumulate toward a Master's degree from all of these sources combined may not exceed one-third of the total number of credits required for the degree.*

SCHOLASTIC HONORS

UNDERGRADUATE ACADEMIC HONORS

Dean's List

Students are placed on the Dean's List at the end of the fall and spring semesters if they achieve a grade point average of 3.50 for the semester. A minimum of 12 hours of credit for that semester is required. The Dean's List is published twice a year, in February and in June.

GRADUATION AWARDS - UNDERGRADUATE DEGREE PROGRAMS

Dean's Award

This honor is given to the graduating student in the Bachelor program with the highest cumulative grade point average. To qualify for this award, the student must have completed 54 credit hours at Tiffin University and have no Incomplete grades as of midterm of the spring semester. If more than one graduating student has achieved a perfect 4.0, the final decision for the award rests with the Provost.

Scholar-Athlete Award

The award is given to a graduating student in a Bachelor program who has a 3.50 cumulative grade point average or higher, has played intercollegiate athletics for 4 years, and in their senior year participated as a starter in 75% of the team's games.

Student Leadership Award

This award is given to a graduating student in the Bachelor program for outstanding scholarship, participation in extracurricular activities, and communication with other students.

GRADUATION HONORS

BACHELOR'S DEGREE

All Tiffin University coursework that is used to meet TU degree requirements will be used in calculating graduation with honors.

Distinction	GPA Range
Summa Cum Laude	3.90 - 4.00
Magna Cum Laude	3.70 - 3.89
Cum Laude	3.50 - 3.69

ASSOCIATE'S DEGREE

Distinction	GPA Range
Cum Laude	3.50 - 4.00

ACADEMIC HONORS CEREMONY – UNDERGRADUATE DEGREE PROGRAMS

Each year seniors who have achieved high levels of academic performance during their academic career are honored at a ceremony hosted by the Vice President for Academic Affairs. Awards are presented for overall academic achievement and for achievement in major fields of study.

Academic Distinction

This medal is given to Bachelor degree students graduating with a cumulative grade point average of 3.50 or above.

Excellence in Field of Study

The glass flame award is given to graduating students (one in each major) in the Bachelor program with a cumulative grade point average of 3.50 or above, a minimum of 54 credit hours completed at Tiffin University, and no Incomplete grades as of midterm of the spring semester. Awardees are chosen by the faculty in the appropriate departments for both their academic performance and their contribution to learning and life at Tiffin University.

Undergraduate Academic Program

Tiffin University's undergraduate program offers degrees in Bachelor of Arts, Bachelor of Business Administration, Bachelor of Criminal Justice, Bachelor of Science, and Associate of Criminal Justice. The following is a list of available majors and majors with concentrations for Academic Year 2020-2021.

UNDERGRADUATE DEGREES, MAJORS, AND MAJORS WITH CONCENTRATIONS

BACHELOR OF ARTS (BA) DEGREE

Chemistry Major
Commercial Music Major w/concentration in Engineering and Production
Commercial Music Major w/concentration in Performance and Entrepreneurship
Cyber Security Major
Digital Media & Design Major
English with licensure in Middle School Education Major
 in conjunction w/Lourdes University
Government & National Security Major
Health, Fitness and Wellness Major
History with licensure in Integrated Social Studies Major
 in conjunction w/Lourdes University
History with licensure in Middle School Education Major
 in conjunction w/Lourdes University
Psychology Major w/concentration in Addictions Counseling
Psychology Major w/concentration in Cross-Cultural and International Psychology
Psychology Major w/concentration in Human Services
Public History Major
Science with licensure in Middle School Education Major
 in conjunction w/Lourdes University
Strategic and Mass Communication Major
Workplace Leadership Major (*Offered Online only*)

BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

Accounting Major
Finance Major
Management Major w/concentration in Human Resource Management (*Offered Online only*)
Management Major w/concentration in International Business
Management Major w/concentration in Managerial Studies
Management Major w/concentration in Manufacturing Management
Management Major w/concentration in Supply Chain Management
Marketing Major
Sports Management Major w/concentration in Athletic Administration
Sports Management Major w/concentration in Sports Marketing

BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE

Corrections Major
Criminal Behavior Major (*Offered Online only*)
Criminalistics Major
Digital Forensics Major
Forensic Psychology Major
Homeland Security and Terrorism Major
Justice Administration Major
Law Enforcement Major

UNDERGRADUATE DEGREES, MAJORS, & MAJORS WITH CONCENTRATIONS *(continued)*

BACHELOR OF SCIENCE (BS) DEGREE

Applied Health Sciences (Dual Degree Program with Mercy College of Ohio/B.S.N. Nursing Pre-licensure)
Computer Science Major w/concentration in Network & Systems Administration
Computer Science Major w/concentration in Software Development
Exercise Science Major
Forensic Science Major
Healthcare Administration Major (*Offered Online Only*)
Mathematics Major

ASSOCIATE OF CRIMINAL JUSTICE (ACJ) DEGREE

Law Enforcement Major

MINORS

Accounting
Addictions Counseling
Chemistry
Computer Science Technology
Corrections
Criminalistics
Cyber Security
Cross-Cultural and International Psychology
Digital Forensics
Digital Innovation and Design
Esports Studies
Exercise Science
Finance
Forensic Accounting
Forensic Psychology
Forensic Science
Government
Homeland Security
Human Resource Management (*Offered Online only*)
Human Services

Individualized Studies
Industrial/Organizational Psychology
International Business
Law Enforcement
Leadership Studies
Management
Marketing
Mathematics
Music
Psychology
Regional Studies
Sociology
Sports Management
Sports Writing and Promotion
Strategic and Mass Communication
Terrorism Studies

BACHELOR-LEVEL CERTIFICATES

Addictions Counseling

Undergraduate Curricula

BACHELOR OF ARTS (BA) DEGREE

The Bachelor of Arts Degree is awarded in the following majors:

- Chemistry
- Cyber Security
- Commercial Music, concentration in Engineering and Production
- Commercial Music, concentration in Performance and Entrepreneurship
- Digital Media & Design
- English with Licensure in Middle School Education, in conjunction with Lourdes University
- Government and National Security
- Health, Fitness and Wellness
- History with Licensure in Integrated Social Studies, in conjunction with Lourdes University
- History with Licensure in Middle School Education, in conjunction with Lourdes University
- Psychology, concentration in Addictions Counseling
- Psychology, concentration in Cross-Cultural and International Psychology
- Psychology, concentration in Human Services
- Public History
- Science with Licensure in Middle School Education, in conjunction with Lourdes University
- Strategic and Mass Communication
- Workplace Leadership

BA degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives.

Tiffin Core (DEC)	37 hours
Total Semester hours for the major	48-63 hours
Open Electives/ Minor	21-30 hours
Minimum Total hours for the degree	121-124 semester hours
Total hours for a degree that includes Education	133-143 semester hours

MAJOR: CHEMISTRY

The completion of a BA in this chemistry program will enable students to be admitted in professional graduate programs in medicine, dentistry, veterinary, physician's assistant, or law programs. In addition, this major can be used to support students interested in teaching chemistry in high school to enable them to obtain state licensure to teach. Students who graduate with this degree can also work in careers in commercial and industrial laboratories, sales (involving technical and equipment service), and chemical patent lawyers.

Students majoring in Chemistry must earn a minimum of a 2.5 GPA at the completion of the 8- hours, course sequence of CHM131/CHM131Lab/CHM132/CHM132Lab, to continue in the major.

BIO210 General Biology I with BIO210L Lab	4 hours
BIO211 General Biology II with BIO211L Lab	4 hours
CHM131 General Chemistry I with CHM131L Lab	4 hours
CHM132 General Chemistry II with CHM132L Lab	4 hours
CHM281 Analytical Chemistry with CHM281L Lab	4 hours
CHM331 Organic Chemistry I with CHM331L Lab	4 hours
CHM332 Organic Chemistry II with CHM332L Lab	4 hours
CHM411 Biochemistry with CHM441L Lab	4 hours
CHM450 Physical Chemistry with CHM450L Lab	4 hours
CHM481 Instrumental Analysis with Lab.....	4 hours
MAT285 Calculus II	5 hours
PHY211 General Physics I with PHY211L Lab	4 hours
PHY212 General Physics II with PHY212L Lab	4 hours
SAS470 Internship	3 hours
Total.....	56 hours

Program electives: 8 additional credit hours in CHM/BIO/MAT

MAJOR: COMMERCIAL MUSIC

Commercial Music study is based largely on a praxial philosophy, allowing students to gain an understanding of popular music styles primarily through practical music-making, rather than through a more theoretical or musicological study. If fits squarely with a professional approach to music education.

HUMANITIES CORE

ENG152 Technical Writing	3 hours
DMD134 Introduction to Digital Media.....	3 hours
DMD230 Digital Video I.....	3 hours
COM310 Human, Interpersonal and Small Group Communication	3 hours
COM324 Communicating Across Cultures	3 hours
SAS470 Internship	3 hours
Total.....	18 hours

COMMERCIAL MUSIC

MUS100 Music Convocation.....	0 hours
MUS105 Musician Success Seminar	1 hour
MUS115 Private Music Instruction-Primary	1 hour
MUS116 Private Music Instruction-Primary	1 hour
MUS121 Musicianship I - Lecture	3 hours
MUS121L Musicianship I - Lab	1 hour
MUS130 Introduction to Music Technology.....	3 hours
MUS215 Private Music Instruction - Primary.....	1 hour
MUS216 Private Music Instruction - Primary	1 hour
MUS221 Musicianship II - Lecture	3 hours
MUS221L Musicianship II - Lab.....	1 hour
MUS230 Live Sound Engineering	3 hours
MUS240 Rhythm Section I	3 hours
MUS299 Second-Year Project.....	1 hour
MUS360 Survey of Music Business	3 hours
MUS330 Recording Engineering	3 hours
MUS340 Rhythm Section II.....	3 hours
MUS420 Music Publishing	3 hours
MUS499 Senior Project	3 hours
Total.....	38 hours

MAJOR: COMMERCIAL MUSIC *(continued)*

CONCENTRATION: PERFORMANCE AND ENTREPRENEURSHIP

MUS315 Private Music Instruction- Primary	1 hour
MUS316 Private Music Instruction – Primary	1 hour
MUS321 Arranging I.....	3 hours
MUS405 Music Entrepreneurship	3 hours
MUS415 Private Music Instruction – Primary.....	1 hour
MUS421 Arranging II.....	3 hours
MUS422 Songwriting	3 hours
MUS440 Rhythm Section II	3 hours
Total.....	18 hours

CONCENTRATION: ENGINEERING AND PRODUCTION

MUS234 Sound Design	3 hours
MUS336 Music for Film & Media	3 hours
MUS338 Electronic Music Production	3 hours
MUS430 Advanced Studio Production I.....	3 hours
MUS431 Advanced Studio Production II.....	3 hours
MUS405 Music Entrepreneurship	3 hours
Total.....	18 hours

MAJOR: CYBER SECURITY

The BA in Cyber Security is a course of study in the Security Studies department of the School of Criminal Justice and Social Sciences. It is intended to prepare students for employment in the private and public Cyber Security sector. While professional certification will not be the stated aim of the curriculum, after taking the core curriculum, students will be prepared to test for various common industry certifications, such as Security+, Certified Information Systems Security Professional (CISSP), etc.

CYBER SECURITY CORE

CDS152 Introduction to Cyber Defense	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
POL151 Introduction to National Security Studies.....	3 hours
POL313 American National Security Policy.....	3 hours
Total.....	12 hours

MAJOR: CYBER SECURITY

CDS244 Cyber Security.....	3 hours
CDS348 Incident Management	3 hours
CDS355 Penetration Testing and Vulnerability Analysis	3 hours
CDS424 Applied Network Security	3 hours
CDS444 Wireless Security	3 hours
CDS445 Cyber Warfare	3 hours
CDS491 Senior Seminar In Cyber Defense (w).....	3 hours
CST155 Introduction to Operating Systems.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST230 Networking Fundamentals	3 hours
CST280 Database I.....	3 hours
CST301 Advanced Programming Techniques	3 hours
CST325 Linux.....	3 hours
CST330 Network Infrastructures I	3 hours
CST412 IT Project Management	3 hours
POL225 Introduction to Intelligence Studies.....	3 hours
SCS300 Research Design (w).....	3 hours
SCS470 Internship.....	3 hours
Total.....	54 hours

MAJOR: DIGITAL MEDIA & DESIGN

Digital Media & Design will prepare graduates to work with interactive web and app development business creating educational, entertainment-based and commercial mobile apps, websites, modelers, concept artists and technical directors in animation studios, interactive gaming companies and virtual reality labs. Graduates will also be able to design webs. Graduates can also work in the television and film industry as directors of photography, videographers, special effects artists, and editors. The printing, graphic design and photography industries also employ Digital Media & Design majors to manage the creation and production of digital promotion materials.

HUMANITIES CORE

COM310 Human, Interpersonal and Small Group Communication	3 hours
COM324 Communicating Across Cultures	3 hours
DMD134 Introduction to Digital Media.....	3 hours
DMD230 Digital Video I.....	3 hours
ENG152 Introduction to Technical Writing.....	3 hours
SAS470 Internship	3 hours
Total.....	18 hours

MAJOR: DIGITAL MEDIA & DESIGN

ART120 Two-Dimensional Foundations	3 hours
ART130 Three-Dimensional Foundations.....	3 hours
ART324 Digital Mixed Media	3 hours
ART325 Graphic Design	3 hours
ART420 Interactive Digital Design.....	3 hours
CST255 Internet and Website Design	3 hours
CST201 Programming.....	3 hours
DMD234 Digital Photography I	3 hours
DMD320 Web Design	3 hours
DMD334 Digital Video II.....	3 hours
DMD434 Digital Photography II	3 hours
DMD454 eLearning/eTraining Content Development.....	3 hours
SAS499 Senior Seminar	3 hours
Total.....	39 hours

MAJOR: ENGLISH WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

This degree and licensure is offered in partnership with Lourdes University and provides the student with all of the course work for a degree in English and one minor area chosen from history, mathematics, or science, as well as license requirements for Middle School teaching credentials for grades 4-9.

COMPETENCY CORE

COM130 Oral Communication & Presentation.....	3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition]	3 hours
ENG142 Rhetoric and Academic Writing (w) [Composition]	3 hours
MAT181 College Algebra.....	3 hours
MAT273 Applied Statistics I	3 hours
EDU151 Technology In Learning	1 hour
EDU251 Technology & Pedagogy for Learning.....	1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning.....	1 hour
[EDU151/251/351 combined fulfill CIS requirement]	
NAT130 Foundations for Healthy Living	3 hours
Total.....	21 hours

CULTURE CORE

EDU216 Multicultural and Social Issues in Education.....	3 hours
Total.....	3 hours

GENERAL EDUCATION CORE

DEC100 Engage.....	3 hours
DEC200 Explore.....	3 hours
DEC300 Connect.....	3 hours
DEC400 Impact.....	3 hours
DEC400L Impact ePortfolio.....	1 hour
Total.....	13 hours

ENGLISH MAJOR

ENG221 History of the English Language.....	3 hours
ENG223 Advanced Grammar.....	3 hours
ENG291 British Literature I (Chaucer to Romantics) (w).....	3 hours
ENG292 British Literature II (Romantics to WWII) (w).....	3 hours
ENG293 American Literature I (w).....	3 hours
ENG294 American Literature II (w).....	3 hours
ENG313 Theoretical Approaches to Writing & Reading.....	3 hours
ENG380 Shakespeare (w).....	3 hours
ENG422 World Literature (w).....	3 hours
ENG463 Literary Theory (w).....	3 hours
One of the following:.....	3 hours
ENG348 British Novel (w)	
ENG347 American Novel (w)	
CUL443 Comparative Mythology (w).....	3 hours
Total.....	36 hours

PROFESSIONAL EDUCATION REQUIREMENTS

EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr).....	3 hours
EDU230 Survey of Special Needs Education.....	3 hours
EDU250 Educational Psychology and Human Development.....	3 hours
EDU319 Classroom Management for Middle Childhood & AYA Education.....	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
Total.....	15 hours

READING CORE REQUIREMENTS

EDU220 Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms.....	3 hours
EDU221 Content Area Reading and Writing.....	3 hours
EDU324 The Role of Phonics and the Foundation of Reading and Writing.....	3 hours
EDU335 Reading Diagnoses and Assessment.....	3 hours
Total.....	12 hours

MIDDLE SCHOOL REQUIREMENTS

EDM210 Education for Young Adolescents.....	3 hours
EDM235 Middle Childhood Curriculum, Instruction & Assessment.....	3 hours
EDM250 Middle Childhood Methods & Field Experience I.....	3 hours
EDM351-356 Middle Childhood Methods & Field Experience II.....	3 hours
EDM450 Middle Childhood Student Teaching.....	12 hours
Total.....	24 hours

Sub-total.....	124 hours
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MAJOR: ENGLISH WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD

Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.

MATHEMATICS

MAT185 Quantitative Reasoning.....	3 hours
MAT271 Geometry for Middle School Teachers.....	3 hours
MAT275 Pre-Calculus	3 hours
MAT370 Teaching Mathematics in Middle School (w)	3 hours
Total.....	12 hours

SCIENCE

BIO210 General Biology I and BIO210L Lab.....	4 hours
NAT201 Physical Science.....	3 hours
NAT205 Earth Science	3 hours
NAT114 Survey of Science	3 hours
SCI370 Integrated Science for Teachers	3 hours
Total.....	16 hours

SOCIAL STUDIES

CUL250 World Cultural Geography.....	3 hours
ECO222 Principles of Microeconomics	3 hours
HIS122 Research and Writing for History (w).....	3 hours
HIS267 Challenges of Global Leadership: US History after 1945 (w).....	3 hours
HIS323 The Emerging West (w)	3 hours
HIS410 The Inter-Connected World (w)	3 hours
Total.....	18 hours

Total for the degree w/Secondary field of study..... 136-142 hours

*Must have a 2.50 cumulative grade point average in all courses.

MAJOR: GOVERNMENT AND NATIONAL SECURITY

The major, housed in the School of Criminal Justice and Social Sciences, takes a global view of American national security policy and security issues. The program focuses on the workings of American political and governmental processes, national security, and the intelligence community. The emphasis in the major is on career skills, research methods, critical thinking, scholarly writing and public speaking.

THE STRUCTURE OF GOVERNMENT AND FEDERALISM

The first part of this major draws on those parts of a traditional government curriculum that bears directly upon the workings of our governmental system in general, and our national security system in particular, at the international, federal, state, and local levels.

CORE COURSES

POL101 Introduction to the American Political Process.....	3 hours
POL151 Introduction to National Security Studies	3 hours
POL201 Political Geography	3 hours
POL311 Federalism	3 hours
Total	12 hours

MAJOR COURSES

ENF245 Emergency Organization and Management.....	3 hours
ENF441 Counterintelligence/Counter-terrorism.....	3 hours
One of the following:.....	3 hours
HIS225 United States Diplomatic History Since 1895 (w)	
HIS226 United States Military History Since 1895 (w)	
POL205 The Presidency.....	3 hours
POL206 Congress.....	3 hours
POL207 The Courts.....	3 hours
POL310 Public Policy.....	3 hours
POL313 American National Security Policy.....	3 hours
POL345 Economic Instruments of Security Policy.....	3 hours
POL350 International Security.....	3 hours
POL391 Comparative Political Systems.....	3 hours
POL400 The Constitution, Liberty, and Order.....	3 hours
POL420 Transnational and Unconventional Threats.....	3 hours
POL491 Capstone Senior Seminar in Homeland and National Security (w).....	3 hours
SCS300 Research Design (w).....	3 hours
SCS470 Internship I.....	3 hours
Total	48 hours

MAJOR: HEALTH, FITNESS AND WELLNESS

The Health, Fitness, and Wellness major will provide the opportunity for students who would like to pursue a career like to pursue a career in the health and wellness field with emphasis on leadership, excellence and service important for improving the lives of others. Students will learn how to develop skills to design and manipulate regimens to work with healthy or symptomatic individuals, assess psychology and sociological aspects that influence participation in exercise and physical activity, and identify the tools to develop and manage health, fitness and wellness initiatives throughout the lifespan.

Students who pursue a degree in Health, Fitness, and Wellness will have an excellent foundation to pursue careers as personal trainers, fitness and conditioning coach, public health educator, community health worker, health services manager, and corporate wellness among others.

SOC101 Introduction to Sociology.....	3 hours
PSY101 Introduction to Psychology.....	3 hours
NAT124 Introduction to Athletic Training.....	3 hours
NAT112 First Aid/CPR/AED.....	1 hour
HCA140 Survey of Healthcare Organizations and Terminology.....	3 hours
NAT150 and NAT150L Introduction to Anatomy and Physiology + Lab.....	4 hours
SMG160 Introduction to Sports Management.....	3 hours
SMG220 Principles of Athletic Development.....	3 hours
EXS225 Motor Development.....	3 hours
NAT260 Lifetime Fitness and Wellness.....	3 hours
SOC280 Sports in American Society.....	3 hours
PSY290 Health Psychology.....	3 hours
PSY301 Adult Development and Life Assessment.....	3 hours
HFW213 Principles of Human Nutrition.....	3 hours
HFW313 History and Philosophy of Sport and Physical Activity.....	3 hours
NAT321 Community and Public Health.....	3 hours
EXS322 Kinesiology.....	3 hours
HFW415 Advanced Strength and Conditioning + Lab.....	4 hours
HFW413 Sociological and Psychological Aspects of Physical Activity.....	3 hours
HCA474 Social Aspects of Aging.....	3 hours
SAS470 Internship (w).....	3 hours
Total.....	63 hours

MAJOR: HISTORY WITH LICENSURE IN INTEGRATED SOCIAL STUDIES

This major is offered in partnership with Lourdes University and provides the student with all of the coursework for a degree in History and license requirements for Adolescent and Young Adult teaching credentials for Integrated Social Studies, grades 7 - 12.

COMPETENCY CORE

COM130 Oral Communication & Presentation.....	3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition]	3 hours
ENG142 Rhetoric and Academic Writing (w) [Composition]	3 hours
MAT185 Quantitative Reasoning.....	3 hours
MAT273 Applied Statistics I	3 hours
EDU151 Technology In Learning	1 hour
EDU251 Technology & Pedagogy for Learning.....	1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning.....	1 hour
[EDU151/251/351 combined fulfill CIS requirement]	
NAT130 Foundations for Healthy Living	3 hours
Total	21 hours

CULTURE CORE

EDU216 Multicultural and Social Issues in Education.....	3 hours
Total.....	3 hours

GENERAL EDUCATION CORE

DEC100 Engage.....	3 hours
DEC200 Explore.....	3 hours
DEC300 Connect	3 hours
DEC400 Impact.....	3 hours
DEC400L Impact ePortfolio	1 hour
Total.....	13 hours

INTEGRATED SOCIAL STUDIES

CUL250 Cultural Geography	3 hours
ECO221 Principles of Macroeconomics	3 hours
ECO222 Principles of Microeconomics	3 hours
HIS122 Research for History (w).....	3 hours
HIS231 Creating a Nation (w)	3 hours
HIS242 US History 1865 to 1945 (w).....	3 hours
HIS267 Challenges of Global Leadership: US History after 1945 (w)	3 hours
HIS303 Dawn of Humankind (w).....	3 hours
HIS323 The Emerging West (w)	3 hours
HIS410 The Interconnected World (w).....	3 hours
HIS425 Historiography (w).....	3 hours
One 300-400 level HIS elective.....	3 hours
POL201 Political Geography	3 hours
POL391 Comparative Political Systems.....	3 hours
Total	42 hours

PROFESSIONAL EDUCATION REQUIREMENTS

EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr).....	3 hours
EDU230 Survey of Special Needs Education	3 hours
EDU250 Educational Psychology and Human Development	3 hours
EDU319 Classroom Management for Middle Childhood & AYA Education	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
Total	15 hours

ADOLESCENT TO YOUNG ADULT (AYA) REQUIREMENTS

EDA210 Teaching Adolescents and Young Adults.....	3 hours
EDA235 Clinical Curriculum & Instruction for AYA.....	3 hours
EDA250 General Teaching Methods and Field Experience I	3 hours
EDA351 Social Studies Methods and Field Experience II	3 hours
EDA450 Adolescent and Young Adult Student Teaching	12 hours
Total	24 hours

READING CORE REQUIREMENTS

EDU221 Content Area Reading and Writing	3 hours
Total	3 hours

Total Hours Required 121 hours

*Must have a 2.50 cumulative grade point average in all courses.

MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

This degree and licensure is offered in partnership with Lourdes University and provides the student with all of the course work for a degree in History; one minor area chosen from English, mathematics, or science; and license requirements for Middle School teaching credentials for grades 4-9.

COMPETENCY CORE

COM130 Oral Communication & Presentation.....	3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition]	3 hours
ENG142 Rhetoric and Academic Writing (w) [Composition]	3 hours
MAT181 College Algebra.....	3 hours
MAT273 Applied Statistics I	3 hours
EDU151 Technology In Learning	1 hour
EDU251 Technology & Pedagogy for Learning.....	1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning	1 hour
[EDU151/251/351 combined fulfill CIS requirement]	
NAT130 Foundations for Healthy Living	3 hours
Total	21 hours

CULTURE CORE

EDU216 Multicultural and Social Issues in Education.....	3 hours
Total.....	3 hours

GENERAL EDUCATION CORE

DEC100 Engage	3 hours
DEC200 Explore.....	3 hours
DEC300 Connect	3 hours
DEC400 Impact.....	3 hours
DEC400L Impact ePortfolio	1 hour
Total.....	13 hours

MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

HISTORY MAJOR

CUL250 Cultural Geography	3 hours
ECO222 Principles of Microeconomics	3 hours
HIS122 Research for History (w).....	3 hours
HIS231 Creating a Nation (w)	3 hours
HIS242 US History 1865 to 1945 (w).....	3 hours
HIS267 Challenges of Global Leadership: US History after 1945 (w).....	3 hours
HIS303 Dawn of Humankind (w).....	3 hours
HIS320 Ohio History	3 hours
HIS323 The Emerging West (w)	3 hours
HIS410 The Interconnected World (w).....	3 hours
HIS425 Historiography (w).....	3 hours
POL201 Political Geography	3 hours
POL391 Comparative Political Systems	3 hours
Total	39 hours

PROFESSIONAL EDUCATION REQUIREMENTS

EDU100 Foundations of Education or EDU101 Education Bridge (1 hour)	3 hours
EDU230 Survey of Special Needs Education	3 hours
EDU 250 Educational Psychology and Human Development	3 hours
EDU319 Classroom Management for Middle Childhood & AYA Education	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
Total	15 hours

READING CORE REQUIREMENTS

EDU220 Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms.....	3 hours
EDU221 Content Area Reading and Writing	3 hours
EDU324 The Role of Phonics and the Foundation of Reading and Writing.....	3 hours
EDU335 Reading Diagnoses and Assessment.....	3 hours
Total	12 hours

MIDDLE SCHOOL REQUIREMENTS

EDM210 Education for Young Adolescents	3 hours
EDM235 Middle Childhood Curriculum, Instruction & Assessment	3 hours
EDM250 Middle Childhood Methods & Field Experience I	3 hours
EDM351-356 Middle Childhood Methods and Field Experience II	3 hours
EDM450 Middle Childhood Student Teaching	12 hours
Total	24 hours

Sub-total 127 hours

SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD

Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.

LANGUAGE ARTS

ENG313 Theoretical Approaches to Reading and Writing.....	3 hours
One of the following:.....	3 hours
ENG360 American Poetry (w)	
ENG361 British Poetry (w)	
ENG422 World Literature (w)	3 hours
Total	9 hours

MATHEMATICS

MAT185 Quantitative Reasoning.....	3 hours
MAT271 Geometry for Middle School Teachers.....	3 hours
MAT275 Pre-Calculus	3 hours
MAT370 Teaching Mathematics in Middle School (w)	3 hours
Total	12 hours

SCIENCE

BIO210 General Biology I + BIO210L Lab.....	4 hours
NAT114 Survey of Science.....	3 hours
NAT205 Earth Science	3 hours
NAT201 Physical Science.....	3 hours
SCI370 Integrated Science for Teachers	3 hours
Total	16 hours

Total for the degree w/Secondary field of study.....137-143 hours

MAJOR: PSYCHOLOGY

This major, housed in the School of Criminal Justice and Social Sciences, offers students a generalist orientation to the field of psychology. Students are required to take courses that lay a solid foundation for research and graduate studies as this degree is intended to provide a basis for a non-practitioner career.

PSYCHOLOGY CORE

PHI215 Ethics.....	3 hours
PSY101 Introduction to Psychology.....	3 hours
PSY201 Introduction to Professional Practices (w).....	3 hours
PSY250 Social Psychology	3 hours
PSY263 Theories of Personality	3 hours
PSY265 Lifespan Development	3 hours
PSY302 History and Systems of Psychology.....	3 hours
PSY362 Abnormal Behavior	3 hours
PSY401 Biological Foundations of Behavior	3 hours
SOC101 Introduction to Sociology.....	3 hours
SCS300 Research Design (w)	3 hours
Any one course in: CUL, ART, HIS, or NAT.....	3 hours
Total	36 hours

CONCENTRATION: ADDICTIONS COUNSELING

CSL310 Introduction to Addiction Theory and Practice	3 hours
CSL320 Counseling Procedures and Strategies with Addicted and Disordered Populations	3 hours
CSL425 Group Process and Techniques Working with Addicted and Disordered Populations	3 hours
CSL430 Cultural Competence in Counseling.....	3 hours
CSL435 Assessment & Diagnosis of Addictive & Behavioral Health Problems	3 hours
CSL440 Prevention, Intervention, and Treatment Planning in Addictions	3 hours
CSL445 Theory and Practice of Relationship Counseling in Addictions & Behavioral Health	3 hours
SCS470 Internship I	3 hours
Total	24 hours

MAJOR: PSYCHOLOGY *(continued)*

CONCENTRATION: CROSS-CULTURAL AND INTERNATIONAL PSYCHOLOGY

CSL430 Cultural Competence in Counseling	3 hours
PSY425 Cross-Cultural and International Psychology.....	3 hours
SOC265 Peace and Social Justice.....	3 hours
SOC360 Multicultural Issues in Society (w)	3 hours
Two of the following	6 hours
CUL and/or Language (ARB/SPA)	
Two of the following	6 hours
SCS470 Internship I	
SCS471 Internship II	
SCS491 Senior Seminar I	
SCS492 Senior Seminar II	
Total	24 hours

CONCENTRATION: HUMAN SERVICES

FOR423 Case Management	3 hours
FOR430 Crisis Intervention.....	3 hours
PSY269 Human Sexuality.....	3 hours
PSY360 Introduction to Counseling.....	3 hours
SCS450 Human Services Capstone	3 hours
SCS470 Internship I	3 hours
Two of the following:.....	6 hours
COM310 Human, Interpersonal and Small Group Communication	
COR420 Agency Management	
FOR365 Drugs and Society	
FOR485 Death and Dying	
PSY390 Special Topics	
PSY425 Cross-Cultural and International Psychology	
PSY440 Comparative Psychotherapies and Therapeutic Techniques	
PSY445 Psychometrics	
SCS471 Internship II	
SOC310 Sociology of the Family	
SOC320 Community Sociology	
SOC361 Sociology of Gender	
FOR, CSL, or PSY 200 to 400 level course (approved by instructor)	
Total	24 hours

MAJOR: PUBLIC HISTORY

The BA in Public History is an applied history program. Students who earn this degree will be prepared to work in various applied history professions, including historical consultants, museum professionals, government historians, archivists, oral historians, cultural resource managers, curators, film and media producers, historical interpreters, historic preservationists, policy advisers, local historians, and community historical activists.

HUMANITIES CORE

ENG152 Technical Writing	3 hours
DMD134 Introduction to Digital Media.....	3 hours
COM324 Communicating Across Cultures	3 hours
DMD230 Digital Video I.....	3 hours
COM310 Human, Interpersonal and Small Group Communication	3 hours
SAS470 Internship	3 hours
Total.....	18 hours

PUBLIC HISTORY MAJOR

HIS122 Research and Writing for History	3 hours
HIS114 Public History I	3 hours
HIS231 Creating a Nation: The United States through the Civil War (w).....	3 hours
HIS242 The United States, 1865-1945: Consolidation, Industrialization and the Rise to Global Leadership (w)	3 hours
HIS267 The Challenges of Global Leadership: The United States after 1945 (w).....	3 hours
HIS214 Public History II	3 hours
HIS303 Civilizations Emerge and Develop (w).....	3 hours
HIS323 The Emerging West, Exploration, Colonization, and Commerce (w).....	3 hours
HIS314 Public History III.....	3 hours
HIS410 The Inter-Connected World: Globalization In a Post-Colonial World (w).....	3 hours
HIS425 Historiography (w).....	3 hours
HIS475 Practicing Public History	3 hours
Total.....	36 hours

MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

This degree and licensure is offered in partnership with Lourdes University and provides the student with all of the course work for a degree in Science; one minor area chosen from English, history, or mathematics; and license requirements for Middle School teaching credentials for grades 4-9.

COMPETENCY CORE

COM130 Oral Communication & Presentation.....	3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition]	3 hours
ENG142 Rhetoric and Academic Writing (w) [Composition]	3 hours
MAT181 College Algebra.....	3 hours
MAT273 Applied Statistics I.....	3 hours
EDU151 Technology In Learning	1 hour
EDU251 Technology & Pedagogy for Learning.....	1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning.....	1 hour
[EDU151/251/351 combined fulfill CIS requirement]	
NAT130 Foundations of Healthy Living.....	3 hours
Total	21 hours

CULTURE CORE

EDU216 Multicultural and Social Issues in Education.....	3 hours
Total.....	3 hours

GENERAL EDUCATION CORE

DEC100 Engage	3 hours
DEC200 Explore.....	3 hours
DEC300 Connect	3 hours
DEC400 Impact.....	3 hours
DEC400L Impact ePortfolio	1 hour
Total.....	13 hours

MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION (continued)

SCIENCE MAJOR

BIO210 General Biology I and BIO210L Lab.....	4 hours
CHM131 General Chemistry I and CHM131L Lab	4 hours
NAT114 Survey of Science	3 hours
NAT201 Principles of Physical Science	3 hours
NAT205 Earth Science	3 hours
NAT220 Survey of Health Issues.....	3 hours
NAT291 Drugs and the Body (w)	3 hours
NAT150 Introduction to Anatomy & Physiology and NAT150L Lab.....	4 hours
SCI370 Integrated Science for Teachers	3 hours
Two of the following:	6 hours
PSY320 Motivational Psychology	
PSY360 Introduction to Counseling	
PSY362 Abnormal Behavior	
PSY363 Cognitive Psychology	
PSY401 Biological Foundations of Behavior	
SOCIOLOGY REQUIREMENT	
EDU250 Educational Psychology and Human Development	3 hours
Total	39 hours

PROFESSIONAL EDUCATION REQUIREMENTS

EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr)	3 hours
EDU230 Survey of Special Needs Education	3 hours
EDU319 Classroom Management for Middle Childhood & AYA Education	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
Total	12 hours

READING CORE REQUIREMENTS

EDU220 Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms	3 hours
EDU221 Content Area Reading and Writing	3 hours
EDU324 The Role of Phonics and the Foundation of Reading and Writing.....	3 hours
EDU335 Reading Diagnoses and Assessment.....	3 hours
Total	12 hours

MIDDLE SCHOOL REQUIREMENTS

EDM210 Education for Young Adolescents	3 hours
EDM235 Middle Childhood Curriculum, Instruction & Assessment	3 hours
EDM250 Middle Childhood Methods & Field Experience I	3 hours
EDM351-356 Middle Childhood Methods & Field Experience II.....	3 hours
EDM450 Middle Childhood Student Teaching	12 hours
Total	24 hours

Sub-total	124 hours
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SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD

Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.

LANGUAGE ARTS

ENG313 Theoretical Approaches to Reading and Writing	3 hours
One of the following:.....	3 hours
ENG360 American Poetry (w)	
ENG361 British Poetry (w)	
ENG422 World Literature (w)	3 hours
Total	9 hours

Students must also take any 200-level CUL, ENG, or PHI to meet CUL448/449 prerequisite for an additional (3 cr. hours), total for LA minors is 9 hours.

MATHEMATICS

MAT185 Quantitative Reasoning.....	3 hours
MAT271 Geometry for Middle School Teachers	3 hours
MAT275 Pre-Calculus	3 hours
MAT370 Teaching Mathematics in Middle School (w)	3 hours
Total	12 hours

SOCIAL STUDIES

CUL250 World Cultural Geography	3 hours
ECO222 Principles of Microeconomics	3 hours
HIS122 Research and Writing for History	3 hours
HIS267 Challenges of Global Leadership: US History after 1945 (w).....	3 hours
HIS323 The Emerging West (w)	3 hours
HIS410 The Inter-Connected World (w)	3 hours
Total	18 hours

Total for Degree 133-142 hours

MAJOR: STRATEGIC AND MASS COMMUNICATION

Since technology is changing the way communication professionals work within organizations, students earning a degree in the major will have the tools to work to help design strategic communication plans to effectuate the mission of the organization. Since employment positions are not limited to specific areas of communication, students will be able to fill any open communication position.

HUMANITIES CORE

ENG152 Technical Writing	3 hours
DMD134 Introduction to Digital Innovation.....	3 hours
DMD230 Digital Video I.....	3 hours
COM310 Human, Interpersonal, and Small Group Communication	3 hours
COM324 Communicating Across Cultures	3 hours
SAS470 Internship or SAS499 Senior Seminar.....	3 hours
Total.....	18 hours

MAJOR

ENG262 Editing.....	3 hours
COM212 Introduction to Public Relations (w).....	3 hours
COM218 News Writing (w).....	3 hours
COM241 Introduction to Mass Communication	3 hours
COM318 Feature Writing (w)	3 hours
COM320 Argument/Persuasion Theory and Practice.....	3 hours
COM329 Writing for Electronic Media (w)	3 hours
COM340 Law and Communication	3 hours
COM350 Elements of News Production.....	3 hours
COM414 Crisis and Risk Communication.....	3 hours
COM441 Organizational Communication and Conflict Resolutions	3 hours
COM450 Critical Analysis of Mass Media.....	3 hours
Total.....	36 hours

MAJOR: WORKPLACE LEADERSHIP – Online Only

The Bachelor of Arts in Workplace Leadership degree features multidisciplinary coursework, designed to build skills and competencies around communication, problem solving, and leadership, particularly in diverse environments. Students will create a meaningful, synthesizing experience in which they can reflect on their academic and professional careers to make connections and inform their leadership practices within the workplace.

MGT201 Management of Organizations.....	3 hours
COM310 Human, Interpersonal, and Small Group Communication.....	3 hours
COM324 Communicating Across Cultures.....	3 hours
ENG301 Professional Communication.....	3 hours
MGT301 Organizational Behavior.....	3 hours
SCS415 Leading with Cultural Intelligence.....	3 hours
SCS440 Theory and Application of Leadership.....	3 hours
Major Electives - 3 (300-level or higher).....	9 hours
Open Electives (4 at 300-level or higher).....	57 hours
Total.....	87 hours

BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

Tiffin University awards the Bachelor of Business Administration Degree in the following majors:

- Accounting
- Finance
- Management
- Marketing
- Sports Management

BBA degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives, to be eligible for graduation.

Tiffin Core (DEC)	37 hours
Core Curriculum of the School of Business	30 hours
Total Semester hours for the Major	30 hours
Open Electives/Minor	24 hours
Total Semester hours for the Degree	121 hours

BUSINESS CORE

ACC210 Financial Accounting.....	3 hours
CST285 Spreadsheet Applications & Data Analysis for Decision Making.....	3 hours
ECO221 Principles of Macroeconomics.....	3 hours
ECO222 Principles of Microeconomics.....	3 hours
FIN301 Business Finance.....	3 hours
LAW211 Business Law I.....	3 hours
MKT151 Introductory Marketing.....	3 hours
MGT201 Principles of Management.....	3 hours
MGT495 Organizational Strategy.....	3 hours
Internship (ACC470, CST470, MGT470, MKT470, & SMG470).....	3 hours
Total	30 hours

MAJOR: ACCOUNTING

Accounting provides information that is useful for decision-making in predicting cash flows about economic resources, claims to economic resources, and changes in economic resources of an organization. Students are encouraged to work toward becoming a Certified Public Accountant (CPA) or a Certified Management Accountant (CMA).

ACC228 Managerial Accounting	3 hours
ACC301 Intermediate Accounting I.....	3 hours
ACC302 Intermediate Accounting II.....	3 hours
ACC304 Federal Income Tax.....	3 hours
ACC313 Cost Accounting I.....	3 hours
ACC314 Cost Accounting II.....	3 hours
ACC385 Applied Analytics in Accounting.....	3 hours
ACC403 Accounting Information Systems.....	3 hours
ACC404 Auditing.....	3 hours
One of the following	3 hours
ACC405 Fraud Examination Accounting	
ACC406 Governmental and Not-for-Profit Accounting	
ACC408 Oil & Gas Accounting	
Total	30 hours

MAJOR: FINANCE

Finance is an integral part of decision making in the private sector (for-profit and nonprofit organizations), and the public sector (local, state, and national levels). The finance curriculum prepares students for positions in industry (manufacturing), retailing, finance (banks, insurance companies, pension funds, finance companies), and in financial planning. The curriculum strikes a balance between applications and theory.

ACC228 Managerial Accounting	3 hours
ACC301 Intermediate Accounting I	3 hours
LAW212 Business Law II	3 hours
ECO322 Intermediate Microeconomics	3 hours
ECO420 Money and Banking.....	3 hours
ECO422 Managerial Economics.....	3 hours
FIN314 Risk Management and Insurance	3 hours
FIN421 Investments	3 hours
FIN426 International Finance.....	3 hours
FIN390 Special Topics.....	3 hours
Total	30 hours

MAJOR: MANAGEMENT

The Management curriculum is designed to provide skills and competencies necessary for the world of work in the 21st century. Students complete the courses in the Management Core (9 hours) covering different functional areas, and undertake an in depth study in an area of concentration (21 hours). Concentrations are offered in the areas of Human Resource Management, International Business, Managerial Studies, Manufacturing Management and Supply Chain Management. The curriculum takes the approach of total development of the individual, placing emphasis on personal as well as professional growth. It prepares students for both a career and for graduate studies.

MANAGEMENT CORE (REQUIRED FOR ALL MANAGEMENT MAJORS)

ACC228 Managerial Accounting	3 hours
CST312 Information Systems for Managers (w)	3 hours
MGT301 Organizational Behavior	3 hours
Total	9 hours

MAJOR: MANAGEMENT *(continued)*

CONCENTRATION: HUMAN RESOURCE MANAGEMENT

This concentration prepares students for careers in human resource management and for advanced study in the human resource field.

LAW321 Employment and Labor Law	3 hours
MGT317 Human Resource Management	3 hours
MGT318 Total Compensation	3 hours
MGT320 Human Resource Risk Management	3 hours
MGT351 Managing Diversity in the Workplace	3 hours
MGT402 Training and Development	3 hours
MGT443 Strategic Human Resource Management	3 hours
Total	21 hours

CONCENTRATION: INTERNATIONAL BUSINESS

Emphasis is on the global issues in management such as trade, competition, markets, organizational design, information technology and human resource management. Impact of globalization on all business is explored. Students are strongly encouraged to take at least one year of foreign language study or pass a language proficiency examination and to study abroad for a semester.

FIN426 International Finance.....	3 hours
MGT317 Human Resource Management	3 hours
MGT351 Managing Diversity in the Workplace	3 hours
MGT411 International Management	3 hours
MKT404 Global Marketing.....	3 hours
ECO424 Global Trade	3 hours
HIS312 History of the Middle East	3 hours
Total	21 hours

CONCENTRATION: MANAGERIAL STUDIES

This concentration takes a generalist approach and focuses on skill development and managerial problem solving. The field of management is studied as a science and a craft, with emphasis on ethical conduct.

MGT221 Supply Chain Management	3 hours
MGT317 Human Resource Management	3 hours
MGT404 Organizational Theory.....	3 hours
MGT411 International Management	3 hours
LAW321 Employment and Labor Law	3 hours
MGT351 Managing Diversity in the Workplace	3 hours
MGT359 Small Business Management	3 hours
Total	21 hours

CONCENTRATION: MANUFACTURING MANAGEMENT

The manufacturing management concentration program will prepare students for supervisory and other entry-level management positions in manufacturing.

PSY101 Introduction to Psychology	3 hours
MGT221 Supply Chain Management	3 hours
MGT321 Operations Management	3 hours
MGT356 Quality Management	3 hours
MGT455 Lean Organizations.....	3 hours
One of the following.....	3 hours
PSY250 Social Psychology	
PSY263 Theories of Personality	
PSY362 Abnormal Psychology	
One of the following.....	3 hours
COM414 Crisis and Risk Communication	
COM441 Organizational Communication and Conflict Resolution	
Total.....	21 hours

CONCENTRATION: SUPPLY CHAIN MANAGEMENT

This concentration is designed to prepare students for positions in organizations with SCM needs. The goal is to have graduates who are conversant in the language, applications and techniques of Supply Chain Management. All students will review content areas and be encouraged to take the Certification examination administered by the American Production and Inventory Control Society leading to the Designation of Certified Supply Chain Professional (CSCP).

CST412 IT Project Management	3 hours
MGT221 Supply Chain Management	3 hours
MGT317 Human Resource Management.....	3 hours
MGT324 Logistics and Distribution.....	3 hours
MGT356 Quality Management	3 hours
MGT422 Materials Management and Procurement.....	3 hours
MGT455 Lean Organizations.....	3 hours
Total	21 hours

MAJOR: MARKETING

The primary focus of the curriculum is on marketing function management that provides an integrated approach to the discipline. Emphasis is on the development and implementation of marketing strategies and on the effective use of the marketing mix.

ACC228 Managerial Accounting	3 hours
MGT301 Organizational Behavior	3 hours
MKT252 Buyer Behavior	3 hours
MKT253 Marketing Communications	3 hours
MKT350 Retailing Management.....	3 hours
MKT354 Personal Selling.....	3 hours
MKT357 Business Marketing	3 hours
MKT370 Digital Marketing.....	3 hours
MKT402 Marketing Research (w)	3 hours
MKT404 Global Marketing	3 hours
Total	30 hours

MAJOR: SPORTS MANAGEMENT

This major is designed to prepare students for careers and advanced study in the field of sports, as well as, the manufacturing and marketing of sports equipment and services.

SPORTS MANAGEMENT CORE

SMG160 Introduction to Sports Management	3 hours
LAW260 Legal Issues in Sports	3 hours
SMG360 Business of Sports (w)	3 hours
SMG370 Sport Management Professional Development.....	3 hours
SMG405 Sports Analytics	3 hours
SMG450 Sport Revenue Generation & Sponsorship	3 hours
Total	18 hours

Some courses may have prerequisites. See course description for details.

CONCENTRATION: ATHLETIC ADMINISTRATION

SMG220 Principles of Athlete Development	3 hours
SMG315 Supervision in Sports	3 hours
SMG325 Facilities Design and Management	3 hours
SMG375 Sport Governance and Administration	3 hours
Total	12 hours

Some courses may have prerequisites. See course description for details.

Students should take SOC280 Sports in American Society as an open elective.

CONCENTRATION: SPORTS MARKETING

MKT253 Marketing Communications	3 hours
SMG235 Sports Marketing & Promotions	3 hours
MKT364 Event Marketing and Management	3 hours
SMG335 Sport Media Technology	3 hours
Total	12 hours

Some courses may have prerequisites. See course description for details.

BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE

Tiffin University awards the Bachelor of Criminal Justice Degree in the following majors:

- Corrections
- Criminal Behavior
- Criminalistics
- Digital Forensics
- Forensic Psychology
- Homeland Security/Terrorism
- Justice Administration
- Law Enforcement

BCJ degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives, to be eligible for graduation.

Tiffin Core (DEC)	37 hours
Core Curriculum of the School of Criminal Justice	18 hours
Total Semester hours for the Major	up to 49 hours
Open Electives/Minor	up to 24 hours
Total semester hours for the degree	121-122 hour

CRIMINAL JUSTICE CORE

The Criminal Justice curricula are designed to help students grasp the fundamental values and purposes of criminal justice in American society. This program prepares students for entry level administrative and advocacy positions in criminal justice. Students may choose to major in corrections, criminalistics, digital forensics, forensic psychology, homeland security/terrorism, justice administration, and law enforcement.

JUS110 Introduction to Criminal Justice	3 hours
JUS201 Criminal Law	3 hours
JUS202 Criminal Procedures	3 hours
JUS361 Ethical Issues in Criminal Justice	3 hours
SCS300 Research Design (w)	3 hours
SCS470 Internship I	3 hours
Total	18 hours

MAJOR: CORRECTIONS

COR120 Correctional Thought and Practice	3 hours
COR231 Juvenile Justice Systems	3 hours
COR245 Probation, Parole, and Community Corrections	3 hours
COR336 Constitutional Rights of Prisoners	3 hours
COR420 Agency Management	3 hours
ENF293 Criminology (w).....	3 hours
FOR105 Victimology.....	3 hours
FOR344 Psychology of Violence and Aggression (w).....	3 hours
FOR423 Case Management	3 hours
FOR430 Crisis Intervention Strategies	3 hours
FOR347 Sex Crimes	3 hours
FOR365 Drugs and Society	3 hours
PSY101 Introduction to Psychology.....	3 hours
PSY362 Abnormal Behavior	3 hours
Total	42 hours

MAJOR: CRIMINAL BEHAVIOR

COM335 Digital Streaming and Broadcasting Online Content.....	3 hours
COR110 Correctional Strategies.....	3 hours
COR420 Agency Management.....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology	3 hours
FOR105 Victimology.....	3 hours
FOR344 Psychology of Violence and Aggression.....	3 hours
FOR365 Drugs and Society	3 hours
FOR423 Case Management.....	3 hours
PSY101 Introduction to Psychology	3 hours
PSY360 Multicultural Issues in Society.....	3 hours
PSY362 Abnormal Behavior.....	3 hours
FOR310 Threat Assessment.....	3 hours
SOC101 Introduction to Sociology	3 hours
PSY250 Social Psychology	3 hours
Two Open Electives	6 hours
Total	48 hours

MAJOR: CRIMINALISTICS

Criminalistics is intended for students who desire to become law enforcement officers specializing in the area of forensic evidence. It provides a focus for the student who wishes to become involved in the science-based processing and study of evidence of crimes at the non-laboratory level.

CDS334 Technology and Crime.....	3 hours
ENF239 Applied Criminal Investigation & Criminalistics	3 hours
ENF293 Criminology (w).....	3 hours
ENF355 Forensic Investigation of Sex Crimes.....	3 hours
ENF420 Investigative Interviewing.....	3 hours
ENF432 Death Investigations	3 hours
ENF460 Evidence Processing (w).....	4 hours
FSC115 Introduction to Forensic Science	3 hours
FSC115L Introduction to Forensic Science Lab.....	1 hour
JUS461 Senior Seminar in Criminal Justice.....	3 hours
JUS465 Trial Evidence (Capstone).....	4 hours
NAT114 Survey of Science	3 hours
NAT150 Human Anatomy and Physiology	3 hours
NAT150L Human Anatomy and Physiology lab	1 hour
NAT291 Drugs and the Body.....	3 hours
PSY362 Abnormal Behavior	3 hours
PSY101 Introduction to Psychology.....	3 hours
Total.....	49 hours

Some courses may have prerequisites. See course description for details.

MAJOR: DIGITAL FORENSICS

CDS152 Introduction to Cyber Defense	3 hours
CDS244 Cyber Security.....	3 hours
CDS334 Technology and Crime.....	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
CDS348 Incident Management.....	3 hours
CDS351 Survey of Computer Forensics.....	3 hours
CDS435 Advanced Digital Forensics	3 hours
CDS491 Senior Seminar in Cyber Defense (w).....	3 hours
CST155 Introduction to Operating Systems	3 hours
CST201 Introduction to Programming.....	3 hours
CST230 Networking Fundamentals.....	3 hours
CST330 Network Infrastructures I.....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology (w).....	3 hours
ENF460 Evidence Processing.....	3 hours
Total.....	45 hours

MAJOR: FORENSIC PSYCHOLOGY

FOR105 Victimology	3 hours
FOR310 Threat Assessment	3 hours
FOR344 Psychology of Violence and Aggression (w)	3 hours
FOR430 Crisis Intervention Strategies	3 hours
FOR460 Psychology and Law (w)	3 hours
JUS461 Capstone Senior Seminar in Criminal Justice (w)	3 hours
PSY101 Introduction to Psychology	3 hours
PSY250 Social Psychology	3 hours
PSY360 Introduction to Counseling.....	3 hours
PSY362 Abnormal Behavior	3 hours
SOC101 Introduction to Sociology	3 hours
SOC360 Multicultural Issues in Society (w)	3 hours
SCS471 Internship II	3 hours
One of the following:.....	3 hours
COR420 Agency Management	
FOR347 Psychology of Sex Crimes	
FOR365 Drugs and Society	
FOR485 Death and Dying	
PSY269 Human Sexuality	
One Open Elective.....	3 hours
Total.....	45 hours

MAJOR: HOMELAND SECURITY/TERRORISM

ENF154 Homeland Security Overview	3 hours
ENF212 Concepts of Terrorism.....	3 hours
ENF240 Critical Infrastructure	3 hours
ENF245 Emergency Organization and Management.....	3 hours
ENF293 Criminology	3 hours
FOR310 Threat Assessment	3 hours
HIS312 History of the Middle East	3 hours
POL151 Introduction to National Security Studies.....	3 hours
POL225 Introduction to Intelligence Studies.....	3 hours
POL400 The Constitution, Liberty, and Order	3 hours
PSY101 Introduction to Psychology	3 hours
POL491 Capstone Senior Seminar in Homeland & National Security.....	3 hours
PSY344 Psychology of Terrorism.....	3 hours
SOC265 Peace and Social Justice.....	3 hours
Total.....	42 hours

MAJOR: JUSTICE ADMINISTRATION

Tiffin Campus and Online & Extended Learning major courses (to be taken in addition to Criminal Justice Core):

COR120 Correctional Thought and Practice	3 hours
COR231 Juvenile Justice Systems	3 hours
COR420 Agency Management	3 hours
ENF150 Police and Society	3 hours
ENF154 Homeland Security Overview	3 hours
ENF245 Emergency Organizations and Management.....	3 hours
ENF293 Criminology (w).....	3 hours
ENF335 Law Enforcement Supervision	3 hours
ENF450 Crime Analysis.....	3 hours
JUS461 Senior Capstone in Criminal Justice (w)	3 hours
POL101 Introduction to the American Political Process	3 hours
POL207 The Courts.....	3 hours
POL320 Public Administration.....	3 hours
SOC101 Introduction to Sociology....	3 hours
SOC360 Multicultural Issues in Society (w)	3 hours
Total.....	45 hours

MAJOR: LAW ENFORCEMENT

CDS334 Technology and Crime.....	3 hours
COR120 Correctional Thought and Practice	3 hours
COR231 Juvenile Justice Systems	3 hours
ENF150 Police and Society	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology (w).....	3 hours
ENF335 Law Enforcement Supervision	3 hours
ENF355 Forensic Investigation of Sex Crimes.....	3 hours
ENF420 Investigative Interview	3 hours
ENF450 Crime Analysis	3 hours
ENF460 Evidence Processing (w).....	4 hours
FOR105 Victimology.....	3 hours
JUS465 Criminal Trial Evidence.....	4 hours
JUS461 Capstone Senior Seminar in Criminal Justice (w)	3 hours
PSY101 Introduction to Psychology	3 hours
Total.....	47 hours

BACHELOR OF SCIENCE (BS) DEGREE

Tiffin University awards the Bachelor of Science Degree in the following majors:

- Applied Health Sciences
- Computer Science
- Exercise Science
- Forensic Science
- Healthcare Administration
- Mathematics

BS degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives, to be eligible for graduation

Tiffin Core (DEC)	37 hours
Total Semester hours for the Major	54-60 hours
Open Electives/Minor	24 hours
Total semester hours for the degree	127-135 semester hours

MAJOR: APPLIED HEALTH SCIENCES

The Applied Health Sciences Dual Degree Program in conjunction with Mercy College of Ohio is a strategic alliance that follows the standards set forth by the Higher Learning Commission between two institutions. Mercy College is authorized by the Ohio Department of Education to award the B.S.N. in Nursing Pre-licensure degree, and is accredited by both the Higher Learning Commission and Commission on Collegiate Nursing Education. The Ohio Board of Nursing oversees the health of the public through the effective regulation of nursing care. Tiffin University students will complete the Tiffin Transferable Core classes (37 credit hours), the Tiffin STEM/Sociology Core (28 hours), as well as the Mercy College of Ohio Courses (70 credit hours). Students who complete the requirements of both Tiffin University and Mercy College of Ohio will be awarded the following degrees: B.S. Applied Health Sciences from Tiffin University; and, B.S.N. Nursing Pre-Licensure from Mercy College of Ohio.

STEM/SOCIOLOGY CORE

BIO215 Anatomy and Physiology I for Health Sciences.....	4 hours
BIO216 Anatomy and Physiology II for Health Sciences.....	4 hours
PSY101 Introduction to Psychology.....	3 hours
BIO373 Microbiology.....	3 hours
BIO373L Microbiology Lab.....	1 hour
CHM121 Basic Organic and Biochemistry.....	4 hours
PSY265 Lifespan Development.....	3 hours
SOC101 Principles of Sociology.....	3 hours
CUL220 Religions of the World.....	3 hours
Total for STEM/Sociology Core	28 hours

MAJOR: APPLIED HEALTH SCIENCES *(continued)*

MERCY COLLEGE OF OHIO COURSES

NUR101 Introduction to Nursing	1 hour
NUR251 Concepts of Professional Nursing	3 hours
NUR252 Nursing Skills and Assessment.....	5 hours
NUR290 Introduction to Nursing Pharmacology.....	1 hours
BIO290 Pathophysiology.....	3 hours
NUR302 Professional Nursing I.....	3 hours
NUR303 Professional Nursing II	3 hours
NUR311 Pharmacology for Nursing I.....	1 hours
NUR312 Pharmacology for Nursing II.....	1 hour
NUR335 Population Health Concepts I.....	5 hours
NUR345 Population Health Concepts II.....	5 hours
REL290 Medical Ethics	3 hours
NUR380 Evidence-Based Practice in Nursing Healthcare.....	3 hours
NUR402 Professional Nursing III.....	3 hours
NUR403 Professional Nursing IV.....	4 hours
NUR411 Pharmacology for Nursing III.....	1 hour
NUR413 Pharmacology for Nursing IV	2 hours
NUR435 Population Health Concepts III	5 hours
NUR445 Population Health Concepts IV.....	5 hours
NUR481 NCLEX-RN Preparation	2 hours
Nursing Electives: Four 2 credit hour courses.....	8 hours
Social Studies Elective: MC Requirement (second religion course).....	3 hours
Total for Mercy College Courses.....	70 hours

MAJOR: COMPUTER SCIENCE

This major is designed for students who wish to work with computer science and technology in all facets of an organization with emphasis on important soft skills, comprehensive technology skills, teamwork and a global workforce. The curriculum includes a computer science core of business, hardware and software, practical experience and a further concentration in software development and/or network architecture. Classes will teach students to analyze computer science with research and apply findings to solve real world problems. The curriculum is designed to highlight important certifications in the field and emphasize the application of computers and technology in the business organization. Career paths for a student can include computer programmers, technology support specialists, system analysts, database administrators, network and systems administrators, software developers, web developers and information system managers.

COMPUTER SCIENCE CORE

MKT151 Introductory Marketing.....	3 hours
CST155 Introduction to Operating Systems.....	3 hours
ACC210 Financial Accounting.....	3 hours
MGT201 Management of Organizations.....	3 hours
CST201 Introduction to Programming.....	3 hours
LAW211 Business Law I.....	3 hours
ECO222 Principles of Microeconomics	3 hours
CST230 Networking Fundamentals.....	3 hours
CDS244 Cyber Security.....	3 hours
CST280 Database I.....	3 hours
CST285 Spreadsheets and Analytics.....	3 hours
FIN301 Business Finance.....	3 hours
CST412 IT Project Management	3 hours
CST460 Research in Computer Science.....	3 hours
CST470 Internship	3 hours
MGT495 Organizational Strategy	3 hours
Total.....	48 hours

CONCENTRATION: NETWORK & SYSTEMS ADMINISTRATION

CST125 Introduction to Computer Hardware and Systems	3 hours
CST325 Linux	3 hours
CST330 Network Infrastructure I	3 hours
CST345 Server Administration	3 hours
CST430 Network Infrastructure II	3 hours
CST445 Cloud Administration	3 hours
Total	18 hours

CONCENTRATION: SOFTWARE DEVELOPMENT

CST212 Systems Analysis and Design	3 hours
CST255 Internet and Website Development	3 hours
CST301 Advanced Programming Concepts	3 hours
CST312 Information Systems for Managers	3 hours
CST380 Database II	3 hours
CST450 Programming for Application Development	3 hours
Total	18 hours

MAJOR: EXERCISE SCIENCE

The Exercise Science program is structured to provide students with a solid foundation for understanding how and why humans move. This interdisciplinary program includes courses from the fields of biology, chemistry, and exercise physiology. Through this program, students will understand the essential role of physical activity and exercise in the prevention, treatment, and recovery from a variety of disease conditions. Students will also learn that upon graduation it becomes their responsibility to educate other people about the benefits of being physically active and the negative side effects of living a sedentary lifestyle. Upon successful completion of the required coursework, students can either seek employment in various areas of allied health or apply to graduate school in the sciences and health professions.

MAJOR COURSES

BIO210 General Biology I	3 hours
BIO210L General Biology I Lab	1 hour
BIO211 General Biology II	3 hours
BIO211L General Biology II Lab	1 hour
CHM131 General Chemistry I	3 hours
CHM131L General Chemistry I Lab	1 hour
CHM132 General Chemistry II	3 hours
CHM132L General Chemistry II Lab	1 hour

Students majoring in Exercise Science must earn a minimum of a 2.5 GPA at the completion of either the BIO course sequence or the CHM course sequence above, in order to continue in the major.

BIO311 and BIO311L Human Anatomy and Physiology I + Lab	4 hours
BIO312 and BIO312L Human Anatomy and Physiology II + Lab	4 hours
EXS146 Introduction to Exercise Science (w)	3 hours
EXS225 Motor Development	3 hours
EXS315 and EXS315L Biomechanics of Sport and Exercise + Lab	4 hours
EXS316 Nutrition for Sport and Exercise	3 hours
EXS322 Kinesiology	3 hours
EXS422 and EXS422L Exercise Physiology + Lab	4 hours
EXS442 and EXS442L Exercise Testing and Prescription + Lab	4 hours
EXS475 Research Methods in Exercise Science	3 hours
NAT112 First Aid/CPR/AED	1 hour
NAT124 Introduction to Athletic Training	3 hours
NAT260 Lifetime Fitness and Wellness	3 hours
PSY101 Introduction to Psychology	3 hours
SOC101 Introduction to Sociology	3 hours
SAS470 Internship	3 hours
Total	67 hours

Total for Major 122 hours

MAJOR: FORENSIC SCIENCE

The Forensic Science program is structured for students to learn scientific principles and methods that apply to criminal and civil investigations and litigations. This program places an emphasis on the disciplines of chemistry, biology, and physics. Students will earn a Bachelor of Science in Forensic Science upon the completion of the required coursework. Students completing this degree can seek professional employment positions in forensic science, commercial and industrial laboratories. Moreover, students graduating from this program have the pre-requisites to apply to graduate school in the sciences and health professions.

Students majoring in Forensic Science must earn a minimum of a 2.5 GPA at the completion of either the BIO210/BIO210Lab/BIO211/BIO211Lab course sequence or the CHM131/CHM131Lab/CHM132/CHM132Lab course sequence, in order to continue in the major.

MAJOR COURSES

FSC115 Introduction to Forensic Science and FSC115L Lab	4 hours
FSC215 Evidence Law and Ethics	3 hours
BIO210 General Biology I and BIO210L Lab.....	4 hours
BIO211 General Biology II with BIO211L Lab.....	4 hours
BIO311 Human Anatomy and Physiology (w) and BIO311L Lab	4 hours
BIO312 Human Anatomy and Physiology (w) and BIO312L Lab.....	4 hours
BIO333 Genetics and BIO333L Lab.....	4 hours
BIO373 Microbiology and BIO373L Lab.....	4 hours
BIO445 Cellular and Molecular Biology and BIO445L Lab.....	4 hours
CHM131 General Chemistry I with CHM131L Lab	4 hours
CHM132 General Chemistry II with CHM132L Lab	4 hours
CHM281 Analytical Chemistry and CHM281L Lab.....	4 hours
CHM331 Organic Chemistry I with CHM331L Lab	4 hours
CHM332 Organic Chemistry II with CHM332L Lab	4 hours
CHM411 Biochemistry and CHM411L Lab.....	4 hours
CHM435 Inorganic Chemistry and CHM435L Lab	4 hours
CHM450 Physical Chemistry and CHM450L Lab	4 hours
CHM481 Instrumental Analysis and CHM481L Lab	4 hours
MAT285 Calculus II	5 hours
PHY211 General Physics I and PHY211L Lab	4 hours
PHY212 Physics II and PHY212L Lab.....	4 hours
PSY101 Introduction to Psychology	3 hours
One of the following:.....	3 hours
SAS470 Internship	
CHM370 Experimental Research Design	
Total.....	90 hours

MAJOR: HEALTHCARE ADMINISTRATION

Offered through Online & Extended Learnings programs only

BIO101 Contemporary Biological Problem & BIO101Lab	4 hours
NAT150 Introduction to Anatomy and Physiology & NAT150Lab	4 hours
CHM131 General Chemistry I & CHM131Lab	4 hours
HCA140 Survey of Healthcare Industry.....	3 hours
BIO150 Medical Terminology	3 hours
ACC210 Financial Accounting.....	3 hours
ECO222 Principles of Microeconomics	3 hours
MGT201 Management of Organizations.....	3 hours
MGT301 Organizational Behavior	3 hours
HCA301 Healthcare Finance.....	3 hours
HCA312 Healthcare Informatics	3 hours
HCA318 Human Resource for Healthcare Managers.....	3 hours
HCA355 Healthcare Marketing	3 hours
HCA362 Research and Analysis for Healthcare	3 hours

HCA403 Health Care Law	3 hours
HCA427 Healthcare Operations	3 hours
HCA474 Social Aspects of Aging	3 hours
PHI307 Medical Ethics	3 hours
MGT495 Organizational Strategy	3 hours
HCA470 OR HCA491 Internship OR Healthcare Administration Research Project	3 hours
Open Electives: Choose six (6) from the following.....	24 hours
FIN201 Survey of Health Insurance in the United States	
NAT260 Lifetime Fitness and Wellness	
NAT291 Drugs and the Body	
PSY265 Lifespan Development	
NAT312 Environmental Health	
NAT321 Community/Public Health	
PSY362 Abnormal Behavior	
CUL428 Issues of Death and Dying	
NAT418 Epidemiology	
HCA473 Service Delivery for Acute Care Management	
HCA475 Service Delivery for Long-Term Care	
Total.....	87 hours

MAJOR: MATHEMATICS

Offered On-Campus only

The Bachelor of Science Degree in Mathematics is an educational foundation for students desiring a career in mathematics or planning for graduate school in applied mathematics. Employers of students earning this degree are governmental, industrial and scientific organizations.

MAT287 Discrete Mathematics	3 hours
PHY211 General Physics I and Lab	4 hours
PHY212 General Physics II and Lab	4 hours
MAT387 Differential Equations	3 hours
MAT389 Introduction to Analysis	3 hours
MAT392 Abstract Algebra	3 hours
MAT394 Complex Analysis	3 hours
MAT340 Probability Theory	3 hours
MAT398 Game Theory.....	3 hours
MAT396 Linear Algebra	3 hours
MAT285 Calculus II	5 hours
MAT420 Topology	3 hours
MAT430 Number Theory	3 hours
MAT432 Set Theory	3 hours
MAT385 Calculus III.....	3 hours
SAS470 Internship	3 hours
Total.....	52 hours

ASSOCIATE DEGREE PROGRAM

Associate Degrees are awarded through Tiffin University’s School of Criminal Justice and Social Sciences and are available on the Tiffin University seated campus only.

ASSOCIATE OF CRIMINAL JUSTICE (ACJ) DEGREE

Tiffin University awards the Associate of Criminal Justice Degree in the following major:

- Law Enforcement

Core Curriculum	25 hours
Total Semester hours for the Major	36 hours
Total Semester hours for the Degree	61 hours

CORE CURRICULUM

FYS100 First Year Seminar	1 hour
Writing or Composition (ENG141 or higher)	6 hours
Communication	3 hours
Information Technology	3 hours
Mathematics (MAT181 or higher)	3 hours
POL101 Introduction to the American Political Process	3 hours
PSY101 Introduction to Psychology	3 hours
Elective from the Social Sciences*	3 hours
Total	25 hours

* Social Sciences are courses taken from the departments of COM, ECO, MGT, POL, PSY, or SOC

MAJOR: LAW ENFORCEMENT

CDS334 Technology and Crime.....	3 hours
COR231 Juvenile Justice Systems	3 hours
ENF150 Police and Society	3 hours
ENF239 Applied Criminal Investigation Criminalistics.....	3 hours
ENF293 Criminology (w).....	3 hours
FOR105 Victimology	3 hours
JUS110 Introduction to Criminal Justice	3 hours
JUS201 Criminal Law	3 hours
JUS202 Criminal Procedures	3 hours
SOC101 Principles of Sociology	3 hours
Two Open Electives from 100/200 level in ENF, JUS, COR	6 hours
Total	36 hours

MINORS

Tiffin University offers students the option of pursuing a minor in the academic areas outlined in the following section. A student may not pursue a minor in the same academic discipline as their Bachelor degree major/concentration with only up to 50% of the overlapping major/minor courses applied for credit

MINOR: ACCOUNTING

Three ACC courses at the 300-400 level	9 hours
Recommended ACC403 Accounting Information Systems, ACC404 Auditing, ACC405 Fraud Examination in Accounting	
Three ACC electives	9 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: ADDICTIONS COUNSELING

CSL310 Introduction to Addiction Theory and Practice	3 hours
CSL320 Counseling Procedures & Strategies with Addicted/Disordered	3 hours
CSL425 Group Process & Techniques Working with Addicted/Disordered	3 hours
CSL435 Assessment & Diagnosis of Addictive and Behavioral Health Problems	3 hours
CSL440 Prevention, Intervention, and Treatment Planning in Addictions	3 hours
CSL445 Theory & Practice of Relationship Counseling in Addictions/Behavioral	3 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: CHEMISTRY

CHM131 General Chemistry I + CHM131L Lab	4 hours
CHM132 General Chemistry II + CHM132L Lab	4 hours
Two of the following:	8 hours
CHM281 Analytical Chemistry + CHM281L Analytical Chemistry Lab	
CHM331 Organic Chemistry + CHM331L Organic Chemistry Lab	
CHM332 Organic Chemistry II + CHM332L Organic Chemistry II Lab	
One of the following:.....	3-4 hours
CHM411 Biochemistry	
CHM435 Inorganic Chemistry + CHM435L Inorganic Chemistry Lab	
CHM450 Physical Chemistry + CHM450L Physical Chemistry Lab	
CHM481 Instrumental Analysis + CHM481L Instrumental Analysis Lab	
Total.....	19-20 hours

Some courses may have prerequisites. See course description for details.

MINOR: COMPUTER SCIENCE TECHNOLOGY

CST155 Introduction to Operating Systems.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST230 Networking Fundamentals.....	3 hours
CDS244 Cyber Security.....	3 hours
CST280 Database I.....	3 hours
CST412 IT Project Management	3 hours
Total.....	18 hours

MINOR: CORRECTIONS

COR120 Correctional Thought and Practice	3 hours
COR231 Juvenile Justice Systems	3 hours
COR420 Agency Management	3 hours
COR245 Probation, Parole, and Community Corrections	3 hours
FOR423 Case Management	3 hours
One of the following:.....	3 hours
COR336 Constitutional Rights of Prisoners	
FOR365 Drugs and Society	
FOR430 Crisis Intervention Strategies	
PSY269 Human Sexuality	
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: CRIMINALISTICS

FSC115 Introduction to Forensic Science	3 hours
FSC115L Introduction to Forensic Science Lab.....	1 hour
ENF239 Applied Criminal Investigation & Criminalistics	3 hours
ENF420 Investigative Interviewing.....	3 hours
ENF460 Evidence Processing (w).....	4 hours
PSY362 Abnormal Behavior	3 hours
Total.....	17 hours

Some courses may have prerequisites. See course description for details.

MINOR: CROSS-CULTURAL AND INTERNATIONAL PSYCHOLOGY

SOC265 Peace and Social Justice.....	3 hours
SOC360(w) Multicultural Issues in Society (or a CUL if using SOC360 for major).....	3 hours
CSL430 Cultural Competence in Counseling	3 hours
PSY425 Cross-Cultural and International Psychology.....	3 hours
Culture (CUL) and/or Language (ARB/SPA) (not used for other requirement)	3 hours
One of the following.....	3 hours
SCS470 Internship I	
SCS491 Senior Seminar I	
Total.....	18 hours

MINOR: CYBER SECURITY

CDS152 Introduction to Cyber Defense	3 hours
CDS244 Cyber Security.....	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
CDS355 Penetration Testing and Vulnerability Analysis	3 hours
CDS444 Wireless Security.....	3 hours
CDS445 Cyber Warfare.....	3 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: DIGITAL FORENSICS

CDS152 Introduction to Cyber Defense	3 hours
CDS334 Technology and Crime	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
CDS348 Incident Management.....	3 hours
CDS351 Survey of Computer Forensics.....	3 hours
CDS435 Advanced Digital Forensics	3 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: DIGITAL INNOVATION AND DESIGN

ART120 Two-Dimensional Foundations	3 hours
ART325 Graphic Design	3 hours
CST201 Programming	3 hours
CST255 Internet and Website Development	3 hours
CST412 IT Project Management	3 hours
DMD134 Introduction to Digital Media	3 hours
Total	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: ESPORTS

CUL132 Emergence of esports	3 hours
SMG235 Sports Marketing & Promotions	3 hours
SOC280 Sports in American Society	3 hours
CUL342 History of esports	3 hours
COM335 Digital Streaming and Online Content	3 hours
LST442 The Legal Structure of Video Gaming	3 hours
Total	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: EXERCISE SCIENCE

EXS146 Introduction to Exercise Science	3 hours
NAT150 Intro to Anatomy & Physiology + NAT150L Intro to Anatomy & Physiology Lab	4 hours
EXS342 Exercise Assessment & Prescription + EXS342L Exercise Assessment & Prescription Lab	4 hours
EXS422 Exercise Physiology + EXS422L Exercise Physiology Lab	4 hours
One of the following:	3 hours
EXS315 Biomechanics	
EXS322 Kinesiology	
One of the following:	3 hours
EXS225 Motor Development	
NAT260 Lifetime Fitness and Wellness	
EXS316 Nutrition for Sports and Exercise	
Total	21 hours

Some courses may have prerequisites. See course description for details.

MINOR: FINANCE

ECO322 Intermediate Microeconomics	3 hours
ECO420 Money and Banking	3 hours
FIN314 Risk Management and Insurance	3 hours
FIN421 Investments	3 hours
FIN426 International Finance	3 hours
Total	15 hours

Some courses may have prerequisites. See course description for details.

MINOR: FORENSIC ACCOUNTING

JUS110 Introduction to Criminal Justice	3 hours
JUS201 Criminal Law	3 hours
JUS202 Criminal Procedures	3 hours
ACC405 Fraud Examination in Accounting.....	3 hours
LAW212 Business Law II	3 hours
Total.....	15 hours

* Non-accounting majors may take this minor, but must also take ACC210 Financial Accounting, ACC403 Accounting Information Systems and LAW211 Business Law I in addition to the courses listed above. Begin this minor in Sophomore year.

Some courses may have prerequisites. See course description for details.

MINOR: FORENSIC PSYCHOLOGY

FOR105 Victimology	3 hours
FOR344 Psychology of Violence and Aggression (w)	3 hours
FOR460 Psychology and Law (w)	3 hours
PSY362 Abnormal Behavior	3 hours
Two of the following:.....	6 hours
FOR365 Drugs and Society	
FOR430 Crisis Intervention Strategies	
PSY250 Social Psychology	
PSY269 Human Sexuality	
SCS300 Research Design (w)	
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: FORENSIC SCIENCE

CHM131 General Chemistry I and CHM131L Lab	4 hours
CHM132 General Chemistry II and CHM132L Lab	4 hours
CHM281 Analytical Chemistry and CHM281L Lab.....	4 hours
CHM331 Organic Chemistry and CHM331L Lab.....	4 hours
CHM481 Instrumental Analysis and CHM481L Lab	4 hours
ENF460 Evidence Processing (w)	4 hours
Total.....	24 hours

Some courses may have prerequisites. See course description for details.

MINOR: GOVERNMENT

POL101 Introduction to the American Political Process	3 hours
POL205 The Presidency (w)	3 hours
POL206 Congress	3 hours
POL207 The Courts.....	3 hours
POL311 Federalism.....	3 hours
POL Elective	3 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: HOMELAND SECURITY/TERRORISM

ENF154 Homeland Security Overview	3 hours
ENF212 Concepts of Terrorism.....	3 hours
ENF240 Critical Infrastructure Protection	3 hours
ENF245 Emergency Organization & Management	3 hours
POL225 Introduction to Intelligence Studies.....	3 hours
POL400 The Constitution, Liberty, and Order.....	3 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: HUMAN RESOURCE MANAGEMENT

LAW321 Employment and Labor Law	3 hours
MGT317 Human Resource Management	3 hours
MGT351 Managing Diversity in the Workplace (w)	3 hours
MGT443 Strategic Human Resources and Emerging Issues	3 hours
One from the following:.....	3 hours
MGT318 Total Compensation	
MGT320 Human Resource Risk Management	
MGT402 Training and Development	
Total.....	15 hours

Some courses may have prerequisites. See course description for details.

MINOR: HUMAN SERVICES

COM310 Human, Interpersonal & Small Group Communication.....	3 hours
PSY201 Introduction to Professional Practices (w).....	3 hours
PSY265 Lifespan Development	3 hours
PSY360 Introduction to Counseling.....	3 hours
Two of the following:.....	6 hours
FOR365 Drugs and Society	
FOR485 Death and Dying	
PSY250 Social Psychology	
PSY269 Human Sexuality	
PSY362 Abnormal Behavior	
SOC320 Community Sociology	
SOC361 Sociology of Gender	
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: INDIVIDUALIZED STUDIES (SPECIFY DISCIPLINE)

3 courses in specified discipline concentration 200 level	9 hours
3 courses in specified discipline concentration 300-400	9 hours
Total	18 hours

The choice of discipline and courses must be approved by the Faculty Advisor and the Dean of the school in which it is housed.

Some courses may have prerequisites. See course description for details.

MINOR: INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

MGT301 Organizational Behavior	3 hours
MGT351 Managing Diversity in the Workplace (w)	3 hours
PSY320 Motivational Psychology	3 hours
PSY325 Introduction to Industrial/Organizational Psychology	3 hours
Two of the following:	6 hours
COM441 Organizational Communication	
PSY250 Social Psychology	
PSY445 Psychometrics (w)	
Total	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: INTERNATIONAL BUSINESS

ECO424 Global Trade	3 hours
FIN426 International Finance	3 hours
MGT351 Managing Diversity in the Workplace (w)	3 hours
MGT411 International Management	3 hours
MKT404 Global Marketing	3 hours
Total	15 hours

Some courses may have prerequisites. See course description for details.

MINOR: LAW ENFORCEMENT

CDS334 Technology and Crime.....	3 hours
ENF150 Police and Society	3 hours
ENF239 Applied Criminal Investigation and Criminalistics	3 hours
ENF293 Criminology (w).....	3 hours
ENF420 Investigative Interview	3 hours
ENF450 Crime Analysis.....	3 hours
Total	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: LEADERSHIP STUDIES

COM310 Human, Interpersonal, & Small Group Communication.....	3 hours
SCS220 Introduction of Leadership	3 hours
SCS440 Theory & Application of Leadership.....	3 hours
SOC101 Principles of Sociology.....	3 hours
SOC380 Social Movements & Ideologies	3 hours
Total	15 hours

MINOR: MANAGEMENT

MGT301 Organizational Behavior	3 hours
MGT317 Human Resource Management	3 hours
MGT351 Managing Diversity in the Workplace (w)	3 hours
MGT404 Organization Theory	3 hours
One of the following:	3 hours
CST312 Information Systems for Managers (w)	
MGT221 Supply Chain Management	
MGT359 Small Business Management	
MGT411 International Management	
MGT390 Special Topics	
Total	15 hours

Some courses may have prerequisites. See course description for details.

MINOR: MARKETING

MKT252 Buyer Behavior	3 hours
MKT253 Marketing Communications	3 hours
MKT354 Personal Selling.....	3 hours
MKT402 Marketing Research (w)	3 hours
MKT404 Global Marketing	3 hours
Total	15 hours

Some courses may have prerequisites. See course description for details.

MINOR: MATHEMATICS

MAT285 Calculus II	5 hours
MAT385 Calculus III	3 hours
MAT387 Differential Equations	3 hours
MAT396 Linear Algebra	3 hours
One MAT Elective (300-400 level)	3 hours
Total	17 hours

Some courses may have prerequisites. See course description for details.

MINOR: MUSIC

MUP121 Musicianship I.....	3 hours
MUP221 Musicianship II.....	3 hours
MUS115, 116, 215 or MUS 117, 118, 217 Private Instruction.....	3 hours
Two of the following:.....	6 hours
MUS110, 210, 310 or MUS112, 212, 312 Ensembles	
MUS324 Survey of American Popular Music (w)	
MUS327 Survey of Music Business	
MUS230 Introduction to Sound & Recording	
MUP240 The Rhythm Section	
MUP321 Musicianship III	
MUP351 Music Listening and Analysis I	
MUP352 Music Listening and Analysis II	
MUP440 Teaching Music	
Total	15 hours

Some courses may have prerequisites. See course description for details.

MINOR: PSYCHOLOGY

PSY201 Introduction to Professional Practices (w).....	3 hours
One of the following:.....	3 hours
PSY250 Social Psychology	
PSY265 Lifespan Development	
Three PSY electives at the 300-400 level	9 hours
PSY elective	3 hours
Total	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: REGIONAL STUDIES

Foreign Language I	3 hours
Foreign Language II	3 hours
Advanced Foreign Language I	3 hours
Advanced Foreign Language II.....	3 hours
Two courses in related Culture or History courses 200-400 level	6 hours
Total.....	18 hours

This choice of minor must be approved by the Dean of Arts and Sciences. It is recommended that students spend at least one semester or summer at an appropriate foreign study sight approved by the Study Abroad Coordinator or Dean of Arts and Sciences.

MINOR: SOCIOLOGY

SOC101 Introduction to Sociology.....	3 hours
PSY250 Social Psychology	3 hours
SOC360 Multicultural Issues in Society (w).....	3 hours
Two SOC electives	6 hours
Total.....	15 hours

MINOR: SPORTS MANAGEMENT

SMG160 Introduction to Sports Management.....	3 hours
LAW260 Legal Issues in Sports	3 hours
SMG360 Business of Sports (w).....	3 hours
Any two SMG courses	6 hours
Total.....	15 hours

Some courses may have prerequisites. See course description for details.

MINOR: SPORTS WRITING AND PROMOTION

COM212 Introduction to Public Relations (w)	3 hours
COM241 Introduction to Mass Communication	3 hours
COM320 Argumentation/Persuasion Theory and Practice	3 hours
COM416 Public Relations Cases, Campaigns and Nonprofits.....	3 hours
SMG160 Introduction to Sport.....	3 hours
SMG235 Sports Marketing & Promotions	3 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

MINOR: STRATEGIC AND MASS COMMUNICATION

COM241 Introduction to Mass Communication	3 hours
COM320 Argument/Persuasion Theory and Practice.....	3 hours
COM324 Communicating Across Cultures	3 hours
COM414 Crisis and Risk Communication.....	3 hours
COM441 Organization Communication and Conflict Resolution.....	3 hours
One course from the following:.....	3 hours

- COM212 Introduction to Public Relations
- COM218 News Writing
- COM310 Human, Interpersonal, and Small Group Communication
- COM329 Writing for Electronic Media

Total.....	18 hour
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MINOR: TERRORISM STUDIES

POL201 Political Geography	3 hours
ENF212 Concepts of Terrorism.....	3 hours
ENF293 Criminology	3 hours
PSY344 Psychology of Terrorism.....	3 hours
ENF441 Counterintelligence/Counter-Terrorism.....	3 hours
One of the following:.....	3 hours
CUL210 Comparative Cultures	
SOC360 Multicultural Issues in Society	
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

BACHELOR-LEVEL CERTIFICATES

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS FOR BACHELOR LEVEL CERTIFICATES

Bachelor level credits earned at a regionally-accredited college or university may be transferred and applied toward a student’s degree requirements at Tiffin University for a Bachelor level certificate program. To transfer course credit, the student must have earned a grade of a “C” or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Registrar’s Office will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a Bachelor level certificate can be transfer credits.

CERTIFICATE: ADDICTIONS COUNSELING (CSL)

CSL310 Introduction to Addiction Theory and Practice	3 hours
CSL320 Counseling Procedures & Strategies with Addicted/Disordered	3 hours
CSL425 Group Process & Techniques Working with Addicted/Disordered	3 hours
CSL435 Assessment & Diagnosis of Addictive and Behavioral Health Problems	3 hours
CSL440 Prevention, Intervention, and Treatment Planning in Addictions	3 hours
CSL445 Theory & Practice of Relationship Counseling in Addictions/Behavioral	3 hours
Total.....	18 hours

Some courses may have prerequisites. See course description for details.

Undergraduate Course Descriptions

The University reserves the right to add, delete, or modify the course offerings in the schedules based on curricular demands, enrollment, or student and institutional needs.

FOUNDATION COURSES*

*Foundation courses meet eligibility for financial aid, but do not fulfill graduation requirements. Students required to take these courses may need to attend an additional semester to meet graduation requirements.

CRS090*

Introduction to College Reading Skills* (3 cr. hours)

This course does not count for credit toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class.

Offered Fall, Spring

Development of skills that are integral to the reading process will be practiced, with particular emphasis on building contextual vocabulary. Other reading skill related topics include recognizing main ideas and important supporting details, drawing literal and inferential conclusions, and identifying patterns of organization.

ENG090*

Introduction to College Reading and Writing * (3 cr. hours)

Prerequisite: Placement based upon University assessment. This course does not count for credit toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class..

Offered Fall, Spring

This course will provide an in-depth introduction to college writing integrated with college reading, college life, college realities, college expectations, study skills and time management.

ENG095*

Fundamentals of College Writing* (3 cr. hours)

Prerequisite: ENG090, or placement based on university assessment. Students who have earned credit in ENG141 or ENG142 may not earn credit in ENG095. This course does not count toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class.

Offered Fall, Spring

This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay writing. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction.

MAT090*

Foundations of College Mathematics* (3 cr. hours)

This course does not count for credit toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class. Individuals who have earned credit in MAT095 or higher level mathematics may not earn credit in MAT090.

Offered Fall, Spring

An algebraic foundation course covering algebraic expressions, solving linear equations, graphing in the Cartesian plane, and solving algebraic applications.

MAT095*

College Mathematics* (3 cr. hours)

Prerequisite: MAT090 ("C" or better) or placement. This course does not count for credit toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class.

Offered Fall, Spring

An applied approach to traditional algebra topics including linear equations and inequalities, systems of linear equations, polynomials, factoring, rational expressions, and radical expressions. Emphasis will be placed on application problems.

DEC: GENERAL EDUCATION CORE

DEC100

Engage (3 cr. hours)

A lab fee is associated with this course.

Offered Fall, Spring

This is the first of a required four-course sequence in the General Education curriculum. Emphasis is placed on helping each new student successfully transition to Tiffin University by building connections, encouraging professionalism, and improving academic success in the areas of communication, research, and critical thinking. A primary focus of this course is to facilitate students' understanding of academic programs and related career opportunities. The course includes a required experiential learning component to extend students' learning and engagement within the Tiffin and University communities. To this end, the course aims to foster a sense of belonging, promote engagement in the life of the University, encourage individual responsibility, and articulate to students the expectations and values of the University.

DEC200

Explore (3 cr. hours)

Prerequisites: ENG142; DEC100; 28-54 credit hours

This is the second of a required four-course sequence in the General Education curriculum. Emphasis is placed on students' developing competence and proficiency in research techniques, critical analysis, problem-solving, multimodal communication methods, and professional networking. The course aims to assist students with their sense of identity within a community in relation to multiple cultural perspectives in order to better recognize issues related to societal problems. Rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices are included in the course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

DEC250 (Transfer)

Engage & Explore (3 cr. hours)

A lab fee is associated with this course.

Prerequisite: 28-54 credit hours

Corequisite: ENG142

This course is the first of the required three-course sequence in the general education curriculum for qualifying transfer students. Emphasis is placed on helping each transfer student successfully acclimate to Tiffin University by building campus connections, encouraging professionalism, and improving academic success in the areas of communication, research, and critical thinking. In addition, students will develop competence and proficiency in research techniques, critical analysis, problem-solving, multimodal communication methods, and professional networking. The course aims to assist students with their sense of identity and belonging within a community through engagement and exploration of multiple cultural perspectives in order to better recognize and understand issues related to societal problems. Rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices are included in this course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

DEC300

Connect (3 cr. hours)

Prerequisite: DEC200 or DEC250; 55-81 credit hours

This is the third of a required four-course sequence in the General Education curriculum. Emphasis is placed on students applying critical analysis, problem-solving, research techniques, and multimodal communication methods in order to question assumptions, hypotheses, and evidence. The course aims to assist students with their understanding of how culture affects and influences their identity and their interactions within societal organizations. Rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices are included in this course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

DEC: GENERAL EDUCATION CORE *(continued)*

DEC400

Impact (3 cr. hours)

Prerequisite: DEC300; 82 credit hours completed

Corequisite: DEC400L ePortfolio

This is a capstone experience and the final class of a required four-course sequence in the General Education curriculum. Students will present cumulative work from their experiences in prior courses with emphasis placed on students' integration and synthesis of their acquired skills in problem-solving, multimodal communication methods, professional networking, critical analysis, and research techniques. The course aims to assist students with developing a sense of agency and responsibility for engagement within society. Rigorous academic curriculum and experiential learning structures using integrative reaching and learning practices are included in this course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

DEC400L

ePortfolio (1 cr. hour)

Prerequisite: DEC300

Corequisite: DEC400

This course is the required lab component for the fourth course in the four-course sequence in the General Education curriculum. Emphasis is placed on the synthesis of knowledge gained from professional and academic experiences at Tiffin University through reflection that exhibit the skills associated with the general education curriculum as aligned with the institutional core competencies: critical analysis; problem-solving; research techniques; and multimodal communication methods. The lab component is designed to give students the time and guided structure necessary to compile data and create the necessary synthesized connections in order to document competence and proficiency in learned skills in an ePortfolio.

FIRST-YEAR STUDIES (FYS)

FYS100

First-Year Seminar (1 or 3 cr. hours)

Offered Fall, Spring

The purpose of this course is to help each new student make a successful transition to Tiffin University by building social connections and improving academic preparedness. To this end, the course aims to foster a sense of belongingness, promote engagement in the University life, encourage self-responsibility, and articulate to students the expectations and values of the University. The course also seeks to help students develop essential study skills, understand University resources, and explore potential majors and careers.

EXP101

Exploring Your Future (3 cr. hour)

Offered Fall, Spring

Exploring Your Future assists students with investigating and selecting a major and career opportunities. This three-hour open elective course is designed to assist incoming and current students who are undecided on their major. Students who have declared a major but would like the opportunity to confirm their interests and explore their options may also take this course.

ACC: ACCOUNTING

ACC190, ACC290, ACC390, ACC490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses

Topics will vary. May or may not be writing Intensive.

ACC210**Financial Accounting (3 cr. hours)**

Offered Fall, Spring

This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision-making.

ACC228**Managerial Accounting (3 cr. hours)**

Prerequisite: ACC210

Offered Fall, Spring

This course is designed to provide information to the management student who will be charged with directing and controlling operations from within the organization. Emphasis is placed on corporation reports, statements, schedules, and summaries prepared for the use of management.

ACC301**Intermediate Accounting I (3 cr. hours)**

Prerequisite: ACC210 ("C" or better); Must pass this course with a "C" or better to enroll in ACC302.

Offered Fall

Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting I includes the role of accounting as an information system and economic resources.

ACC302**Intermediate Accounting II (3 cr. hours)**

Prerequisite: ACC301 ("C" or better)

Offered Spring

Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting II includes financial instruments and additional topics.

ACC304 (w)**Federal Income Tax (3 cr. hours)**

Prerequisite: ACC210; this is a writing intensive course.

Offered Spring

Determination of taxable and nontaxable income, deductions, and tax liability for individuals and corporations. Includes background and objectives of the federal tax system. This is a writing intensive course.

ACC313**Cost Accounting I (3 cr. hours)**

Prerequisite: ACC228; ("C" or better)

Offered Fall

A comprehensive study of the cost accounting cycle. Includes job order costing techniques and procedures.

ACC314**Cost Accounting II (3 cr. hours)**

Prerequisite: ACC313 ("C" or better)

Offered Spring

Continuation of ACC313. Emphasis is on process and standard costing techniques. Includes cost control and management decision concepts.

ACC385**Applied Analytics in Accounting (3 cr. hours)**

Prerequisites: ACC210, ACC288, and CST285

Offered Fall, Spring

This course will assist students in developing skillsets to operate with an analytic mindset. Students will be able to apply these skills in all accounting fields including financial reporting, taxation, auditing, fraud & forensics, and consulting.

ACC403**Accounting Information Systems (3 cr. hours)**

Prerequisites: ACC210, CST111, Junior standing

Offered Fall

This course lays a foundation for understanding accounting user support, information technology, and business problem solving. The emphasis of this course is the interrelationship between different facets of an accounting information system. A detailed study of both a manual system and a computerized system is included.

ACC404**Auditing (3 cr. hours)**

Prerequisite: ACC403

Offered Spring

Presents a basic overall framework of auditing and assurance services including both conceptual and procedural matters. Discusses ethical concepts of the accounting profession.

ACC405**Fraud Examination in Accounting (3 cr. hours)**

Prerequisite: ACC403 or concurrent

Offered Fall

Covered in this course are the nature of fraud, and general concepts about fraud detection and prevention. Investigative methods cover several elements of fraud: the theft act, the concealment of fraud, and the conversion of assets taken. Various types of fraud studied include financial statement (management) fraud, fraud against the organization, and consumer fraud.

ACC406**Governmental and Not-for-Profit Accounting (3 cr. hours)**

Prerequisite: ACC210

Offered Spring

This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision-making.

ACC408**Oil & Gas Accounting (3 cr. hours)**

Prerequisite: ACC210

Offered Fall

This introduction to oil and gas accounting will include accounting practices focusing on exploration and production companies. Students will gain knowledge regarding successful-efforts and full-cost accounting, production costs, joint interest operations, revenue streams, and tax matters. Additionally, students will learn about asset impairment, retirement obligations, and other financial reporting requirements within the industry.

ACC470**Internship (3 cr. hours)**

Prerequisite: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

Provides the student with on-the-job experience in varied aspects of accounting. Hours and work assignments will be arranged on an individual basis.

ACC491**Accounting Research Project (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: ACC majors only; Senior standing and permission of School Dean or Designee

The Research Project is a challenging part of the Accounting Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Accounting Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Accounting Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

ARB: ARABIC

No 100 or 200 level language class may be used to satisfy the General Education CUL (culture) requirement.

ARB101

Elementary Modern Standard Arabic I (3 cr. hours)

A lab fee is associated with this course.

Offered Fall

This course is the first of a two-term sequence in elementary Arabic. It begins with an introduction to the phonology and script of Modern Standard Arabic. During this initial phase, the student is also introduced to common greetings, expressions, and simple phrases. This is followed by combined listening, speaking, reading, and writing exercises supported by simple texts, audio recordings, and interactive communicative drills involving instructor-student, student-student, and group interactions. These tasks complement the introduction of elementary grammatical features. Cultural skills, required for effective communication, are developed through short texts and dialogues.

ARB102

Elementary Modern Standard Arabic II (3 cr. hours)

Prerequisite: ARB101; A lab fee is associated with this course.

Offered Spring

This course builds upon those skills developed in ARB101. Having learned sound and script and basic grammatical features, this course continues to develop the student's vocabulary and understanding of fundamental grammatical structures through situational exercises. Learning is supported by texts, audio recordings, and interactive communicative exchanges with other students and the instructor. As the student's comprehension develops the language of instruction and interaction in the classroom incrementally shifts to Arabic. Basic texts and audio recordings further enhance cultural understanding and awareness in communication.

ARB201

Intermediate Modern Standard Arabic I (3 cr. hours)

Prerequisite: ARB102; A lab fee is associated with this course.

Offered Fall

This course continues the process of acquiring proficiency in the language. It presents more complex structures of Arabic to enable students to analyze and comprehend authentic texts and audio recordings. Listening, speaking, and writing skills are developed through texts, audio, and practice focused on previous and newly introduced vocabulary and grammatical structures. Students are assigned extra reading and listening assignments to be completed with the aid of the dictionary. Whenever feasible, Arabic is the language of instruction and interaction in the classroom. Students are required to integrate cultural understanding and expression into communicative exchanges.

ARB202

Intermediate Modern Standard Arabic II (3 cr. hours)

Prerequisite: ARB201; A lab fee is associated with this course.

Offered Spring

Students will continue training in order to develop speaking, reading, and writing skills through a variety of exercises and activities based on the previous 3 terms, new vocabulary, and the introduction of further grammatical structures. These tasks are supported by authentic texts and audio recordings covering a wide range of topics to include history, culture, and contemporary events. Students are assigned extra reading and listening assignments to be completed with the aid of the dictionary. Students are required to integrate socio-cultural understanding and expression into communicative exchanges.

ART: ART

ART114, ART214, ART314, ART414

Art Team Sequence (1 cr. hour each)

A materials fee is associated with each of these courses.

Offered Fall, Spring

Students will participate in community-based art projects. Students will design, propose and create group and individual art projects. Students will learn specific techniques for artistic problem solving and methods to increase visual creativity. Students will engage in the community with creating projects outside the studio environment.

ART120

Two-Dimensional Foundations (3 cr. hours)

A materials fee is associated with this course.

Offered Fall, Spring

In this hands-on introductory course, students will use two-dimensional media to learn specific techniques for creative problem solving, and methods to increase visual creativity and perception. Students will explore the elements and principles of visual design including (but not limited to) line, shape, color, texture, value, composition and space using graphite, inks, charcoal, and acrylic paint. Students are exposed to the role of two-dimensional art in contemporary society. Problem solving on an individual and group level is stressed.

This course will develop multiple strategies when making a drawing/painting, according to the specific intentions of a particular investigation. Expression and gesture will be a way to record the elusive and essential qualities of a subject. Compositional development will also be emphasized through the consideration of proportion, placement and the manipulation of a drawing/painting structure.

ART130

3-Dimensional Foundations (3 cr. hours)

A materials fee is associated with this course.

Offered Fall, Spring

This hands-on, introductory course will introduce students to the language and experience of 3-dimensional form. Assignments will encourage students to develop concepts, work through ideas, to experiment, and to embrace risks in the design process. Both traditional as well as non-traditional 3-dimensional media will be emphasized. Students are exposed to the role of 3-dimensional concepts as a basis for sculpture, architecture, and industrial design. Problem solving on an individual and group level is stressed.

ART190, ART290, ART390, ART490

Special Topics (3 cr. hours)

A materials fee is associated with this course.

Prerequisite: None, unless listed in the schedule of courses. May or may not be writing intensive.

These courses offer students topics of special interest that will increase knowledge and understanding of a particular subject area in the visual arts. Problem solving on an individual and group level will be stressed. Research and basic computer imaging applications will be incorporated in various assignments.

ART210

Art Appreciation (3 cr. hours)

A materials fee is associated with this course.

Offered Spring

This art course introduces the non-art major to the fundamentals of art, the Formal Elements and Principles of the visual and plastic arts. It will provide the student with the opportunity through experiential learning to explore methods, materials and processes used in the creation of visual art. The student will further develop critical thinking skills, individual problem solving and group problem solving.

ART224**Mixed Media (3 cr. hours)**

A materials fee is associated with this course.

Offered Fall even numbered years

In this course students will explore traditional and nontraditional materials used in historical and contemporary artworks. Students will explore, apply, and analyze artistic models for inspiration. Formal theories and techniques will be used to resolve and understand the process and practice of works produced in mixed media.

The formal elements and principles of design will be utilized to organize the artistic compositions. Visual aesthetics and relationships will be used to define form and function. Various construction methods will be used to create well-crafted and theory-based projects. A familiarization with real life experiences will be emphasized in order to develop a sensitivity and awareness of the physical world. Student will have the opportunity to produce cohesive works that have their own artistic visions, through research, art history and theory. This course will explore 20th & 21st century art marking in Media Intervention, Collage, Political Art, Green Works, Assemblage and various artists that apply to student interests.

ART260**Drawing (3 cr. hours)**

A materials fee is associated with this course.

Prerequisite: ART120

Offered Spring odd numbered years

This introductory course will exposed the student to a number of traditional skills and ideas that have been used by artists throughout history. The class involves drawing from direct observation with an emphasis on linear and free hand perspective, space, volume, and other basic techniques and concepts. Introduction to Drawing has an emphasis on line as the principle conveyor of form. The student is expected to develop disciplined work habits and an understanding of the visual artist's formal language. There will be regular class critiques and discussions.

ART322**Printmaking (3 cr. hours)**

A materials fee is associated with this course.

Prerequisites: ART120 or ART130, DMD134

Offered Spring even numbered years

Students will explore the traditional printmaking techniques (drypoint etching, monotype, collagraph, and linocut) and develop their studio art skills. Emphasis will be placed on critiques and creative problem solving, and on developing a working creative process. After the fundamentals are learned, students are encouraged to approach printmaking in a variety of ways that may include the production of single or multiple prints, as well as incorporation of text, digital images, and multiple print processes. Students will work to develop an advanced studio art practice and establish independent working methods. They will create a long-term, self-designed project that results in a final portfolio based on theme.

ART324**Digital Mixed Media (3 cr. hours)**

Prerequisite: DMD134, smart phone

Offered Fall odd numbered years

This course is a learning laboratory for digital art-making processes and explores the Intersections between digital media and different modes of presentation, including bringing the art to the physical world. Students will use mobile devices to acquire material for the basics of digital collage, video editing and sound design. This course builds on digital art concepts such as image compositing, appropriation, collage, and remixing, and projects move from concept to output.

ART325**Graphic Design (3 cr. hours)**

A materials fee is associated with this course.

Offered Fall, Spring

This course will investigate the mechanics of visual perception using digital design tools. Focus will be on the formal properties of design including space, line, plane, mass, shape, texture, and color; and the organizational fundamentals of unity, balance, rhythm, and movement. Students will prepare and produce a series of digital design projects that are relevant to professional practices. Emphasis will be given to the principles of planning and visual thinking needed to communicate ideas. Problem solving on an individual and group level will be stressed.

ART: ART *(continued)*

ART340 (w)

Topics in Art History (3 cr. hours)

Prerequisites: ENG142 earning a "C" or better; this is a writing intensive course.

Offered Spring odd numbered years

Students in this course engage in an in-depth study a specific topic, time period or genre of art history. Topics may include the history of photography, Modern art, American art, or others as determined by the instructor, and will rotate each time the course is offered. Emphasis will be placed on exploring different art historical methodologies, as well as understanding the importance and impact of the course theme on the study of art history as a whole. This is a writing intensive course.

ART391

Independent Study (3 cr. hours)

A materials fee is associated with this course.

Prerequisite: MGT 201, and one from AEN110, MUS223, or THR222

Offered as needed

Individual directed projects. Requires written approval of the instructor to register for the course.

ART420

Interactive Digital Design (3 cr. hours)

Prerequisites: ART325, DMD134, or by permission of the instructor

Offered Spring even numbered years

This course examines the aesthetic, conceptual, and technical foundations of new media art-making. Students explore the form and space of new media images through a wide variety of materials and media, including creating and editing digital images, audio and video, and embedding multimedia in Web pages. The course emphasizes strategies for idea generation and story-telling on multiple platforms through hands-on production of new media art combined with discussion of its place in contemporary society.

BIO: BIOLOGY

BIO101

Contemporary Biological Problems (3 cr. hours)

Co-requisite: BIO101L

Offered Online only

An introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life. The following topics will be covered: cells, genetics, evolution, diversity of life, plant and animal structures and functions, and ecology. There is a lab component to this course.

BIO101L

Contemporary Biological Problems Lab (1 cr. hour)

Co-requisite: BIO101; A lab fee is associated with this course.

Offered Online only

This is the mandatory lab component of BIO101, an introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life.

BIO150

Medical Terminology (3 cr. hours)

Prerequisite: NAT150

This course includes a comprehensive study of the basic structure of medical terminology that is necessary to work in healthcare. Spelling is emphasized as the student develops a professional vocabulary.

BIO210**General Biology I (3 cr. Hours)**

Co-requisite: BIO210L

Offered Fall

This is the first half of a two-course sequence in intensive biology designed for students majoring in sciences. This course will introduce the principles and concepts of biology. Topics that will be covered in this course will include foundations in biology: chemical context of life; carbon and molecular diversity of life; energy transformations; the cell structure, signaling and metabolism; cell cycle; genetics of inheritance, gene expression, development and evolution; patterns of evolution and the origin of species. There is a lab component to this course.

BIO210L**General Biology I Lab (1 cr. Hours)**

Co-requisite: BIO210; A lab fee is associated with this course.

Offered Fall

This is the lab part of the first half of a two-course sequence in intensive biology designed for students majoring in sciences. This course will introduce the principles and concepts of biology. Topics that will be covered in this course will include foundations in biology: Application of the scientific method in biology, simple laboratory techniques for quantitative methods, simple cellular functions; energy transformations; the cell structure and cell division; genetics of inheritance, nature of DNA, patterns of evolution and the origin of species.

BIO211**General Biology II (3 cr. Hours)**

Prerequisite: BIO210 and 210L, earning a "C" or better; **Co-requisite:** BIO211L

Offered Spring

This course is the second of a two-course sequence designed to give students majoring in the sciences an intensive introduction to the biological sciences and follows BIO 210, General Biology I. Topics that will be covered in this course include taxonomy and the fundamentals of phylogenetic relationships among major groups of living organisms; comparative morphology, anatomy, physiology and reproduction as pertinent to each group; the biological communities and ecosystems, exploring the interactions between organisms and the living and non-living components of their environments and conservation biology. There is a lab component to this course.

BIO211L**General Biology II Lab (1 cr. Hours)**

Prerequisite: BIO210 and 210L earning a "C" or better; **Co-requisite:** BIO211; A lab fee is associated with this course.

Offered Spring

This is the lab part of the second half of a of a two-course sequence designed to give students majoring in the sciences an intensive introduction to the biological sciences and follows BIO 210, General Biology I and BIO 210 Lab. Topics that will be covered in this course include taxonomy and phylogenetic relationships among major groups of living organisms; comparative morphology, anatomy, physiology and reproduction in plant and animal groups; the biological communities and ecosystems, population growth and conservation biology.

BIO215**Anatomy and Physiology I for Health Sciences (4 cr. hours/6 contact hours)**

Co-requisite: One year of high school Biology with a grade of B or higher. Must be an enrolled student in B.S. Applied Health Science program.

A lab fee is associated with this course.

Offered Fall, Spring

This course is the study of the structure and function of the human body. It focuses on the fundamental concepts of body organization and cellular function. The structure, functions, and terminology of the skeletal, muscular, integumentary, and nervous systems are considered. Three hour lecture and three hour laboratory. This course is part of a series of eight (8) credit hours. A student must earn a minimum of B (80%) grade in this course.

BIO: BIOLOGY (continued)

BIO216

Anatomy and Physiology II for Health Sciences (4 cr. hours/6 contact hours)

Pre-requisite: Grade of B or higher in BIO215. Must be an enrolled student in the B.S. Applied Health Science Program
A lab fee is associated with this course.

Offered Fall, Spring

This course is the study of the structure and function of the human body, with focus on the circulatory, respiratory, digestive, excretory, endocrine, and reproductive systems. Acid-base and fluid electrolyte balance are also considered. Three-hour lecture, three contact hour lab. A student must earn a minimum of a grade of B (80%) in this course. This course is part of a series of eight (8) credit hours.

BIO311 (w)

Human Anatomy & Physiology I (3 cr. hours)

Prerequisite: BIO211, BIO211L, CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** BIO311L; this is a writing intensive course.

Offered Fall

This is an advanced course that will provide an understanding the human anatomy and how the body functions. This is the first part of a two semester course. It covers the anatomy and physiology of the cell, tissues, skeletal, muscular and nervous systems. The course will cover basic anatomical and directional terminology: fundamental concepts and principles of cell biology; histology; the integumentary system; skeletal: bones and skeletal tissues, muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses. The information will be applied to predict and describe the anatomical and physiological results of disruptions to the normal status of the human body. There is a lab component to this course. This is a writing intensive course.

BIO311L

Human Anatomy & Physiology I Lab (1 cr. hour)

Prerequisite: BIO211, BIO211L, CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** BIO311
A lab fee is associated with this course.

Offered Fall

This course is the lab component of BIO311. It will provide hands-on experience on basic anatomical and directional terminology: fundamental concepts and principles of cell biology; histology; the integumentary system; skeletal: bones and skeletal tissues, muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses.

BIO312 (w)

Human Anatomy & Physiology II (3 cr. hours)

Prerequisite: BIO311 and BIO311L, earning a "C" or better; **Co-requisite:** BIO312L; this is a writing intensive course.

Offered Spring

This course is a continuation of BIO311 Human Anatomy and Physiology I and BIO311L Human Anatomy and Physiology Lab. This course will cover the endocrine system; the blood; the cardiovascular and respiratory systems; the lymphatic system and lymphoid organs and tissues; the immune system; the digestive system and the urinary system; the reproductive and developmental processes. The course will review the application of these concepts in the identification, diagnosis and treatment of diseased condition and will cover selected topics on clinical case studies. The course will also include a one-hour laboratory.

BIO312L

Human Anatomy & Physiology II Lab (1 cr. hour)

Prerequisite: BIO311 and BIO311L, earning a "C" or better; **Co-requisite:** BIO312. A lab fee is associated with this course.

Offered Spring

This course is the lab component of BIO312. It will provide hands-on experience on the endocrine system; the blood; the cardiovascular and respiratory systems; the lymphatic system and lymphoid organs and tissues; the immune system; the digestive system and the urinary system; the reproductive and developmental processes.

BIO333**Genetics (3 cr. hours)**

Prerequisites: BIO211 and BIO211L, earning a “C” or better; **Co-requisite:** BIO333L

Offered Fall

This course is an introduction to the concepts of genetics. The course will cover the basic fundamentals of genetics and their applications. It will cover the current principles of heredity including gene structure, function, regulation and gene transfer. Other areas will include DNA technology, genomics, heritable diseases and population genetics, quantitative genetics, and evolutionary genetics. There is a required lab component to this course.

BIO333L**Genetics Lab (1 cr. hour)**

Prerequisites: BIO211 and BIO211L, earning a “C” or better; **Co-requisite:** BIO333; A lab fee is associated with this course.

Offered Fall

This laboratory will cover principles of Mendelian inheritance, drosophila genetics and other biotechnology processes applied in the field of genetics. The students will be expected to apply the principle covered in lecture to processes in the lab.

BIO373**Microbiology (3 cr. hours)**

Prerequisites: BIO333 and BIO 333L, earning a “C” or better; **Co-requisite:** BIO373L

Offered Spring

This is an introductory course that will provide an understanding of the key microbiological concepts including the basic characteristics of microorganisms as well as the relationship between microbes, humans and their environment. The course will review the application of these concepts in the identification, prevention and treatment of infectious diseases and will also cover selected topics on microbial agents with emerging trends in microbiology. Throughout the course both harmful and beneficial aspects of microorganisms will be covered. There is a required lab component to this course.

BIO373L**Microbiology Lab (1 cr. hour)**

Prerequisites: BIO333 and BIO 333L, earning a “C” or better; **Co-requisite:** BIO373; A lab fee is associated with this course.

Offered Spring

This one credit laboratory component will cover basic techniques in microbiology such as methods of staining and the microscopic, colonial and biochemical identification of microorganisms as well a pure culture techniques.

BIO445**Cellular and Molecular Biology (3 cr. hours)**

Prerequisites: CHM411, CHM411L, BIO373 and BIO373L, earning a “C” or better; **Co-requisite:** BIO445L

Offered Fall

This course is an introduction to cell and molecular biology, which deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. Finally, the course will investigate how genes are maintained or change in a population, potentially resulting in the evolution of entirely new types of living organisms. The relationship of biology to everyday life and human society will also be emphasized throughout the course.

BIO445L**Cellular and Molecular Biology Lab (1 cr. hour)**

Prerequisites: CHM411, CHM411L, BIO373 and BIO373L, earning a “C” or better; **Co-requisite:** BIO445; A lab fee is associated with this course.

Offered Fall

This course is an introductory course in concepts of cell and molecular biology. It deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. The purpose of the lab is to familiarize students with the different molecular techniques with emphasis on DNA technologies. These techniques are used to interpret how cells function at molecular level of the gene.

CDS: CYBER SECURITY

CDS190, CDS290, CDS390, CDS490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses

CDS152

Introduction to Cyber Security (3 cr. hours)

Offered Fall, Spring

This course will provide a foundational overview of the computer network operations, their vulnerabilities, the various types of automated network intrusions, and some basic defense strategies-to include Defense in Depth. The basic elements of access control process, application security, operating system security, human element security and physical security will be examined. Essential cryptographic concepts will be introduced. Students will also become familiar with laws and regulations applicable to information security and privacy.

CDS244

Cyber Security (3 cr. hours)

Prerequisites: CDS152 or CST155

Information systems need to ensure confidentiality, integrity, and availability of information. This course explores the protection of information from unauthorized access, disruption, modification, and destruction through technology, physical, and social vectors.

CDS334

Technology and Crime (3 cr. hours)

Prerequisite: CST111 or JUS110

Offered Fall, Spring

This course is a survey of the use and potential of technology in justice agencies. The use of technology will be examined. Criminological theories related to the cyber-crime typologies will be evaluated.

CDS345

Cyber Law and Ethics (3 cr. hours)

Prerequisite: CDS152

Offered Fall

This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

CDS348

Incident Management (3 cr. hours)

Prerequisites: CDS244, CDS345

Offered Spring

This course will train students in methods used to work through and recover from a contingency, be it the result of network failure, natural disaster, or cyber-attack. The course will provide the basic elements of contingency planning and how to develop them. The focus will be given on various steps of the incident response and disaster recovery process. Business continuity planning and crisis management concepts will also be introduced.

CDS351

Survey of Computer Forensics (3 cr. hours)

Prerequisite: CST155

Offered Fall

This course will provide the student with an overview of current terms and concepts that form the basis for all computer investigations. A significant part of the course is devoted to examining the tools, techniques, and methods used to perform computer forensics and investigations. Students will learn how to collect, preserve, analyze, and document all types of digital evidence, from computers running various operating systems, mobile devices, email, and more. The course will also incorporate a review of typical computer crimes and common computer intruder methods.

CDS355**Penetration Testing & Vulnerability Analysis (3 cr. hours)**

Prerequisites: CST201, CDS244

Offered Fall

This course will equip students to evaluate a network to discover potential security vulnerabilities and rectify those issues. Students will learn the most common security mistakes as well as the necessary corrective action, and will be able to probe networks to determine if any of those common vulnerabilities can be exploited. The roles, missions, and appropriate applications of Red Teams and Blue Teams will be discussed.

CDS435**Advanced Digital Forensics (3 cr. hours)**

Prerequisite: CDS351

Offered Fall

This course will discuss advanced digital forensics, evidence, and case preparation. Concepts will include Access Data's Forensic Tool Kit (FTK). E-Discovery and courtroom testimony will be discussed and demonstrated. Students will learn about the importance of forensic principles, legal considerations, digital evidence controls, and documentation of forensic procedures. This course will incorporate demonstrations and laboratory exercises to reinforce practical applications of course instruction.

CDS424**Applied Network Security (3 cr. hours)**

Prerequisite: CDS244

Offered Fall

This course offers a unique, in-depth look at the major business challenges and threats that organizations are facing when they are connected to public networks. This course provides a comprehensive explanation of network security basics, including how hackers gain access to online networks, and the use of Firewalls and Virtual Private Networks (VPNs) to provide counter-measures. Using examples and exercise from the field, this course incorporates hands-on activities to prepare the students to disarm threats and prepare for emerging technologies and future attacks.

CDS444**Wireless Security (3 cr. hours)**

Prerequisites: CDS244

Offered: Fall

This course will provide information on how wireless and mobile communication networks operate. Students will become familiar with security risks, threats and vulnerabilities associated with the use of wireless networks and mobile devices both at home and in the corporate environment. Three major mobile operating systems, the vulnerabilities of each, and security solutions will be examined. Wireless LAN auditing, mobile malware and mobile device fingerprinting concepts will be introduced.

CDS445**Cyber Warfare (3 cr. hours)**

Prerequisites: CDS355

Offered Spring

This course explores the past, current, and future threats of information warfare and cyber terrorism. It provides an overview of information warfare and cyber terrorism techniques and capabilities of state and non-state actors through case study analysis. An exploration of current and future technology and development of information warfare and cyber terrorism techniques is utilized to develop future threat matrices and countermeasures.

CDS491 (w)**Senior Seminar in Cyber Defense (3 cr. hours)**

Prerequisites: Senior standing and permission of School Dean or Designee; this is a writing intensive course.

This course provides a capstone experience in cyber defense. It develops more advanced skills in penetration testing, network vulnerability assessments, and detecting and responding to intrusion. The course utilizes a laboratory setting to enhance learning objectives. This is a writing intensive course.

CHM: CHEMISTRY

CHM121

Introduction to Organic and Biochemistry (4 cr. hours/6 contact hours)

Co-requisite: MAT181; must be an enrolled student in the B.S. Applied Health Science program

A lab fee is associated with this course.

Offered Fall, Spring

A lecture and laboratory course that focuses on organic chemistry (hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, and amides), the structure and function of bio-chemical (carbohydrates, lipids, amino acids, proteins, nucleic acids), and metabolism. *Must earn a grade of B (80%) or higher.*

CHM131

General Chemistry I (3 cr. hours)

Co-requisite: CHM131L and MAT181/ MAT275/MAT281

Offered Fall

A first semester course in general chemistry. Topics covered include molecular theory, atomic structure, gasses, aqueous solutions, thermo-chemistry, bonding, and molecular geometry. Lab required.

CHM131L

General Chemistry I Lab (1 cr. hour)

Co-requisite: CHM131; A lab fee is associated with this course.

Offered Fall

This course is a general introduction to experimental chemistry including safety in a lab environment, general lab skills, Calorimetry, electrochemistry, and other analytical concepts. The course will also address physical and chemical properties of substances and chemical reactions.

CHM132

General Chemistry II (3 cr. hours)

Prerequisite: CHM131 and CHM131L, earning a "C" or better; **Co-requisite:** CHM132L

Offered Spring

This second semester course includes topics on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry. Lab required.

CHM132L

General Chemistry II Lab (1 cr. hour)

Prerequisite: CHM131 and CHM131L, earning a "C" or better; **Co-requisite:** CHM132; A lab fee is associated with this course.

Offered Spring

This second semester course includes lab processes on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry.

CHM190, CHM290, CHM390, CHM490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

CHM281

Analytical Chemistry (3 cr. hours)

Prerequisites: CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM281L

Offered Fall

This course will serve as an introduction to the basic concepts of analytical techniques. Students will be expected to apply concepts learned in General Chemistry. The techniques and skills developed in the required lab will be essential for CHM481.

CHM281L**Analytical Chemistry Lab (1 cr. hour)**

Prerequisites: CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM281; A lab fee is associated with this course.

Offered Fall

A one-semester course in quantitative analysis lab. The course will serve as a supplement to the lecture course. The basic concepts of analytical techniques and will serve as the upper level chemistry requirement for the Bachelor of Science Degree, and for the Forensic Science degree. The student will be expected to apply concepts learned in the lecture in the experiments. The lecture will accompany the course and is required. The techniques and skills developed in the laboratory will be essential for CHM481.

CHM331**Organic Chemistry I (3 cr. hours)**

Prerequisite: CHM132 and CHM132L earning a "C" or better; **Co-requisite:** CHM331L

Offered Fall

The study of organic chemistry including the structure and nomenclature of organic compounds. Topics will consider both the theoretical and experimental approaches to organic compounds. Lab required.

CHM331L**Organic Chemistry I Lab (1 cr. hour)**

Prerequisite: CHM132 and CHM132L earning a "C" or better; **Co-requisite:** CHM331; A lab fee is associated with this course.

Offered Fall

A one-semester laboratory course designed to study the IUPAC nomenclature of all organic functional groups, their physical & chemical properties and the reactions required to make them.

CHM332**Organic Chemistry II (3 cr. hours)**

Prerequisites: CHM331 and CHM331L, earning a "C" or better; **Co-requisite:** CHM332L

Offered Spring

This second semester course in organic chemistry which includes topics on reaction types, physical properties, stereochemistry and the different methods of analyzing organic compounds. It will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.

CHM332L**Organic Chemistry II Lab (1 cr. hour)**

Prerequisites: CHM331 and CHM331L, earning a "C" or better; **Co-requisite:** CHM332; A lab fee is associated with this course.

Offered Spring

A one-semester course in organic chemistry Lab. The course will serve as a supplemental course to the CHM332 lecture and it will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. Topics include stereochemistry and how it impacts physical and chemical properties, spectroscopy and details about organic chemical reactions. The student will be expected to apply concepts learned during the lecture course.

CHM370**Scientific Research Design (3 cr. hours)**

Prerequisites: CHM132 and CHM132L, earning a "C" or better

Offered Fall

A one-semester course in Scientific Research Design. The course will serve as a basis for understanding all of the aspects of research and research proposals. This course will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. The student will learn the history of large and small scale research projects, the creativity behind them, how to get them funded and the legal aspects of protecting the novel ideas and approaches that may be developed during the life of the research. Students will learn how to write a research proposal, how to write a patent to protect their idea, and their semester will culminate by presenting their idea to the class and to the legal and investor community.

CHM: CHEMISTRY (continued)

CHM411

Biochemistry (3 cr. hours)

Prerequisites: BIO312 and BIO312L, CHM332 and CHM332L, earning a "C" or better; **Co-requisite:** CHM411L

Offered Spring

This course will serve as an introduction into the basic concepts of biochemistry. This includes the study of principal types of biochemical compounds, nature of reactions taking place in plant and animal tissue and functions of enzymes, carbohydrates, lipids and nucleotides in the metabolic control of these processes. The student will be expected to apply concepts learned in biology and chemistry.

CHM411L

Biochemistry Lab (1 cr. hour)

Prerequisites: BIO211 and BIO211L, earning a "C" or better; **Co-requisite:** CHM411; A lab fee is associated with this course.

Offered Spring

Techniques presented in this lab will expand on fundamental concepts in CHM411 and analytical skills required in the laboratory setting. This course introduces standard biochemical techniques while exploring current research topics in genomics and medicine. Techniques include protein expression, purification, PCR, gel electrophoresis, mass spectrometry, and enzyme kinetics.

CHM435

Inorganic Chemistry (3 cr. hours)

Prerequisites: CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM435L

Offered Fall

A one-semester course in Inorganic Chemistry. This course will serve as an in-depth study into the chemistry of the main group elements and transition metals, organized in terms of molecular structure, electronic properties, and chemical reactivity. Inorganic Chemistry focuses on solid state chemistry, nomenclature of inorganic compounds, fundamentals of inorganic complexes, chemical periodicity, introductory atomic theory and molecular orbital theory, descriptive nonmetal chemistry, structures and reactions of transition metal complexes, and applications of inorganic complexes. Inorganic Chemistry will serve as the upper level chemistry requirement for the Bachelor of Forensic Chemistry Degree. The student will be expected to build on concepts learned in General Chemistry. The laboratory will accompany the course and is required.

CHM435L

Inorganic Chemistry Lab (1 cr. hour)

Prerequisites: CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM435; A lab fee is associated with this course.

Offered Fall

This laboratory course includes laboratory exercises in the preparation and purification of inorganic compounds utilizing modern synthetic techniques and equipment. Characterization of inorganic compounds will be performed by modern spectroscopic techniques such as nuclear magnetic resonance, UV-vis, infrared, and magnetic susceptibility.

CHM450

Physical Chemistry (3 cr. hours)

Prerequisites: MAT285, CHM281 and CHM281L, earning a "C" or better; **Co-requisite:** CHM450L

Offered Spring

The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made.

CHM450L

Physical Chemistry Lab (1 cr. hour)

Prerequisites: MAT285, CHM281 and CHM281L, earning a "C" or better; **Co-requisite:** CHM450; A lab fee is associated with this course.

Offered Spring

The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made. Laboratory experience with modern instrumentation in performing physical and analytical chemistry experiments, practice scientific writing.

CHM481**Instrumental Analysis (3 cr. hours)**

Prerequisites: CHM281 and CHM281L, earning a "C" or better; *Co-requisite:* CHM481L

Offered Spring

This course will serve as a complement to the Quantitative Analysis course. The course focuses on the analytical techniques that use instrumentation that is most generally found in the laboratories today. Students will be expected to apply concepts learned in Quantitative Analysis and General Chemistry. Lab required.

CHM481L**Instrumental Analysis Lab (1 cr. hour)**

Prerequisites: CHM281 and CHM281L, earning a "C" or better; *Co-requisite:* CHM481; A lab fee is associated with this course.

Offered Spring

A one-semester lab course in instrumental analysis lab. The course will serve as a required addition to the lecture course with introduction into the many of the specific types of instruments and analytical techniques and will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.

CIS: COMPUTER INFORMATION SYSTEMS**CIS111****Information Systems & Applications (3 cr. hours)****Offered Fall, Spring**

This course is a survey of basic computer concepts and the MS Office Applications Suite. Topics covered include responsible use of information technology, hardware concepts, word processing (Word), the use, development and maintenance of spreadsheets (Excel), the creation of electronic presentations (PowerPoint), and an introduction to databases (Access). This is a hands-on skills and a conceptual course. Participants will be required to demonstrate software proficiency in the lab, as well as through objective written tests.

CIS190, CIS290, CIS390, CIS490**Special Topics (3 cr. hours)**

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

CIS201**Programming (3 cr. hours)**

Prerequisite: CST111 and MAT181/251/273/275/281

Offered Fall

Introduces structured programming using a programming language such as Visual Basic. The student will learn to design and develop Windows based applications that are event-driven (point and click). Record structures will be developed along with file storage and manipulation techniques. The course will expose the student to the object-oriented programming environment.

CIS212 (w)**Systems Analysis and Design (3 cr. hours)**

Prerequisite: CST201; this is a writing intensive course.

Offered Spring

This course covers the systems development life cycle (SDLC) using a case study based approach. All phases of analysis, design, and implementation are covered using the top-down approach. CASE tools are used as a resource. This is a writing intensive course.

CIS255**Internet and Website Development (3 cr. hours)**

Prerequisite: CST201 or concurrent (waived for Arts Entrepreneurship majors only)

Offered Fall

Topics covered are the Internet and its parts such as the World Wide Web and website development. The student will learn to create websites using current tools such as SharePoint, Notepad++, and Dreamweaver along with languages such as HTML, JavaScript, and CSS for the Internet, intranets and extranets.

CIS312 (w)**Information Systems for Managers (3 cr. hours)**

Prerequisites: CST111, MGT201, and Junior standing; this is a writing intensive course.

Offered Spring

Introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision-making. This is a writing intensive course.

CIS315**Database Design and Applications I (3 cr. hours)**

Prerequisite: CST111

Offered Fall

This course addresses technologies for developing database applications. It covers the principles of database design, and database models using Access. Organizational data modeling and designing normalized database structures is strongly emphasized. Managerial issues associated with database administration are covered along with an introduction to distributed database concepts in a client-server environment.

CIS316**Database Design and Applications II (3 cr. hours)**

Prerequisite: CIS315

Offered Spring odd numbered years

This course expands the student's understanding of the fundamentals introduced in Database Design and Applications I (CIS315) by emphasizing the application of databases to organizational management. Database Management Systems (DBMS), Database administration (DBA) and data manipulation languages such as Structured Query Language (SQL) and Visual Basic (VB) are covered.

CIS355**Spreadsheet Applications for Decision Making (3 cr. hours)**

Prerequisites: CST111 and MAT181

Offered Spring

This course focuses on the use of spreadsheet applications as a tool for decision-making. Included are topics such as design and management of worksheets and templates, and the use of built-in functions. Organizational uses in the areas of accounting, finance, marketing, human resources are discussed.

CIS411**Microsoft Office Mastery (3 cr. hours)**

Prerequisites: CST111, CIS315 and/or concurrent with CIS355

Offered Fall

On completion of the course students should be professional Office applications users prepared to sit and pass the MOS Specialist examinations in the Word, Excel, PowerPoint, and Access or Outlook products. Microsoft designed the MOS certification to demonstrate a broad yet detailed knowledge of the applications in the Office Suite. Topics may include creating advanced templates and forms in Word; working with filters, pivot tables and maps in Excel; editing macros in Excel; building relational databases in Access and customizing forms and reports; preparing and publishing professional presentations in PowerPoint; publishing to and sharing results on the web and intranet; integrating all the office applications; and scheduling resources with Outlook.

CIS412**IT Project Management (3 cr. hours)**

Prerequisite: CST111

Offered Spring

This course is mainly designed to prepare IT project managers with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management including initiating, planning, controlling, executing, and closing projects. The course also illustrates how IT projects should be managed from inception to post implementation review.

CIS450

Current Trends in Programming (3 cr. hours)

Prerequisite: CST201 and Junior standing

Offered Fall

This course explores the latest programming methodologies, particularly the newest web-based programming languages in use today. This may include projects such as programming mobile applications in Java.

CIS470

Internship I (3 cr. hours)

Prerequisite: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

Internship provides the student with on-the-job experience in varied aspects of Information Systems. Hours and work assignments will be arranged on an individual basis.

CIS480

Senior Seminar (3 cr. hours)

Prerequisite: Senior standing, majoring in CIS

Involves selecting a project, systems study, data input and output planning, flowcharting, programming, and testing of the project. A formal oral presentation of the project is required. A team approach is typically utilized.

CIT: COMPUTER INFORMATION TECHNOLOGY

CIT155

Operating Systems (3 cr. hours)

Offered Spring

This course provides the student with extensive hands-on exposure to Windows and non-MS Windows environments. Included are such topics as interface design, disk and memory management, system configurations, multitasking, data sharing, and the network environment. Multiplatform operating systems will be introduced.

CIT255

Internet and Website Development I (3 cr. hours)

Prerequisite: CST111 or permission

Offered Fall

Topics covered are the Internet and its parts such as the World Wide Web and website development. The student will learn to create web sites using the current tools such as FrontPage, and languages such as HTML and Java for the internet, intranets and extranets

CIT256

Internet and Website Development II (3 cr. hours)

Prerequisite: CIT255

Offered Spring

Continuation of CIT255.

CIT320

Computer Architecture and Diagnostics (Technology Lab) (3 cr. hours)

Prerequisite: CST111

Offered Spring

This course enables students to identify, configure, and upgrade various components of computer systems, peripherals, and software. The subsystems examined include memory, disk drives, video, I/O ports, and power supplies. Peripherals examined include printers, modems and various I/O devices. Students will learn preventative maintenance and troubleshooting techniques. This course covers semiconductor theory and devices. Operation of devices such as diodes, transistors, and operation amplifiers will be examined. The lab work includes the application of semiconductor devices in practical circuits such as power supplies, voltage regulators, and amplifiers, etc.

CIT: COMPUTER INFORMATION TECHNOLOGY *(continued)*

CIT344

Information Security (3 cr. hours)

Prerequisite: CIT155

Offered Spring

This course will introduce information security as an essential component in our war against terrorism. All information must be secure or the probability of winning the war will be diminished. With advances in technology and software, cyber-terrorism has become very real. Computer hackers and terrorists can shut down our nation's most critical infrastructures. There can be no doubt that cyber-terror can pose a very real threat to this nation's security. Students will become familiar with the entire arena of information security.

CIT361

Network Management and Administration (3 cr. hours)

Prerequisites: CIT155 and MAT181 or higher

Offered Fall

This course provides an overview of network hardware, operating systems, and applications with a focus on design, implementation and management of the network environment inside an organization.

CIT362

Data Communications and Computer Networks (3 cr. hours)

Prerequisites: CIT361

Offered Spring

More advanced topics in networking and telecommunications will be explored including message-passing, communication between processes and parallel processing.

COM: COMMUNICATION

COM130

Introduction to Speech Communication (3 cr. hours)

Offered Fall, Spring

Introduction to Speech Communication is a course in spoken communication that emphasizes interpersonal, group, and public communication. Two speeches, a group presentation, a series of practical exercises and tests are required of all students.

COM190, COM290, COM390, COM490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

COM212 (w)

Introduction to Public Relations (3 cr. hours)

Prerequisite: ENG141; this is a writing intensive course.

Offered Fall

Survey of the theory, philosophy, and function of public relations practices and programs in American institutions with special attention given to public relations in various fields. This is a writing intensive course.

COM218 (w)

News Writing (3 cr. hours)

Prerequisite: ENG141; this is a writing intensive course.

Offered Fall

This course covers methods of gathering and evaluating news and writing typical news stories. Practice work covering assignments and preparing copy. This is a writing intensive course.

COM241**Introduction to Mass Communication (3 cr. hours)**

Prerequisite: ENG141 or concurrent

Offered Fall odd numbered years

A survey course examining the various media (i.e., newspaper, radio, television, film, etc.) comprising the mass media in contemporary American society. Emphasis is given to the history, structure, and potential effects of each medium.

COM300 (w)**Communications Research Methods and Information Sources (3 cr. hours)**

Prerequisite: COM130 and MAT273; this is a writing intensive course.

This is an introductory research methods course for all Communication majors. It is designed to teach students search strategies in mass communication that will help them identify primary and secondary sources that match information needs and to use this information for responsible media decision-making. Students will learn how to gain access to these sources and retrieve information through a variety of approaches, including using electronic data bases. Students will design a final project that emphasizes the computer-assisted research methods learned throughout the course. This is a writing intensive course.

COM310**Human, Interpersonal and Small Group Communications (3 cr. hours)**

Prerequisite: COM130

Offered Fall

This course explores 3 related disciplines of communication as they pertain to the basic process of human interaction, both interpersonally and in small groups. Students will survey some of the main theories of human communication, including those that explain the processes involved in dyadic relationships, self-disclosure and listening. These principles will be integrated into larger communication contexts in order to understand how decision-making and problem solving occur in small groups.

COM318 (w)**Feature Writing (3 cr. hours)**

Prerequisite: ENG141; this is a writing intensive course.

Offered Spring odd numbered years

This course prepares the student for newspaper features and special articles for general circulation magazines, business, and trade journal sources, materials, markets, and other factors pertinent to nonfiction writing. Students will analyze and write a variety of types of feature stories. This is a writing intensive course.

COM320**Argument/Persuasion Theory and Practice (3 cr. hours)**

Prerequisite: COM130

Offered Fall even numbered years

The course develops understanding of theories of and critical attitudes toward argument and persuasion in formal and informal situations. Exercises include preparation, analysis, and criticism of arguments and oral argumentation and persuasive messages, persuasive campaigns, and media persuasion.

COM324 (w)**Communicating Across Cultures (3 cr. hours)**

This is a writing intensive course.

Offered Fall even numbered years

Introduction to the study of cultural and intercultural theory and behavior, discussion of various culturally specific patterns of communication. This is a writing intensive course.

COM329 (w)**Writing for Electronic Media (3 cr. hours)**

Prerequisite: ENG141; this is a writing intensive course.

Offered Spring even numbered years

Introduction to writing styles and techniques used in electronic media. Includes creating copy for advertising, promotion, and news, and scripts for media programs. This is a writing intensive course.

COM330**Video Production (3 cr. hours)*****Offered Spring***

Finding, producing, directing, scripting, and editing magazine style/documentary short stories. Interviewing techniques will be stressed. Pre-production, production, and post-production processes will be covered. All students will be required to produce their own story.

COM335**Digital Streaming and Broadcasting Online Content (3 cr. hours)**

Throughout this course students will be taught to demonstrate proper communication and broadcast techniques for streaming with online platforms, (i.e. Twitch and YouTube). Student will become proficient in the technology and methods for online video streaming for broadcasting in various platforms. Students will critically examine digital streaming as a communication device. Students will also learn how to develop career enhancing skills, and properly market themselves using digital streaming and online content. Students will also learn how to develop career enhancing skills, and properly market themselves using digital streaming and online content. Students will participate in video development and live streaming.

COM340**Law and Communications (3 cr. hours)**

Prerequisite: By instructor permission

Offered Fall even numbered years

Survey of laws and regulations concerning mass media. Includes material on First Amendment, libel, invasion of privacy, freedom of information, copyright, obscenity, advertising and broadcast regulation.

COM341 (w)**Political Communication (3 cr. hours)**

This is a writing intensive course.

Examination of how interpersonal, group, and mass communication processes intersect political processes. A focus on the ways communication constructs political expectations and practice. This is a writing intensive course.

COM350**Elements of News Production (3 cr. hours)**

Prerequisites: ENG141 and COM218 or COM329

Offered Spring

This course introduces students to news production techniques through participation as a staff member of the student newspaper. Students will explore reporting and writing news stories, photojournalism, copy editing, and layout and design of the newspaper in a multimedia format, using print and electronic platforms. Students will have the opportunity to create a portfolio of their work as well as learn transferable skills for a variety of employment settings. In addition, this course gives students the opportunity to learn problem-solving skills individually and in a group setting.

COM410 (w)**Advanced Reporting (3 cr. hours)**

Prerequisite: COM218; *this is a writing intensive course.*

The purpose of this course is to give students training in news reporting and gathering methods. Course is a continuation of 218 and will give students further instruction in news story development and writing, as well as interviewing and note taking skills, as students pursue their own news stories. Students will be required to produce several, in-depth news stories and will explore Computer-Assisted Reporting methods. This is a writing intensive course.

COM414**Crisis and Risk Communication (3 cr. hours)**

Prerequisites: Junior or Senior standing and permission of School Dean or Designee

Offered Spring even numbered years

This course explores crisis and risk communication in the context of recent national and global events and through case studies of corporate, organizational and individual crises. Students will learn how to communicate with the public prior to a potential event and how to react to crisis situations. From natural disasters to intentional tragedies, public health emergencies, accidents, product recalls and financial crises, different situations and audiences require different approaches for communicating with stakeholders and the public. This course will help students become aware of ways to respond credibly, effectively and ethically.

COM416**Public Relations Cases, Campaigns and Nonprofits (3 cr. hours)**

Prerequisite: COM130

This course covers the theory and practice of producing the public relations material used in campaigns to promote and interpret personal, institutional and organizational objectives and activities. This will include an exploration of the challenges nonprofit organizations face in analyzing and executing public relations strategies to achieve organizational goals and objectives. Students will work with a client in researching and apply problem-solving techniques to an actual case for a major project.

COM438 (w)**History and Tradition of American Journalism (3 cr. hours)**

Prerequisite: ENG141; this is a writing intensive course.

This course explores the cultural, intellectual and social history of journalism in America: the impact of new technologies for gathering and disseminating news; popular expectations about the duties and uses of the press and the business of journalism. Examines the press' role in war, reform movements, political exercises, and other historic events. This is a writing intensive course.

COM441**Organizational Communication and Conflict Resolution (3 cr. hours)**

Prerequisite: COM130 (or COM241 for DCP)

Offered Spring odd numbered years

This advanced course examines interpersonal and group relationships and patterns of communication within organizations. This includes the way individuals relate to each other personally, in groups and as leaders and followers. The course is competency based, the material is designed to increase knowledge, create an awareness of values, and build sensitivity to the different situations organizations face in an increasingly complex social, cultural and economic world. Conflict as a communications phenomenon is also explored. By the end of the course, students will have an understanding of the challenges of communicating within an organization and possess the skills necessary to analyze and address organizational communication issues.

COM450 (w)**Critical Analysis of Mass Media (3 cr. hours)**

Prerequisite: ENG141 and COM241; this is a writing intensive course.

Offered Spring odd numbered years

This course provides an introduction to and application of media ethics and critical theory approaches to mass media. Issues may include globalization, identity, power, consumerism, ideology and hegemony in contemporary media. This is a writing intensive course.

COR: CORRECTIONS

COR110

Correctional Strategies (3 cr. hours)

Prerequisite: JUS110

An in-depth analysis of correctional alternatives available for the treatment of the offender. Students will learn the different goals for corrections and how those relate to policy and practice in corrections. Emphasis will be on the various types of treatment programs available to offenders both inside prisons as well as in community-based settings.

COR120

Correctional Thought and Practice (3 cr. hours)

Prerequisite: JUS110

An in-depth analysis of correctional alternatives available for the treatment of the offender. Emphasis will focus on the traditional correctional facilities as well as probation, parole, and community corrections alternatives.

COR190, COR290, COR390, COR490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

COR231

Juvenile Justice Systems (3 cr. hours)

Prerequisite: COR120

Offered Fall, Spring

The history, concepts, and scope of the juvenile justice system and its contrast with the adult system of justice. Includes an analysis of the juvenile justice process from initial intervention of delinquency and status offenses by law enforcement personnel and others through release from intervention.

COR245

Probation, Parole, and Community Corrections (3 cr. hours)

Prerequisite: COR120

Offered Fall

Course is designed to address the two common options to the imprisonment of a convicted offender. Theoretical approaches regarding the philosophical as well as the practical aspects of these alternatives are considered.

COR336

Constitutional Rights of Prisoners (3 cr. hours)

Prerequisite: JUS202

Offered Spring

An in-depth study of the wide range of court decisions that have had an effect on the offender. Concentrates on due process in the institutions, parole and probation hearings, and classification procedures.

COR420

Agency Management (3 cr. hours)

Prerequisites: Senior standing

Offered Spring

This course analyzes some of the distinct differences between public and private management. The theory of controlling, organizing, planning, directing and assembling resources is covered. Students will develop a course project designed to cover the concepts explored in this course.

CSL: COUNSELING

CSL310

Introduction to Addiction Theory and Practice (3 cr. hours)

Prerequisite: PSY101 or permission from instructor

Offered Fall

This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

CSL320

Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)

Prerequisite: PSY101 or permission from instructor

Offered Spring

This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

CSL425

Group Process and Techniques Working with Addicted Populations and Disordered Populations (3 cr. hours)

Prerequisite: CSL320 or permission from instructor

Offered Fall

This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, and the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

CSL430

Cultural Competence in Counseling (3 cr. hours)

Prerequisite: PSY101 or SOC101 or permission from instructor

Offered Spring

Self-awareness, knowledge, and skill development are required in counseling members of racially and ethnically diverse populations. This course will explore a wide variety of issues regarding diversity and multiculturalism in counseling, with the primary focus of on the attitudes, knowledge and skills required for cultural competence.

CSL435

Assessment & Diagnosis of Addictive & Behavioral Health Problems (3 cr. hours)

Prerequisite: CSL320 or permission from instructor

Offered Spring

Course examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. It also provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Finally, it provides significant opportunity for hands-on practice in documentation and ethical decision-making.

CSL440

Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)

Prerequisite: CSL435 or PSY362 or permission from instructor

Offered Fall

This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. This course provides significant opportunity for in case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

CSL: COUNSELING *(continued)*

CSL445

Theory and Practice of Relationship Counseling in Addictions & Behavioral Health (3 cr. hours)

Prerequisite: CSL310 or permission from instructor

Offered Spring

This course is an introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

CST: COMPUTER SCIENCE

CST111

Digital Literacy and Technology Readiness (3 cr. hours)

This course is designed to provide students with sustainable and usable skills essential to success in both academic and professional settings. Students will analyze the impact of digital technology on personal and social communication to develop digital literacy skills. Students will explore security, privacy, and ethical issues related to the current digital environment. Finally, the course discusses the use of productivity software as a means of effective, information creation, communication collaborations and analysis.

CST125

Introduction to Computer Hardware and Systems (3 cr. hours)

Prerequisites: CST111

Offered Fall

Through hands-on experiences, this course prepares students to install, configure, upgrade, and troubleshoot personal computers. Students learn the fundamentals of Pc hardware including the motherboard, power supply, CPU, memory, storage devices, add-on cards, BIOS/UEFI, and CMOS. In addition, students learn the fundamentals of the Windows operating system including operating system functions, structure, major system files, and the basic boot sequence. This course will prepare students to sit for the CompTIA A+ certification offered by CompTIA or other comparable certifications.

CST155

Introduction to Operating Systems (3 cr. hours)

Prerequisite: CST111

Offered Spring

This course provides the student with extensive hands-on exposure to Windows and non-MS Windows environments. Included are such topics as interface design, disk and memory management, system configurations, multitasking, data sharing, and the network environment. Multiplatform operating systems will be introduced.

CST201

Introduction to Programming (3 cr. hours)

Prerequisites: CST111 and MAT181

Offered Fall

This course introduces the basic concepts of a structured programming language. All programming languages use the same concepts and the language will be based on the current need of the industry. The student will learn to design and develop software applications using the building blocks of a language which can include basic variable declaration and sequential code using mathematical expressions to more advanced techniques with decision and repetition coding using advance data variable structures such as arrays and records (these may have different names in some languages, but have the same ideas). File manipulation for input/output will be addressed. The course will begin to look at breaking a large program down into functions that form the basis for object-oriented programming.

CST212 (w)

Systems Analysis and Design (3 cr. hours)

Prerequisites: CST201

Offered Spring

This course covers the systems development life cycle (SDLC) using a case study-based approach. All phases of analysis, design, and implementation are covered using the top-down approach. CASE tools are used as a resource. This course will provide a foundation for taking a certification exam from the QAI Global Institute as a Certified Associate in Software Testing (CAST) and a Certified Associate in Software Quality (CASQ). This is a writing intensive course.

CST230**Networking Fundamentals (3 cr. hours)**

Prerequisites: CST155 and MAT181

Offered Fall and Spring

This course provides an overview of network hardware, operating systems, and applications with a focus on design, implementation and management of the network environment inside an organization.

CST255**Internet and Website Design (3 cr. hours)**

Prerequisites: CST201 or concurrent

Offered Fall

Topics covered are the Internet and its parts, such as the World Wide Web and website development. The student will learn to create web sites using the current tools, such as Notepad++ or another development environment along with languages such as HTML, JavaScript, and CSS for the internet, intranets and extranets. This course will qualify a student to sit for the Microsoft 98-375 HTML5 Application Development Fundamentals certification exam through the Microsoft Corporation to obtain a Microsoft Technology Associate (MTA) certification or other comparable certification.

CST280**Database I (3 cr. hours)**

Prerequisites: CST111

Offered Fall

This course addresses technologies for developing database applications. It covers the principles of database design and database models, using database software. Organizational data modeling and designing normalized database structures is strongly emphasized. Managerial issues associated with database administration are covered along with an introduction to distributed database concepts in a client-server environment. The course will expose the student to the Structured Query Language (SQL).

CST285**Spreadsheet Applications and Data Analysis for Decision Making (3 cr. hours)**

Prerequisites: CST111 and MAT181/185

Offered Fall and Spring

This course focuses on tools for applying spreadsheet techniques on a working model for data analysis in decision making. Included are topics such as importing data, structured design, management of worksheets, and using the advanced spreadsheet techniques for data analytics on a spreadsheet model. Organizational uses in the areas of accounting, finance, marketing, human resources and many areas of management are discussed.

CST301**Advanced Programming Concepts (3 cr. hours)**

Prerequisites: CST201

Offered Spring

This course will continue with concepts of using a programming language introduced in the CST201 Programming course. The course will focus on advanced programming techniques, building on the basic idea of programming. This will include building and incorporating in programming code, various array types and other advance data structures, understanding and building objects and using objects and classes built with objects. The student will also build a graphical user interface (GUI) within a coded program. The idea of recursion will be explained, and exception handling will be reiterated. This course will qualify a student to sit for the Microsoft 98-381 Intro to Programming Using Python certification exam through the Microsoft Corporation to obtain a Microsoft Technology Associate (MTA) certification or other comparable certification.

CST312 (w)**Information Systems for Managers (3 cr. hours)**

Prerequisites: CST111, MGT201 and Junior standing

Offered Spring

This course introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision making. This is a writing intensive course.

CST325**Linux (3 cr. hours)**

Prerequisites: CST155

Offered Spring

This course is designed to develop students' knowledge and aptitude in UNIX and Linux Operating Systems at a command line level, as well as administrative level. This course will prepare students to sit for the CompTIA Linux+ certification offered by CompTIA, as well as the RedHat Linux Administrator certification offered by RedHat or other comparable certifications.

CST330**Network Infrastructures I (3 cr. hours)**

Prerequisites: CST230

Offered Spring

This course teaches basic concepts associated with using PCs in a networked environment, including connecting to a network and connecting networks together. Included are peer-to-peer and client/server networks, network topologies and architectures, the OSI model, Ethernet and TCP/IP protocols, IPv4/IPv6 and MAC addressing, routers and routing, network printing, NAT and VPNs, plus wireless networking. The course also provides a strong foundation in preparation for the CompTIA Network+ Exam offered by CompTIA or comparable certifications.

CST345**Server Administration (3 cr. hours)**

Prerequisite: CST230

Offered Fall

This course prepares students to install, configure, and administrator Windows Server Active Directory. Students will be prepared for the Microsoft MCSA certification on Windows Active Directory.

CST380**Database II (3 cr. hours)**

Prerequisites: CST280

Offered Spring

This course expands the student's understanding of the fundamentals introduced in Database I (CST280) by emphasizing the application of databases to organizational management. Database Management Systems (DBMS), Database administration (DBA) and continues with the exploration of data manipulation languages such as Structured Query Language (SQL). Students will learn how to connect a database to a program coded with a programming language and experiment with the program communicating with the database. This course will qualify a student to sit for the Microsoft Access 730 Expert certification exam through the Microsoft Corporation to obtain a Microsoft Office Specialist (MOS) certification and several SQL server exams offered by Microsoft to obtain a Microsoft Certified Solutions Associate (MCSA) certification.

CST412**IT Project Management (3 cr. hours)**

Prerequisites: CST230

Offered Fall/Spring

This course is mainly designed to prepare IT project managers with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management, including initiating, planning, controlling, executing, and closing projects. The course also illustrates how IT projects should be managed, from inception to post implementation review. This course will qualify a student to sit for the Certified Associate in Project Management (CAPM) certification exam through the Project Management Institute (PMI).

CST430**Network Infrastructure II (3 cr. hours)**

Prerequisites: CST330

Offered Fall

This course prepares students for a portion of the CISCO Certified Network Administrator (CCNA) Certification Examination. It prepares students with the knowledge and skills necessary to install, configure, update, and troubleshoot switched LANs and VLANs. Students will learn additional skills including classless IP addressing, configuring single area OSPF and EIGRP, switching concepts, configuring CISCO switches, configuration of VLANs, concepts and configuration of VTP, Access Control Lists, introduction to wireless LANs, advanced IP addressing techniques such as Network Address Translation (NAT), Port Address Translation (PAT), DHCP, and WAN technology and terminology, including PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. The course also provides a strong foundation in preparation for the CCNA Exam offered by CISCO or comparable certifications.

CST445**Cloud Administration (3 cr. hours)**

Prerequisites: CST345

Offered Fall

This course will give a student extensive experience in Windows Server Management and Administration. Emphasized are Windows deployment services, network infrastructure servers, RRAS, RADIUS, NAT, IIS, terminal services, imaging, virtual machines, network load and balancing, backup strategies, and fault tolerance. This course will build a strong foundation in preparation for Microsoft MCSA certification.

CST450**Programming for Application Development (3 cr. hours)**

Prerequisites: CST301 and Junior standing

Offered Fall

This course explores the latest programming methodologies, particularly the newest programming languages in use today. The development environment and programming language utilized is chosen by the instructor. The purpose is to give the student experience in another programming language different from the beginning course work. The level of programming for the student will be driven to where they can design complicated and sophisticated software using advanced coding. Projects will include bridging between basic computer concepts identified in previous coursework and designing standard and mobile applications. This course will qualify a student to sit for several certification exams, depending on the language utilized. Certifications could include the Microsoft 70-483 Programming in C# or the Microsoft 98-338 Introduction to Programming using JAVA certification exam through the Microsoft Corporation to obtain a Microsoft Technology Associate (MTA) certification or other comparable certification.

CST460**Research in Computer Science (3 cr. hours)**

Prerequisite: Senior standing or Dean's permission

Offered Spring

Students will complete a project based on their field of study in computer science. The project will include looking at a theory, model, or idea for the basis of the project and identifying previous research and/or a need in the industry. The student will work independently, but will be guided by an identified path, set monitored milestones, evaluated progress, and a final presentation of the project.

CST470**Internship (3 cr. hours)**

Prerequisites: Junior standing and permission of the Internship Coordinator

Offered Fall/Spring

Internship provides the student with on-the-job experience in varied aspects of Information Systems and Technology. Hours and work assignments will be arranged on an individual basis.

CUL: CULTURAL STUDIES

CUL132

Emergence of esports (3 cr. hours)

This course introduces students to the cultural and social world of esports and will encompass the past, present, and future of competitive video gaming. Throughout the course students will read and discuss a substantial number of scholarly texts, applying the theories and thoughts from these sources in the criticism and analysis of video games. Students will critically examine what is a sport, and how esports compares to traditional sports. Students will participate in the debate on topics of current concern but will also look back on how esports came to be.

CUL190, CUL290, CUL390, CUL490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

CUL210

Comparative Cultures (3 cr. hours)

Prerequisite: ENG141

Offered Fall

Introduces the concept of culture, discusses its role in a society, and explores different manifestations of culture. This course may discuss culture in microcosm or macrocosm.

CUL220

Religions of the World (3 cr. hours)

Prerequisite: ENG141

Offered Fall

A survey of the prominent religions that influence the lives of people around the world.

CUL250

World Cultural Geography (3 cr. hours)

Prerequisite: ENG141

Offered Fall even numbered years

This course exposes students to cultural variation found around the world. It will investigate changes in populations, human migratory patterns, language, religion, social customs, economic systems, and cultural interaction.

CUL300 (w)

Our Cultural Heritage (3 cr. hours)

Prerequisite: ENG142; this is a writing intensive course.

Offered Spring

Through an interdisciplinary approach, the student comes to understand the influence of cultural backgrounds on modern humanity. Topic areas vary. This is a writing intensive course.

CUL312

Middle Eastern Cultures (3 cr. hours)

Prerequisites: ENG142, one HIS course, and Junior standing

Offered Spring even numbered years

This is a survey course of Islamic cultures around the world with emphasis on Arab Islamic culture. The course includes study of the religion itself, the accommodations made in various countries to local customs/conditions and comparisons among them. It also addresses the similarities/differences between Western culture and Muslim culture, including legal systems, church/state relationships and core values.

CUL313

East Asian Cultures (3 cr. hours)

Prerequisites: ENG141

Spring as needed

This course is an in-depth study of the geography, social mores, and religious beliefs of the people who make up the region known as East Asia.

CUL342**History and Culture of Digital Gaming (3 cr. hours)**

Prerequisite: ENG142

This course focuses on the history and nature of video games in society. Video games are having a cultural impact for beyond their role as an economic commodity; they are also changing the way we tell stories, the way we interact with one another, and the ways in which we understand the world. This class will explore the above mentioned dynamics, as well as the history of games and how games transformed into digital play. Additionally, we spend a significant amount of time playing and watching others play video games. This provides an opportunity to put theoretical understanding of the subject in perspective, as well as give a sense of what makes both classic and contemporary games compelling from a user's vantage point. The course examines what it takes to produce a video game and provides students with the opportunity to take the initial steps to designing a game of their own.

CUL351**History of Film in Society (3 cr. hours)**

Prerequisite: ENG142

Offered Fall

This course examines the role that the medium of motion pictures played in society from the 1890s to present. It emphasizes the development of film as a predominantly American art form that had world-shaping ramifications. The influence of the Studio System, film technology, and international film styles, notably German Expressionism, will be studied to provide a context for the growth of the modern film canon.

CUL352**Film Genre and History (3 cr. hours)**

Prerequisite: ENG142

Offered Spring

This course is an examination of the role of genre in shaping the medium of motion pictures. The course will emphasize the technological, artistic, and commercial developments that made film a significant part of the American and world culture. Emphasis will be on the development of film through societal and other changes and showcase the significance of genre in the cinematic canon. While many genres will be examined, two will be emphasized, and the transgression of genre borders will be discussed.

CUL375**Exploring America's Historical Cities (3 cr. hours)**

Prerequisite: ENG142, earning a "C" or better. Students must be able to travel to the city being studied to earn credit. Cities studied in a regular rotation are New Orleans (Spring Semester, Even Years and students MUST be 21 years of age or older) and Boston (Fall Semester, Even Years). Other cities include Savannah, GA, Gettysburg and other Civil War battlefields, Chicago, IL, and Washington, D.C. Course Fees \$1,000-\$1,500 associated with enrollment in this course.

Offered Fall, Spring

In the same tradition as our Education Abroad programs, a domestic program of studying away from the Tiffin Main Campus will benefit students who have not experienced the diversity of American culture. Each semester, the class will examine the culture, literature, music, cuisine, history, geography, and environment of the city under study. Students will meet weekly for classroom study for the first half of the semester, prior to the actual exploration of the city, which will take place during the week of Spring or Fall Break and, with a final paper, be the culmination of the course.

CUL410 (w)**Gender, Culture, and Visual Art (3 cr. hours)**

Prerequisite: ENG142, earning a "C" or better; this is a writing intensive course.

Offered Spring even numbered years

This course will explore the production and performance of gender in the visual imagery of art, pop culture and mass media. This visual culture includes not only the world of fine art, but also film, television, music videos, video games, and advertising. The primary objectives are to introduce issues of gender in the production of visual culture and how those visual ideas about gender demonstrate and question the accepted ideologies of our culture. The intersections between gender, race, class and consumerism will be explored. A comparison with earlier time periods will be made to emphasize the ways that our ideas about gender have both evolved and remained the same. The construction of gender ideologies from male and female perspectives will be stressed. This is a writing intensive course.

CUL: CULTURAL STUDIES *(continued)*

CUL428

Issues of Dying and Death (3 cr. hours)

Prerequisites: ENG142

Issues of Dying and Death addresses all aspects of dying and death one may experience and must contemplate while working within the healthcare industry. Dying and death is addressed from a psychological, social and physical perspective for all ages. Students are exposed to various theories and models concerning both human development and grief.

CUL441

Latin American Culture (3 cr. hours)

Prerequisite: ENG 142 and Junior Standing, HIS341 for Latin American Studies Minor

This course is designed to provide a study of Latin American cultures around the world; geography' and linguistic differences between the Spanish speaking world. This course is taught in English and is open to the entire student body. Students will explore Latin American culture through the study of art, film, history, and food. Students will be given opportunities to discuss lessons in conversation.

CUL443 (w) (L)

Comparative Mythology (3 cr. hours)

Prerequisites: ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course. Meets literature requirement for graduation.

Offered Fall odd numbered years

This course is a study of the great epics and myths of the world, emphasizing at least 3 classical western texts which may include Homer's Iliad and/or Odyssey, Hesiod's Theogony, Virgil's Aeneid, Ovid's Metamorphoses, the prose and/or poetic Eddas, and/or Dante's Inferno or Divine Comedy. Students will analyze common themes in myth and folklore around the world and their role in influencing the contemporary world. The course might discuss creation myths, fertility myths, and hero/heroine myths and epics. This is a writing intensive course.

CUL448 (w) (L)

Women and Literature (3 cr. hours)

Prerequisites: ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course. Meets literature requirement for graduation.

Offered Spring even numbered years

A literary study of the perceptions of women and their roles in society. This course may focus on the images of women as they are portrayed in literature, on particular female authors, or on both. This course can be used to fulfill General Education core literature requirement. This is a writing intensive course.

CUL449 (w) (L)

Minority Experience in American Literature (3 cr. hours)

Prerequisites: ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course. Meets literature requirement for graduation.

Offered Spring odd numbered years

An examination of life in immigrant and minority cultures with emphasis on the breadth and diversity of literary culture in 20th Century America, but may include earlier literature. It may include historical development of the minority culture's experiences in America. It may be run as a survey of a particular minority experience, or it may concentrate on certain major works. Students may read and report on readings from a secondary list as well. This is a writing intensive course.

DMD: DIGITAL MEDIA & DESIGN

DMD134

Introduction to Digital Media (3 cr. hours)

Offered Fall

This course will provide an overview of digital media design. Students will gain introductory skills in photography, video production, and multi-media as they relate to visual problem solving. Additionally, students will explore potential professions within the field of digital media design.

DMD230

Digital Video I (3 cr. hours)

Offered Spring

This hands-on course will provide an understanding of the basic principles related to video and audio production with a single camera focus. Students will plan, shoot, and edit video shorts using Adobe Premier/Final Cut Pro.

DMD234

Digital Photography I (3 cr. hours)

Prerequisite: Quality Digital SLR (Single Lens Reflex)

Introduction to black and white and color photography in its applications as fine art and visual communication. Introduction to computer editing software.

DMD320

Web Design (3 cr. hours)

Prerequisites: DMD134, CST201, and CST255

In this course, students develop a fully-functional ePortfolio website where their work in the Digital Media Design program will be showcased for potential employers. Building upon web design skills from CST201 and CST255, students will make decisions related to layout, functionality, accessibility, and hosting.

DMD334

Digital Video II (3 cr. hours)

Prerequisites: DMD230

This course builds upon skills acquired in Digital Media I, keeping a single camera focus, while concentrating on marketing and business video production.

DMD434

Digital Photography II (3 cr. hours)

Prerequisites: Quality Digital SLR (Single Lens Reflex)

This course teaches advanced editing and techniques using Photoshop and covers outdoor commercial and Industrial photography, as well as indoor, studio shooting.

DMD454

eLearning/eTraining Content Development (3 cr. hours)

Prerequisites: DMD320 and DMD334

In this culmination of the Digital Media & Design major, students will use Adobe Captivate to assemble and organize media from multiple modalities into eLearning/eTraining modules.

ECO: ECONOMICS

ECO190, ECO290, ECO390, ECO490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

ECO221

Principles of Macroeconomics (3 cr. hours)

Prerequisite: MAT181/251/281

Offered Fall, Spring

A study of macroeconomics (the “whole” economy), concepts and principles, plus current issues in macroeconomics. Required for all majors in the BBA.

ECO222

Principles of Microeconomics (3 cr. hours)

Prerequisite: MAT181/251/281

Offered Fall, Spring

A study of microeconomics (the “parts” of the economy), concepts and principles, international trade, and current issues in microeconomics. Required for all majors in the BBA.

ECO322

Intermediate Microeconomics (3 cr. hours)

Prerequisite: ECO222

Offered Fall

Advanced study in the foundations of microeconomics theory, and current issues in microeconomics.

ECO420

Money and Banking (3 cr. hours)

Prerequisite: ECO221

Offered Spring

In-depth examination of the role money and financial institutions play in a market economy, focusing on the Federal Reserve System, monetary policy, and current issues in money and banking.

ECO422

Managerial Economics (3 cr. hours)

Prerequisite: ECO222 and MAT273

Offered Spring

The study of the application of economics concepts and principles to management decision-making. Emphasis is placed on the firm’s use of limited information in an uncertain environment.

ECO424

Global Trade (3 cr. hours)

Prerequisite: ECO222

Offered Fall

A study of international trade and the geographical, economic, and nationalistic characteristics that challenge the firm embarking upon global trade. Our focus is on the multinational corporation (MNC), or global business, pursuing trade in a very dynamic world economy “guided/influenced” by national and regional political and economic considerations.

ENF: LAW ENFORCEMENT

ENF150

Police and Society (3 cr. hours)

Prerequisite: JUS110

Offered Fall, Spring

A study of the various response methodologies available to the patrol officer in assisting the citizen's request for police service. Discusses traffic enforcement from the stop of the violator through traffic accident investigation.

ENF154

Homeland Security Overview (3 cr. hours)

Offered Fall, Spring

The course presents an introduction to the public and private sector dimensions of the theory and practice of homeland security at the national, regional, state and local level. The perspective will include an overview of the administrative, legislative, and operational elements of homeland security programs and processes, including a review of homeland security history, policies, and programs. The student will examine, in general, terrorism and the intelligence issues that support homeland security operations.

ENF190, ENF290, ENF390, ENF490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

ENF212

Concepts of Terrorism (3 cr. hours)

Prerequisites: ENG141 and ENF154

Offered Fall, Spring

This course provides an introduction into the theories explaining terrorist behavior. It will examine the questions of what constitutes terrorism, terrorist groups, and what economic, social, religious and other issues lead to the conduct of groups like al Qaeda. Additionally, students will be required to think critically about how terrorist groups form, what makes them disband, and how knowledge is transferred among groups and group members. Further, it will cover the history and development of the term "terrorism" and the development of modern terrorism in practice.

ENF239

Applied Criminal Investigation and Criminalistics (3 cr. hours)

Prerequisite: JUS202

Offered Fall, Spring

Emphasis on the investigation of specific crimes including, but not limited to, homicide, sexual assault, aggravated assault, robbery, burglary, theft, auto theft and arson. Students will be required to investigate a "mock" crime scene, collect and analyze evidence obtained and present their investigation in a "moot" court.

ENF240

Critical Infrastructure Protection (3 cr. hours)

Prerequisite: ENF154

Offered Spring

This course provides a broad perspective of the Critical Infrastructure Protection (CIP) effort in the United States. The overall mission of CIP is to protect and ensure the continuity of the critical infrastructure of the US that is essential to the nation's security, public health and safety, economic vitality, and way of life against debilitating disruption or destruction from man-made or natural incidents. Students will explore the importance of the National Infrastructure Protection Plan, the eighteen critical infrastructure sectors and their related challenges for protection.

ENF: LAW ENFORCEMENT *(continued)*

ENF245

Emergency Organization and Management (3 cr. hours)

Offered Fall, Spring

Every level of government bears responsibility for emergency response. A systematic analysis of the public agencies and an overview of organizations involved in homeland security will be covered in this course. Topics such as threat assessment, risk analysis, incident management systems, coordinating with supporting agencies, response procedures, the planning function, coordinated government efforts, crime scene operations, prevention strategies, response protocols, evacuation, medical support, and conducting an effective follow-up analysis will all be covered. This class will prepare the student with information necessary to respond to terrorist acts.

ENF293 (w)

Criminology (3 cr. hours)

This is a writing intensive course.

Offered Fall, Spring

This course provides an introduction to the subject of criminology. Criminology is the study of both criminal behavior and crime itself, and as such, is one of the foundational courses for criminal justice. It explores the different schools of criminological thought, the different eras of criminology research and the theories proposed for crime and criminal motivation. Additionally, there is an emphasis on the development of the history of criminology as the basis for our justice system today. This is a writing intensive course.

ENF335

Law Enforcement Supervision (3 cr. hours)

Prerequisite: JUS110

Offered Fall, Spring

A study of management theories and their impact on law enforcement agencies. Topics include, but are not limited to, agency structure, management of personnel, fiscal management, and civil and criminal liabilities for police personnel.

ENF355

Forensic Investigation of Sex Crimes (3 cr. hours)

The course offers a detailed overview of the responsibilities of a sex crimes investigator and specific issues unique to sex crimes investigation. Course content focuses on victimology and trauma informed interviewing techniques, constitutional and legal issues in investigation, evidence collection and examination, the investigative process of sexual based criminal offenses against adults and children, application of criminal law to sexual based offenses, and examination of diverse typologies of offenders.

ENF420

Investigative Interviewing (3 cr. hours)

Prerequisite: JUS202

This course will examine several different interview techniques including the PEACE model, Reid, and kinesics interviewing. This course emphasizes interviewing potential suspects, witnesses, and victims with respect and dignity. This course will emphasize constitutional mandates including the avoidance of coercion, threats, or promises that cannot be kept. Topics include distinctions between interviewing and interrogation, preparation and the formulation of questions, application of law, videotaping, and distinguishing between truthful and false confessions.

ENF432

Death Investigation (3 cr. hours)

Prerequisite: ENF239

This course examines the many facets of properly investigating death and addresses the investigator's role in the process. Topics include first responder responsibilities, autopsy and laboratory capabilities, crime scene preservation, common mistakes made in death investigations, legal considerations, and exploration of the various methods of death including homicide, suicide, accidental, natural, and undetermined. Conceptualizing and applying the investigative process to the uniqueness of death investigations is a central theme of this course.

ENF441**Counterintelligence/Counter-terrorism (3 cr. hours)****Offered Fall, Spring**

This course addresses the issues of counterintelligence and counter-terrorism (covert information modification and planned preemptive responses). This course will provide an explanation of these two different tactical operational modalities. The interconnectivity of these two separate operational fields will be examined to determine their structural relationship in combating an enemy threat. Additionally, this course will examine the geopolitical utilization of these operational methodologies by U.S. domestic and foreign-based operatives providing security to U.S. domestic security interests. Lastly, this course will examine the use of technology and human intelligence in their application regarding counterintelligence.

ENF450**Crime Analysis (3 cr. hours)**

Prerequisite: Junior standing

Offered Fall, Spring

An introduction to the concept, applications, and methods of crime analysis as it is employed in municipal, county, state, and federal law enforcement and other criminal justice agencies. The course will include how to form a crime analysis unit which has effective relationships with patrol, criminal investigation, and other field operations units, and will focus on methods of how to collect, collate, analyze, and employ crime data to predict future criminal events, including when and where perpetrators will strike. Managerial and supervisory responsibilities in a crime analysis unit will also be discussed. The course is directed toward preparing students to obtain an entry-level crime analysis position in a law enforcement agency.

ENF460 (w)**Evidence Processing (4 cr. hours)**

Prerequisite: ENF239 and Junior standing for Criminal Justice Majors. None required for BS in Forensic Science; this is a writing intensive course.

Offered Fall, Spring

This course represents a capstone experience for the Forensic Science major. Students will explore the total evidence spectrum from discovery and collection of evidence through presenting courtroom testimony. The class will combine classroom and laboratory instruction and culminate with a field experience. Topics to be covered include evidence collection, legal rules of evidence, the chain of evidence, the collection, processing and preservation of evidence, analysis and preparation of evidence, and presentation of courtroom testimony. This is a writing intensive course.

ENG: ENGLISH

Courses designated with a (w) are writing intensive and those with a (L) may be used to meet the General Education Literature requirement.

ENG141**Rhetoric and Introductory Research Writing (3 cr. hours)**

Prerequisite: ENG095, earning a "C" or better or Placement; Students must receive a grade of "C" or better to enroll in ENG142.

Offered Fall, Spring

This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (pro/con, cause/effect, comparison/contrast, etc.) and/or through rhetorical analysis (ethos, logos, and pathos). Emphasis is placed on developing essays characterized by strong thesis statements; focused, coherent, and logically ordered paragraphs; correct grammar; and correct documentation in APA style.

ENG142 (w)**Rhetoric and Academic Writing (3 cr. hours)**

Prerequisite: ENG141, earning a "C" or better; Students must receive a grade of "C" or better to receive credit toward graduation and to enroll in courses for which it is a prerequisite. This is a writing intensive course.

Offered Fall, Spring

This course provides instruction in persuasive and analytical writing and research through critical reading and analysis of texts, and the practice of rhetorical and analytical strategies that can be applied across various disciplines. Through reading, discussion, critical analysis, and instruction in locating and evaluating resources, students practice a range of approaches to academic writing. Students must receive a grade of "C" or better in ENG142 to receive credit toward graduation for this course, and to enroll in courses for which it is a prerequisite. This course is a writing intensive course.

ENG152**Introduction to Technical Writing (3 cr. hours)***Prerequisites:* ENG141, earning a "C" or better

This course will begin with a survey of technical writing as a field. Students will then be introduced to the kinds of problems technical writers face and approaches to problem solving across the field. The course covers strategies for reading technical and functional texts. Students will also develop beginning-level understandings of strategies and techniques technical writers use for problem solving in multiple contexts, and will cover accessibility strategies for all readers.

ENG201 (L)**Introduction to Literature (3 cr. hours)***Prerequisite:* ENG141*Offered Fall, Spring*

This course presents a range of literary genres that may include short story, drama, creative non-fiction, poetry, graphic novel, and/or the novel, at the discretion of the instructor, and helps students develop research and critical thinking skills that are applicable to all areas of the Humanities to being a well-rounded scholar. **Meets literature requirement for graduation.**

ENG221**History of the English Language (3 cr. hours)***Prerequisite:* ENG142, earning a "C" or better*Offered Spring odd numbered years*

This course studies language and writing with a special emphasis on the history and evolution of English from its origins in Old English through Middle English to Modern English. It may look at British English, American English, and World Englishes and how words are adopted into the language and adapted to meet new needs. Students will study the English language as an ever-growing, ever-changing phenomenon.

ENG223**Advanced Grammar (3 cr. hours)***Prerequisite:* ENG141, earning a "C" or better*Offered Spring even numbered years*

This course is an in-depth study of modern English grammar that blends descriptive and prescriptive approaches. It emphasizes the distinction between grammatical form and function and the recognition of basic patterns underlying complex sentences, and it stresses the rhetorical value of competency in sentence-level grammar.

ENG242 (w) (L)**Short Story Interpretation (3 cr. hours)***Prerequisite:* ENG142, earning a "C" or better; this is a writing intensive course.*Offered Fall even numbered years*

The course examines the short story as a literary genre. Students will read a wide range of stories from around the world and from different time frames. Emphasis is given to an understanding and critical appreciation of the structure and function of the short story. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG245**Technical Writing (3 cr. hours)***Prerequisite:* ENG141, earning a "C" or better*Offered Spring*

This course will explore the principles and procedures of technical writing beginning with the task of analyzing audience and determining purpose. Students will also develop strategies and techniques for organizing information, integrating graphics, and producing specialized texts relevant to the scientific, technical, and law enforcement fields. This course also covers strategies for reading technical and functional texts.

ENG251 (w)**Creative Writing I (3 cr. hours)**

Creative Writing courses can be taken out of sequence. This is a writing intensive course.

An introductory creative writing course that encourages and develops a student's freelance abilities in the communicative arts. Students will write and criticize their own material and that of classmates and professional writers in three genres (short story, poetry, essay). Students will learn to tactfully criticize, edit, and help fellow writers. Completion of a portfolio of original work with a minimum of three short stories, six poems, and one academic piece, or other equivalent combination of material will be required. This is a writing intensive course.

ENG252 (w)**Creative Writing II: Short Story (3 cr. hours)**

Creative Writing courses can be taken out of sequence. This is a writing intensive course.

An introductory creative writing course that encourages and develops the student's short story writing skills. Students will write portfolios of original work with a minimum of four short stories and participate in classroom discussion demonstrating modern critical thought with the goal of development and improvement. This is a writing intensive course.

ENG253 (w)**Creative Writing III: Poetry (3 cr. hours)**

Creative Writing courses can be taken out of sequence. This is a writing intensive course.

An introductory creative writing course that encourages and develops the student's skill in writing and understanding different forms of poetry, with an emphasis on formal verse. One half of the semester will be spent in the study of a variety of metrical and rhyme patterns, and the second half of the semester will be spent employing these patterns in both western and foreign verse forms. Students will write portfolios of original work with a minimum of eight to ten original poems with an introduction. This is a writing intensive course.

ENG254 (w)**Creative Writing IV: Creative Nonfiction (3 cr. hours)**

Creative Writing courses can be taken out of sequence. This is a writing intensive course.

An introductory writing course that encourages and develops a student's freelance abilities in the area of creative nonfiction. Memoir, autobiography, creative and satirical essays, new journalism, magazine, and other styles of nonfiction writing will be explored. Samples of the different genres will be analyzed. Creative writing techniques will be applied to nonfiction subject. Students will criticize their own and each other's material in light of modern critical thought and development. This is a writing intensive course.

ENG255**Business Writing (3 cr. hours)**

Prerequisite: ENG141, earning a "C" or better

Offered Fall

This introductory course prepares students for reading, writing, and communicating in the professional environment by exposing students to the specialized vocabulary and categories of written and verbal communication that are common to numerous professional fields, through the examination and composition of documents common to numerous professions.

ENG262**Editing (3 cr. hours)**

An advanced course in evaluating a written text for quality, value, tone, and voice for a variety of audiences. Attention will be given to proofreading, grammar, premise, logic, content, and holistic value of the finished piece.

ENG291 (w) (L)**British Literature I (Old English through the Restoration) (3 cr. hours)**

Prerequisite: ENG142, earning a "C" or better; this is a writing intensive course.

Offered Fall even numbered years

This course is a survey of the major literary works and their themes in British literature from the eighth through the eighteenth centuries. By responding critically to early works such as the Old English epic Beowulf, Middle English works by authors such as Chaucer and Langland, Renaissance works by authors such as Shakespeare, Marlow, More, and Restoration and eighteenth-century works by Milton, Dryden, Swift, Pope, and Johnson, students will gain an understanding of the cultural, societal, political, religious, and linguistic influences that shaped British literature. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG292 (w) (L)**British Literature II (Romanticism to WWII) (3 cr. hours)**

Prerequisite: ENG142 earning a “C” or better; This is a writing intensive course.

Offered Spring odd numbered years

This course is a study of the major literary works in British literature from the Romantic era to the mid-twentieth century. By reading and responding critically to works from the Romantic through Modernist periods, students will gain an understanding of British literature as well as the various cultural, societal, political, religious, and linguistic influences that shaped it. The course will include works by Romantic-era authors such as Blake, Byron, Wordsworth, Coleridge, the Shelleys, and Keats; Victorian writers such as Dickens, Tennyson, the Brownings, the Rossettis, and Arnold; and nineteenth and twentieth-century works by such writers as Hardy, Yeats, Lawrence, Joyce, and Woolf. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG293 (w) (L)**American Literature I (Colonial to Civil War) (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; This is a writing intensive course.

Offered Fall odd numbered years

This course will introduce students to major trends in American literature from the Colonial Period through the Civil War. Students will read works by authors such as John Winthrop, William Bradford, Mary Rowlandson, Benjamin Franklin, Frederick Douglass, Nathaniel Hawthorne, Ralph Waldo Emerson, Henry David Thoreau, Edgar Allan Poe, and Herman Melville with a focus on issues such as American identity and purpose, the relationship of self to community, the role of religion in early American life, the impact of secularism, the value and the limits of human reason, and the role of imaginative expression in human life. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG294 (w) (L)**American Literature II (Civil War to WWII) (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Spring even numbered years

This course will introduce students to major works and trends of American literature from 1865 to the present. The course will focus on the development and impact of American literary realism, naturalism, modernism, and postmodernism, as well as pay special attention to works and writers associated with the Jazz Age, the Harlem Renaissance, the Beat movement, and other trends of the period. Students will read works by authors such as Emily Dickinson, Walt Whitman, Mark Twain, Jack London, Edith Wharton, T.S. Eliot, Wallace Stevens, William Faulkner, Zora Neale Hurston, Langston Hughes, F. Scott Fitzgerald, Flannery O’Connor, Sylvia Plath, Allen Ginsberg, Thomas Pynchon, Edward Albee, and Toni Morrison. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG301**Professional Communication (3 cr. hours)**

Prerequisite: ENG141

This course prepares students for reading, writing, and communicating in a professional environment. Through examination, composition, and formatting documents common to numerous professions, students will be exposed to the specialized vocabulary and categories of written and verbal communication that are common to various fields.

ENG313**Theoretical Approaches to Reading and Writing (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better

Offered Spring odd numbered years

Provides students with a foundation in composition and reading theory for teaching. Students study and practice writing and reading for a variety of purposes and audiences and analyze their experiences. The purpose of this course is to give students a theoretical foundation from which to shape and apply a philosophy of teaching reading and writing.

ENG323 (w) (L)**Examining the Criminal Mind in Crime Literature (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Caution: This class will contain true and fictional presentations of violent and disturbing crimes from the perspectives of those committing the crimes. Students who are easily offended or disturbed by graphic depictions of murder, brutality, child abuse, rape, and drug use are advised to not take this class.

Crime literature is a broad genre that contains the subgenres of mystery, caper, detective, police procedural, satire, true crime, and even humor. This class will examine some of the finest literature that approaches criminal behavior, mostly from the perspective of the criminals themselves. Using Neutralization Theory as the major theoretical perspective, fiction from the point of view of the criminals will be examined from a very intimate point of view. Crime fiction will be used to understand the criminal mind while exploring the genre. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG347 (w) (L)**American Novel (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Spring

A study of major trends and themes in the American novel. Literature describes a nation; likewise, the nation influences the literature it produces. We examine what in American culture and history has influenced the novel and made it one of our most prized art forms. Major authors will be examined from the point of view of their unique contribution to the novel as art and commentary. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG348 (w) (L)**The British Novel (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Fall

This course is a study of the major trends, themes, and developments in the British novel from the eighteenth century to the present. Novels by major British authors are examined in terms of their unique contributions to the art and commentary of the novel, as well as their influences on English culture, society, and literature. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG350 (w) (L)**History of Dramatic Literature (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Spring even numbered years

A survey course in dramatic literature designed to help develop an aesthetic awareness of dramaturgy as not only an art form, but also a study of human nature in all its proportions. The fundamental principles of theatre and the cultural significance of drama will be examined with special attention to playwrights, literary themes, social backdrops, character analyses, and interpretation of ideas conveyed in a presentational, rather than explanatory, format. Through a study of representative historical and contemporary plays, students will learn to become passionate readers of dramatic literature, participating minute-by-minute in the lives and problems of dramatic figures and arriving at an understanding of their motives and conduct. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG351 (w) (L)**Greek Drama (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Spring odd numbered years

This course is a study of the major Greek dramatists, their works, their themes, and their culture. Fifth century Athens experienced an explosion of political, cultural, and architectural development, and plays were performed regularly in competition at the annual City Dionysia, a festival in honor of the god Dionysus. Though the myths on which these plays are based were familiar to fifth century Athenians, the manner in which each playwright dramatized a particular myth was the product of his distinctive creative genius. Students will become acquainted with the theatrical and intellectual contributions made by the 3 most successful and celebrated Greek playwrights--Aeschylus, Sophocles, and Euripides--by addressing their plays as works of literature and by examining concomitant analyses provided by renowned critics. Students will gain an understanding of the plays' major conflicts, the characters as both mythic heroes and personifications of human nature, and the dramatic spectacle that fifth century audiences enjoyed. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG360 (w) (L)**American Poetry (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Spring odd numbered years

A survey of American poetry and poetics from the Puritan era to the present, showing the effects of the Romantic revolution on an American Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, Freneau, Emerson, Longfellow, Poe, Thoreau, Whitman, Dickinson, Robinson, Dunbar, Crane, Stein, Sandburg, Stevens, Williams, Pound, H.D., Moore, Eliot, Millay, Hughes, Cullen, Zukofsky, Auden, Roethke, Bishop, Berryman, Brooks, Lowell, Plath, Glück, Levertov, Ginsberg, Merrill, Kinnell, Rich, Pinsky, and Collins. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG361 (w) (L)**English Poetry (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Spring even numbered years

A survey of selected English poetry drawn from the Old English period to the twentieth century. The course examines leading figures from the eras studied. Trends and influences of each respective age in the progressive development of poetry in England are studied. Authors and works studied may include Beowulf, Taliesin, Marie de France, Malory, Chaucer, Dunbar, Skelton, Wyatt, Spenser, Sidney, Whitney, Elizabeth I, Raleigh, Marlowe, Shakespeare, Jonson, Donne, Wroth, Herrick, Herbert, Marvel, Philips, Milton, Swift, Pope, Gray, Blake, Wordsworth, Coleridge, Southey, Shelley, Byron, Smith, More, Hemans, Clare, the Rossettis, the Brownings, Tennyson, Arnold, Swinburne, Eliot, Pound, H.D., and Moore. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG365 (w) (L)**Issues in Literature (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

This course is conducted as a forum wherein students read, analyze, and discuss different works of fiction and poetry. Special attention is given to those literary works that focus on the challenges of being responsible adults. Students will be asked to make personal connections with the material, using their own lives and work experiences as a means to focus on literary technique in the established literary canon. They will be challenged to make the transition from superficial reading of a text to a deeper interpretation and appreciation for literary theories and concepts. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG380 (w) (L)**Shakespeare (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; ENG221 for ENG majors; this is a writing intensive course.

Offered Fall

This course is a study of the major trends and themes in Shakespeare’s plays by addressing them as works of literature and by examining concomitant analyses provided by renowned Shakespearean critics. Students will gain an understanding of the plays’ major conflicts, the characters as personifications of human nature, the author’s mastery over figurative language, and the importance of setting as a key component in each work. From reading and responding critically, students will develop an alertness of the power that these works have to tell us more about ourselves as we attempt to say something about them. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG422 (w) (L)**World Literature (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Fall even numbered years

This course is an examination of World Literature. It will examine the innovations in literary technique and genre in world literature, possibly including an introduction to postcolonial literature and theory. Social, political, and technological changes and their ramifications on literature will be examined, as well as how literature affected particular areas of the world in these turbulent times. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG453 (w) (L)**Major Authors in British and American Literature (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better; this is a writing intensive course.

Offered Fall

Students in this course engage in an in-depth study of no more than two major authors in either British or American literature over the course of the semester. These two authors will be drawn from the same or adjacent periods and will both be from the same country. Offerings alternate between British and American authors every semester that the course is offered. Authors studied in this course include major texts by authors ranging from Chaucer to Fielding, Mary Shelly, Tennyson, and Dickens in British literature to Poe, Emerson, Thoreau, Twain, Dickinson and Whitman in American literature. British and American Modernist era authors such as Cummings, Eliot, Pound, Woolf, and Joyce will also be taught in some years. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG463 (w) (L)**Literary Theory (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better and 200 level ENG, CUL, or PHI; this is a writing intensive course.

Offered Fall odd numbered years

This course is a study of critical theory beginning with selected classical texts by authors such as Plato, Aristotle, Dryden, Nietzsche, Tolstoy, and others. Approaches such as Marxist, psychological, structural, post-structural, feminist, reader-response, and contemporary theorists, such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michel Foucault, and Jean-Francois Lyotard will also be discussed and analyzed. Through examination of sample texts and the theoretical approaches to their analysis, students will learn to move from literal to figurative interpretations of a work of literature and to consider multiple interpretations of a text. The interrelationships between writer, reader, and analysis will be explored through advanced critical theory. This is a writing intensive course. **Meets literature requirement for graduation.**

ENG499**Senior Seminar (3 cr. hours)**

Prerequisite: ENG142, earning a “C” or better, 200 level ENG, CUL, or PHI, and Senior standing

Offered Spring

The capstone course for English majors. With guidance and regular meetings with a faculty member, this course is self-determined and self-directed project that shows depth of knowledge and critical and original thought. Grading will be performed by a committee of English faculty.

EXS: EXERCISE SCIENCE**EXS146 (w)****Introduction to Exercise Science (3 cr. hours)**

This is a writing intensive course.

Offered Fall, Spring

This course is designed to introduce students to the field of Exercise Science as well as to prepare students for further courses in the curriculum. Students will be introduced to topics such as the history of Exercise Science, anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor control and motor learning, and exercise and sport psychology. This is a writing intensive course.

EXS225**Motor Development (3 cr. hours)**

Offered Spring

Students in this course will learn the processes and mechanisms underlying the development of motor skills from birth to adulthood. The study of neurological, physiological, intellectual, social, and emotional factors that influence gross and fine movement activities will be included in this course.

EXS315**Biomechanics of Sport and Exercise (3 cr. hours)**

Co-requisite: EXS315L

Offered Fall

This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement.

EXS: EXERCISE SCIENCE (continued)

EXS315L

Biomechanics of Sport and Exercise Lab (1 cr. hour)

Co-requisite: EXS315; A lab fee is associated with this course.

Offered Fall

This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement. The course will provide students with practical laboratory experiences related to the field of biomechanics.

EXS316

Nutrition for Sport and Exercise (3 cr. hours)

Offered Spring

The course will examine the effects of many of the macronutrients and micronutrients and the specific contexts in which exercise and nutrition interact to cause predictable outcomes in health and performance.

EXS322

Kinesiology (3 cr. hours)

Offered Fall

The scientific study of human movement has been defined as Kinesiology, also known as human kinetics. This course will examine the relationship of the anatomical, physiological, and the mechanical principles of human motion.

EXS422

Exercise Physiology (3 cr. hours)

Prerequisite: BIO312 and BIO312L or NAT150 and NAT150L, earning a "C" or better; **Co-requisite:** EXS422L

Offered Fall

The study of the acute responses and chronic adaptations to a wide-range of physical exercise conditions is defined as exercise physiology. The analysis, improvement, and maintenance of health and fitness are possible by the identification of physiological mechanisms underlying physical activity. This course will provide students with an understanding of the functioning of the systems of the human body during exercise.

EXS422L

Exercise Physiology Lab (1 cr. hour)

Prerequisite: BIO312 and BIO312L or NAT150 and NAT150L, earning a "C" or better; **Co-requisite:** EXS422;

A lab fee is associated with this course.

Offered Fall

The course will provide students with practical laboratory experiences related to the field of exercise physiology.

EXS442

Exercise Testing and Prescription (3 cr. hours)

Prerequisite: EXS422

Co-requisites: EXS442L and NAT112

Offered Spring

This course is based on the study of methods of determining fitness levels and developing safe exercise programs. In this course, exercise testing and prescription are presented within a health-related context, with practical applications for sports nutrition, weight management, the aging process, and prevention and management of chronic diseases, such as heart disease, diabetes, cancer, osteoporosis, and arthritis. The American College of Sports Medicine's Guidelines for Exercise Testing and Prescription will be emphasized with specific focus on the knowledge, skills, and abilities for the American College of Sports Medicine's Exercise Physiologist-Certified certification.

EXS442L**Exercise Testing and Prescription Lab (1 cr. hour)**

Prerequisite: EXS422

Co-requisites: EXS442 and NAT112

A lab fee is associated with this course.

Offered Spring

This course is based on the study of methods of determining fitness levels and developing safe exercise programs. In this course, exercise testing and prescription are presented within a health-related context, with practical applications for sports nutrition, weight management, the aging process, and prevention and management of chronic diseases, such as heart disease, diabetes, cancer, osteoporosis, and arthritis.

EXS475**Research Methods in Exercise Science (3 cr. hours)**

Prerequisite: MAT273

Co-requisites: EXS422 and EXS422L

Offered Fall

This course is designed for senior status students majoring in Exercise Science. The course will examine the types of research conducted in exercise science and the common methodological and statistical approaches to conducting research in the field. The primary emphases of this course are to prepare students to carefully analyze, consume, and apply research findings for professional practice, enhance scientific writing skills, develop exercise science-related research questions, and to design appropriate research projects for addressing research questions. Students will be expected to successfully complete the CITI certification process for conducting research on human subjects and to develop a research proposal to address a research question of their choice.

FIN: FINANCE**FIN101****Personal Finance (3 cr. hours)****Offered Fall, Spring**

This course describes the study of methods for planning and building financial resources, which can meet the goals of the individual and her (his) household throughout the changing life cycle. Focuses on money and property management, budgeting, income generation, asset protection, tax considerations, and estate planning.

FIN190, FIN290, FIN390, FIN490**Special Topics (3 cr. hours)**

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

FIN301**Business Finance (3 cr. hours)**

Prerequisites: ACC210, ECO221 or ECO222, MAT273

Offered Fall, Spring

This course shall focus attention on the tools and concepts for financial decision making in five broad areas: financial management, valuation of financial assets, capital budgeting, capital structure, and working capital management. The study includes the time value of money, capital budgeting, sources of long-term capital and short-term financial management. Other topics will address financial ratio analysis, organization of financial markets, and international (global) finance.

FIN314**Risk Management and Insurance (3 cr. hours)**

Prerequisite: FIN301

Offered Spring

Study of the content and application of uncertainty, risk, and the management of risk (selecting among “reduction, assumption, or transfer” techniques). The application of risk management to individuals, businesses, and the public, focusing on insurance and its remedies for risk.

FIN: FINANCE (continued)

FIN421 (w)

Investments (3 cr. hours)

Prerequisite: FIN301; this is a writing intensive course.

Offered Fall

The study of the institutions, instruments, markets, and theories of valuation and investment. Students shall be exposed to the valuation of debt (bonds) and equity (stock) instruments, including derivatives. Other topics shall include the Capital Asset Pricing Model (CAPM), the Capital Management Line (CML), the Security Market Line (SML), the Efficient Market Hypothesis (EMH) portfolio theory, and international diversification. This is a writing intensive course.

FIN426

International Finance (3 cr. hours)

Prerequisite: FIN301 or concurrent

Offered Spring

The study of the institutions, concepts, and instruments of international finance. Current and past international monetary systems shall be discussed. Special attention shall be directed to consideration of accounting, finance and taxation differences global companies (multinational companies – MNCs) experience in the domestic and foreign economies. Other topics shall include the determination of exchange rates and their macroeconomic linkages, the effect of exchange rates on current and capital account balances, and the techniques global companies can engage in to hedge exchange rate risk.

FIN470

Internship (3 cr. hours)

Prerequisite: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

Provides the student actual experience in applying the concepts, principles, and rules of finance in real-world circumstances. Hours and work assignments are arranged with the business or organizational sponsor on an individual basis.

FOR: FORENSIC PSYCHOLOGY

FOR105

Victimology (3 cr. hours)

Offered Spring

This course focuses on the victims rather than the offenders; why they have been recently rediscovered, why they often do not report crimes to police; how some victims might share responsibility for the crimes with the offenders; how they can be repaid for their losses through offender restitution and government compensation; and what new services are available to help victims prevent crimes and resist attacks. The social and emotional responses of victims to crime are examined.

FOR190, FOR290, FOR390, FOR490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

FOR310

Threat Assessment (3 cr. hours)

Prerequisite: JUS110

An overview of threat assessment and threat management (TA/TM) in various organizations such as social service agencies, schools, places of employment and law enforcement. The history of threat assessment/threat management, events, legal responses, theories, research and models are included. Policies at aforementioned organizations are explored as are various remedy models. The Identify, Assess, Manage [Federal] model is introduced.

FOR344 (w)**Psychology of Violence and Aggression (3 cr. hours)**

Prerequisites: FOR105 and PSY101; this is a writing intensive course.

Offered Fall

Course examines the changes in the methods, patterns, and meanings of violence. Special attention is paid to individual and collective violence in the streets, in schools, at home, within the media, by the police, by terrorists and by the military. The major theories explaining the causes of violence, and important research about attitudes toward violence and the showing of force to bring about change are reviewed. This is a writing intensive course.

FOR347**Psychology of Sex Crimes (3 cr. hours)**

Prerequisite: PSY101

Offered Spring

There are few crimes that shock people's sensibilities as sex crimes. Highly publicized cases involving the victimization of children led to changes in laws and policies regarding how society prosecutes, punishes and manages sex offenders. This course explores the myths and realities surrounding the wide range of behaviors encompassed by the term sex crimes. Emphasis is placed on the underlying sexual motivation of certain crimes and their relevance to the investigation and treatment of sex offenders.

FOR365**Drugs and Society (3 cr. hours)**

Prerequisites: PSY101 and PSY362

Offered Spring

Considers various types of drugs, dynamics of use, abuse, addiction, and recovery; social, legal, economic, and psychological impact on structure and function of society; current trends; diagnosis and treatment; prevention strategies.

FOR423**Case Management (3 cr. hours)**

Prerequisites: Senior standing and PSY362

Offered Fall

A study of the various supervision methods and considerations for effective intervention with the criminal justice client. Incorporates the skills of pre-sentence assessment and supervision planning, interfacing with other branches of the human service delivery system, and counseling techniques appropriate for use by the criminal justice worker.

FOR430 (w)**Crisis Intervention Strategies (3 cr. hours)**

Prerequisites: Senior standing and PSY362; this is a writing intensive course.

Offered Fall, Spring

Focuses on the theory and practice of intervention in various acute situations common in work with criminal justice clients, e.g., domestic violence, suicide threat/attempt, physical or sexual abuse, and acute chemical dependency episodes.

FOR460 (w)**Psychology and Law (3 cr. hours)**

Prerequisites: PSY250, SCS300 and Junior standing; this is a writing intensive course.

Offered Fall, Spring

Course studies the psychology assumptions that the law makes and the differences between law and psychology regarding models of behavior, theories of change, morality, and values. Role of psychology in the legal process, the rules of procedure, the jury system, and the psychologist in the courtroom are examined in depth. This is a writing intensive course.

FOR485**Death and Dying (3 cr. hours)**

Prerequisites: PSY101 and SOC101

Offered Fall

This interdisciplinary course examines the reality of death and dying as it affects everyone. The course will also examine the topic and how it pertains to the role of helping professionals, the terminal person, and survivors. It incorporates the work of relevant empirical, psychological, sociological, historical, legal, philosophical, and religious viewpoints from a multicultural perspective.

FSC: FORENSIC SCIENCE

FSC115

Introduction to Forensic Science (3 cr. hours)

Co-requisite: FSC115L; A lab fee is associated with this course.

Offered Fall, Spring

This course will provide a general introduction to the field of forensic science and its various functions and specialties from the crime scene to the laboratory.

FSC115L

Introduction to Forensic Science Lab (1 cr. hour)

Co-requisite: FSC115

A lab fee is associated with this course.

Offered Fall, Spring

This course is a required complement to the lecture course. Students will be expected to apply the concepts learned in the lecture to the laboratory experiments. It is designed to provide a general introduction to the field of forensic science and the preservation of physical evidence from the crime scene to analysis in the crime laboratory.

FSC190, FSC290, FSC390, FSC490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

FSC215 (w)

Evidence Law and Ethics (3 cr. hours)

Prerequisites: FSC115 and ENG141; this is a writing intensive course.

Offered Spring

An examination of the principal rules of evidence applicable in the federal and states courts, and ethical considerations as applying to the collection, processing, analysis, evaluation and interpretation of evidence. Analysis of the relevant rules of evidence will be made alongside a broad overview of forensic science in the courtroom. This course will explore case law and ethical case studies as they apply to admissible evidence, how a forensic expert should testify to juries, and the extent to which the admission of forensic evidence assists juries. This is a writing intensive course.

HCA: HEALTHCARE ADMINISTRATION

Offered through Online & Extended Learning programs only

HCA140

Survey of the Healthcare Industry (3 cr. hours)

Offered through Online & Extended Learning programs only

This course includes an overview of the healthcare industry and the important concepts needed to manage in the healthcare field.

HCA201

Survey of Health Insurance in the United States (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisites: HCA140 and NAT150

This course includes understanding various health insurance plans and coverage. It explores the concepts of insurance as well as financial, legal and social issues related to the health insurance industry. The course focuses on reimbursement methods and proper coding procedures and, in addition, addresses eligibility requirements, claims processing, collection, and patient accounting processes. It will instruct the student on the completion of insurance forms and interpretation of insurance codes. The course will provide each student with the framework for understanding the critical concepts and components of healthcare reimbursement and billing.

HCA301**Healthcare Finance (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: ACC210 and ECO221

This course is designed to introduce students to financial concepts utilized within organizations and those that exist as unique to the healthcare industry. Application of concepts addressed within the course is emphasized.

HCA312 (w)**Healthcare Informatics (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: CST111

This course provides the student with a comprehensive understanding of informatics in the healthcare industry. Healthcare informatics is addressed from a systemic, patient, management, and educational perspective.

HCA318**Human Resource Management for Healthcare Managers (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: MGT301

This course is an introduction to the human resource function and related elements and activities as they apply to the healthcare industry. The course outlines the roles and functions of members of the human resource department as well as educating others outside human resources in how their roles include human resource-related activities in healthcare.

HCA355**Healthcare Marketing (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: ECO221 or ECO222

Healthcare Marketing provides students with the exposure to essential marketing concepts and strategies utilized within the healthcare industry. Control and monitoring of healthcare marketing programs is emphasized to address the continual change in the healthcare industry.

HCA362**Managerial Design and Analysis for Healthcare (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: MAT181

This course is an introduction to research and its tools for the learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete a research project and on understanding managerial decision-making as it pertains to the healthcare industry.

HCA403**Healthcare Law (3 cr. hours)**

Offered through Online & Extended Learning programs only

This course examines the ever-changing legal trends faced in the healthcare environment. This course will provide the student with the skills necessary to mitigate liability through risk management principles, develop relationship management skills, incorporate employment law procedures, and manage communication.

HCA412**Healthcare Systems and Governance (3 cr. hours)**

Offered through Online & Extended Learning programs only

This course focuses on administration of complex health systems and individual organizations. Topics include organizational analysis, strategic planning, multi-organizational management issues, and evolving governance structures and methods in healthcare administration. The course will use quantitative methods to analyze many of the issues.

HCA: HEALTHCARE ADMINISTRATION *(continued)*

HCA427

Healthcare Operations (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisite: MAT181

This course applies planning and controlling concepts to increase the value of the supply chain to the healthcare supplier. Students learn to evaluate and improve processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location and business forecasting that are unique to healthcare.

HCA470

Internship (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisites: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

Provides the student with on-the-job experience in varied aspects of healthcare management. Hours and work assignments will be arranged on an individual basis.

HCA473

Service Delivery of Acute Care Management (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisites: Any 300 level HCA

This course delves into an in-depth assessment of hospitals. Areas of study entail its foundational structure, leadership and management, clinical and non-clinical services.

HCA474

Social Aspects of Aging (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisites: Any 300 level HCA

This course introduces the student to core components and trends in social gerontology. Social, physical, economic, and political viewpoints are taken into account to assess the interdisciplinary nature within the field.

HCA475

Service Delivery of Long Term Care (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisites: Any 300 level HCA

This course introduces students to managing and leading the system of long-term care. Various elements of the system are addressed, reflecting on past, current, and future trends in the healthcare industry and aging population.

HCA491

Healthcare Administration Research Project (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisite: HCA majors only; Senior standing and permission of School Dean or Designee

The Research Project is a challenging part of the Healthcare Administration Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Healthcare Administration Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Healthcare Administration Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

HFV: HEALTH, FITNESS AND WELLNESS

HFV213

Principles of Human Nutrition (3 cr. hours)

Prerequisite: NAT150 & NAT150L

Offered Spring

This course provides students with the basic concepts and principles of human nutrition necessary to maintain and promote health through good dietary choices.

HFV313

History and Philosophy of Physical Education and Sports (3 cr. hours)

Offered Spring

This course explores the historical and philosophical aspects that are involved in the development of sport and physical activity from early civilizations of today. It is designed to improve the understanding and appreciation of the purpose, value, nature, scope and significance of physical activity and sport.

HFV413

Sociological and Psychological Aspects of Physical Activity (3 cr. hours)

Offered Spring

This course covers the social and psychological factors associated with sport and physical activity experiences individuals have through life.

HFV415

Advanced Strength and Conditioning (3 cr. hours)

Prerequisite: NAT150, NAT150L or BIO312, BIO312L, EXS322

Co-requisites: HFV415L and NAT112

Offered Spring

This course is designed for senior status students majoring in Health, Fitness and Wellness and Exercise Science who are interested in pursuing a career as an advanced personal trainer or strength and conditioning coach. This course is based on, and will provide an overview of, the principles of strength and conditioning. Emphasis will be placed on the application of concepts in anatomy, physiology, kinesiology, biomechanics, and nutrition in order to effectively design strength and conditioning programs, ensure proper exercise technique, and select appropriate exercise testing and evaluation protocols. Students will also be introduced to facility design, policies, organization, and legal issues. At the conclusion of this course, students will have been presented with the information necessary to sit for the nationally accredited Certified Strength and Conditioning Specialist (CSCS) certification exam.

HFV415L

Advanced Strength and Conditioning Lab (1 cr. hour)

Prerequisites: NAT150, NAT150L or BIO312, BIO312L and EXS322

Co-requisite: HFV415 and NAT112

Offered Spring

This course is designed for senior status students majoring in Health, Fitness, and Wellness and Exercise Science who are interested in pursuing a career as an advanced personal trainer or strength and conditioning coach. This course is based on, and will provide an overview of, the principles of strength and conditioning. Emphasis will be placed on exercise test selection, administration, and interpretation for muscular strength, muscular power, aerobic power, anaerobic power, agility, speed, body composition, flexibility, and sport-specific performance. Students will apply bioenergetics, biomechanical, and physiological concepts to ensure proper test selection, exercise technique, test interpretation, and sport-specific exercise prescription. At the conclusion of this course, students will have been presented with the information necessary for competent performance in entry-level strength and conditioning employment or graduate assistant opportunities.

HIS: HISTORY FOR MAJORS

HIS114 (w)

Public History I (3 cr. hours)

Offered Fall

This introductory course surveys the field of public history by reviewing the careers, standards of ethics, research, debates, and practices associated with the field. Moreover, the course emphasizes “fieldwork” by having students visit and engage with memorials, monuments, and museums during the semester. The structure of exhibit design will be introduced to students in this course.

HIS122 (w)

Research and Writing for History (3 cr. hours)

Prerequisite: ENG141; Co-requisite: ENG142

Offered Spring

This class is designed to develop the research and communication skills common to the history profession. Each student will complete a variety of research projects using primary and secondary source material, scholarly journals, oral histories, artifacts, and photographs. The advantages and shortcomings of online research will be presented. Students will also learn how to work successfully in groups to prepare and deliver an oral presentation of their joint research. This is a writing intensive course.

HIS214

Public History II (3 cr. hours)

Prerequisite: HIS114

Offered Spring

Public History I defines and traces public history within the American context. The student will study various public history expressions (museums, memorials, and monuments) in the United States. The underlying movements that contributed to the acceleration in growth of public history expressions after the Civil War will be examined. Students will also seek to understand how expressions of public history communicate American history through and to the lens of the public viewer. This course is organized around the ethical dilemmas that drive public history in a variety of settings, from local community-based projects to state and national projects, and why certain types of historical events are memorialized more often than other classifications of historical events. This course will focus on the concept of historical memory and its application to public history and cultural changes.

HIS231 (w)

Creating a Nation: The United States through the Civil War (3 cr. hours)

Prerequisite: HIS122 earning a “C” or better; this is a writing intensive course.

Beginning with the Pre-Columbian Native American culture, the course investigates European colonization of the Americas, with emphasis on the English experience. The causes and key elements of the American Revolution are analyzed, as are the challenges faced and opportunities enjoyed by the newly independent nation. Students will explore the interacting social, political, economic, military, and religious themes that underscore the nation’s development. The course concludes with an investigation of growing tensions between the North and the South that emerged as the nation moved westward, generating Irreconcilable conflicts that culminated in civil war. This is a writing intensive course.

HIS242 (w)

The United States, 1865-1945: Consolidation, Industrialization, & the Rise to Global Leadership (3 cr. hours)

Prerequisite: HIS122 earning a “C” or better; this is a writing intensive course.

Efforts to reconstruct the South and uncertainty over the future of freed slaves following the Civil War provide the introduction for this class. Students will also trace the remarkable rise of industrialization and unionism, the “winning of the West,” the challenges of urbanization, unprecedented immigration around 1900, and the country’s growing commitment in Asia following the Spanish-American War. The uncertainties associated with capitalism are explored through investigations of the various depressions that rocked the nation periodically during the 19th and 20th centuries. Finally, an investigation of America’s role in two world wars helps students understand how the United States emerged as a world leader in 1945. This is a writing intensive course.

HIS267 (w)**The Challenges of Global Leadership: The United States after 1945 (3 cr. hours)**

Prerequisite: HIS122 earning a “C” or better; this is a writing intensive course.

The class follows the post-war trail of mutual misunderstanding and mistrust between the United States and the Soviet Union, which solidified into intransigent ideological positions during the nearly 4 decades of threat and counter-threat known as the Cold War. Seeking to check perceived Soviet expansion, the nation found itself embroiled in a number of wars in far-flung corners of the post-colonial world. At home, students will discover that the United States enjoyed unprecedented economic growth, but also strident racial and gender equality debates, environmental issues, generational and cultural differences, and increasing commercialization. By the late 20th century, issues of globalization, terrorism, population growth and migration, growing political discord, and technological innovation left the United States facing a world of uncertainty, but also of opportunity. This is a writing intensive course.

HIS303 (w)**Dawn of Humankind: Civilizations Emerge and Develop (3 cr. hours)**

Prerequisite: HIS122 earning a “C” or better; this is a writing intensive course.

This course explores the birth and diffusion of world civilizations from the dawn of recorded history to 1350 CE. First, the course will begin by examining the development of early civilizations and then will follow their developments into the classical age by exploring the Mediterranean societies of Greece and Rome, the Indian subcontinent, Asia, Africa, and the Western hemisphere. Finally, the course will conclude with the establishment of post-classical empires and the expansion of world religions. Over time, technology and human enterprise led to regular encounters between distant societies. This course highlights the ways these interactions came to shape the modern world. This is a writing intensive course.

HIS314**Public History III (3 cr. hours)**

Prerequisite: HIS214

This course traces public history within the global context. The course covers public history expressions (museums, memorials, monuments, etc) that memorialize the past from Neolithic Revolution to dawn of the Modern Age. The course will build on the skills learned in HIS214 Public History II, with a particular focus on the problems associated with historical memory and how historical memory is a product of culture. Moreover, the course will deal with the problem involved in some museum holdings by learning about the ways colonialism played a role in the acquisition of valuable ancient artifacts. Field visits museums, that hours artifacts from the ancient world, will be part of this course. Exhibition and presentation guidelines stemming from historical analysis will be taught.

HIS323 (w)**The Emerging West, Exploration, Colonization, and Commerce (3 cr. hours)**

Prerequisite: HIS122 earning a “C” or better; this is a writing intensive course.

This course will examine the coming of the modern age. An examination of Europe from the late Middle Ages into the late nineteenth century will allow students to explore the ways that Europeans began to value reason over pre-modern ways of understanding the world. This enormous change led to political, scientific, economic, social, and cultural changes both in European society and in the world at large. Students will investigate key events in European history such as the Renaissance, the Enlightenment, Exploration, the Industrial Revolution, and the creation of the modern nation-state, but particular attention will be paid to how each of these events impacted the Americas, Africa, Australia, and Asia. By examining each of these events from a global point of view, students will explore the ways in which knowledge and European ways of thinking influenced people around the world. This is a writing intensive course.

HIS410 (w)**The Inter-Connected World: Globalization In a Post-Colonial World (3 cr. hours)**

Prerequisite: HIS122 earning a “C” or better; this is a writing intensive course.

This course will explore the increasing dominance of Western ideas and how they continue to have an impact on societies around the world. With the expansions of empires into Africa, Asia, and Oceania, Europeans and Americans gained control over much of the world; and economies, politics, and culture became more intricately intertwined. The course will address the following topics: the spread of industrialization, how the west and non-west viewed one another, the global conflicts of the twentieth century, decolonization movements, the rise of fundamentalism and terrorism worldwide, the competition of human and natural resources, and the constant struggle between local diversity and globalization that characterizes the twenty-first century. This is a writing intensive course.

HIS: HISTORY FOR MAJORS *(continued)*

HIS425 (w)

Historiography (3 cr. hours)

Prerequisite: History major either enrolled in or has completed all major courses; this is a writing intensive course.

Offered Fall odd numbered years

This capstone course investigates how the study of history has evolved, with a special emphasis placed on competing historical theories. Using samples of historical writing from representative historians over time, students will seek to understand the role of objectivity and the temptations of manipulating the past to influence the future. In addition, they will learn how technology has influenced the profession. Material studied will include European as well as American historical thought and practice. This is a writing intensive course.

HIS475

Practicing Public History (3 cr. hours)

Prerequisite: HIS314

Offered Spring

This capstone course synthesizes the skills learned from the history and public history curriculum. By the end of the course, students will have created an exhibit related to their research interests and presented it to a university audience. Students will be guided in creating resumes and structuring professional applications.

HIS: HISTORY FOR NON-MAJORS

HIS111

American Society to 1865 (3 cr. hours)

Offered Fall odd numbered years

This survey course focuses on the social, political, religious, economic and cultural experiences of the inhabitants of North America (excluding Canada) from colonization through revolution, to westward expansion and finally the American Civil War. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary source materials to develop both content knowledge and process skills. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

HIS112

American Society since 1865 (3 cr. hours)

Offered Spring even numbered years

This course surveys American History from Reconstruction, through late nineteenth century industrialization, into the development of the nation as a world power by the mid-twentieth century, and culminating in her role during the Cold War and beyond. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

HIS137

Civilizations of the World (3 cr. hours)

Offered Spring odd numbered years

Students will study the history of the major world civilizations. For each, they will learn about the origins, their contributions, and reasons for their collapse. A key component of the course will be to discover areas of similarity or overlap among the various civilizations studied.

HIS190, HIS290, HIS390, HIS490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses

Topics will vary. May or may not be writing intensive.

HIS201**Introduction to Historical Events (3 cr. hours)**

Prerequisite: ENG142

This introductory course involves a study of historical events/themes through the lens of cultural, economic, political, intellectual, and social history. This course stresses original and academic research to promote critical thinking, historical understanding, and cultural literacy. This course presents a range of historical topics/themes that may include historical events, periods of history, etc., at the discretion of the instructor, and helps students develop research and critical thinking skills that are applicable to all academic areas.

HIS211**Western Society to 1500 (3 cr. hours)**

Offered Fall even numbered years

This survey course focuses on the social, political, religious, economic, and cultural experiences of the inhabitants of the ancient Middle East, through Classical Greece and Rome, to the beginnings of the European nation-state. Students learn the historical process, tracing themes through time and noting important connections among them. In addition, they will work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

HIS225 (w)**United States Diplomatic History since 1895 (3 cr. hours)**

Prerequisites: HIS112, ENG142; *this is a writing intensive course.*

Offered Fall odd numbered years

Students will learn the concepts, institutions and personalities that have driven the rise of America as a world power since 1895. Particular attention is placed on the post-World War II period, when the United States took a leading role in world affairs. Students will also assess the benefits and pitfalls of America's role in the world today. This is a writing intensive course.

HIS226 (w)**United States Military History since 1895 (3 cr. hours)**

Prerequisites: HIS112, ENG142; *this is a writing intensive course.*

Offered Spring even numbered years

This course seeks to explain the role of the military in the growth and expansion of the country's history. It begins with the early reliance on colonial militias, through nineteenth century wars of consolidation and expansion, to the emergence of the nation as a formidable world power in the two world wars of the twentieth century. From that point, the course will investigate the emphasis on a professional army over militias and the role of these forces in events around the world since 1945. This is a writing intensive course.

HIS312 (w)**History of the Middle East (3 cr. hours)**

Prerequisite: ENG141; *this is a writing intensive course.*

Offered Fall

A survey of the history of the Middle East from the time of Muhammad (500 AD) through the beginning of the 21st century. Specific emphasis is placed on the 20th century and the decisions made that have resulted in the current world situation. The countries covered include Turkey, Syria, Lebanon, Jordan, Israel, Egypt, Saudi Arabia, Iraq, Iran and Afghanistan. This is a writing intensive course.

HIS320 (w)**Ohio History (3 cr. hours)**

Prerequisite: ENG142; *this is a writing intensive course.*

Offered Spring even numbered years

This course introduces students to the history of the state of Ohio. It begins with the prehistory of native peoples, follows the struggles between native people and Europeans during the colonial period, and traces the development of the region after statehood in 1803. The course will address a wide range of topics including: the key role of Ohio during nineteenth century industrialization, its contributions to national politics, its changing demographics and developing economy during the twentieth century, and its relations with other states in the region. Student field trips and the use of primary sources in research will be encouraged. This is a writing intensive course.

HIS: HISTORY FOR NON-MAJORS *(continued)*

HIS341

Latin American History (3 cr. hours)

This course is designed to provide a study of Latin American history, geography, and linguistic differences between peoples who speak Spanish. Students will explore Latin American history through the study of the historical forces and great movements from indigenous cultures, through colonialism, and to present day globalization.

ITS: INFORMATION TECHNOLOGY

Offered through Online & Extended Learning programs only

ITS106 (w)

Introduction to Computer Science (3 cr. hours)

Offered through Online & Extended Learning programs only

This course is designed to introduce students to the world of computers through teaching the basics behind computer science.

ITS120

Current Trends in Virtual Computing (3 cr. hours)

Offered through Online & Extended Learning programs only

This course will introduce students to trends in information technology to include topics such as virtualization, cloud computing, and Windows OS.

ITS215

Open Source Computing (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisite: ITS120

This course is designed to develop students' knowledge and aptitude in UNIX and Linux Operating Systems at a command line level.

ITS345

Computer Law and Ethics (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisite: CIT344

This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

ITS370

Server Administration (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisite: CIT361

This course prepares students to install, configure, and administer Windows Server Active Directory. Students will be prepared for the Microsoft MCSA certification on Windows Active Directory.

ITS375 (w)

Open Source Security (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisite: ITS215

This course prepares students to install, configure, secure and administer an Open Source Server. Students who take this course will be able to properly configure a Linux server for LDAP, Email, DHCP, DNS, and VPN access.

ITS430**Enterprise Administration (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: ITS370

This course will give a student extensive experience in Windows Server Management and Administration. Emphasized are Windows deployment services, network infrastructure servers, RRAS, RADIUS, NAT, IIS, terminal services, imaging, virtual machines, network load balancing, backup strategies, and fault tolerance. This course will build a strong foundation in preparation the Microsoft MCSA certification.

ITS465**Wide Area Networking and Switching (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: CIT362

This course prepares students for a portion of the CISCO Certified Network Associate (CCNA) Certification Examination. It prepares students with the knowledge and skills necessary to install, configure, update, and troubleshoot switched LANs and VLANs. Students will learn additional skills including classless IP addressing, configuring single area OSPF and EIGRP, switching concepts, configuring CISCO switches, configuration of VLANs, concepts and configuration of VTP, Access control lists, introduction to wireless LANs, advanced IP addressing techniques such as Network Address Translation (NAT), Port Address Translation (PAT), DHCP, and WAN technology and terminology, including PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. In addition, the students will prepare for taking the CCNA Exam.

ITS495 (w)**Capstone Project (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: CIS412

This course is designed to encompass every aspect of the Information Technology degree. Students will design a final project that includes aspects from networking, security, program management, computer law, hardware, Windows OS, Linux/Unix OS, and programming/scripting.

JUS: CRIMINAL JUSTICE**JUS110****Introduction to Criminal Justice (3 cr. hours)**

Offered Fall, Spring

A survey of the criminal justice system and of its major subsystems: law enforcement, courts, and corrections. Emphasis will be not only on structure and functions of the various components, but also their interactions. The course will also introduce the student to the basics of criminal justice research through the use of the collection of the National Criminal Justice Reference Service and other professional sources of information.

JUS190, JUS290, JUS390, JUS490**Special Topics (3 cr. hours)**

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

JUS201**Criminal Law (3 cr. hours)**

Prerequisite: JUS110

Offered Fall, Spring

An analysis of criminal laws from their development under common law to their present day applicability under constitutional and statutory standards with special emphasis on practice with the Ohio Revised Code.

JUS202**Criminal Procedures (3 cr. hours)**

Prerequisite: JUS201

Offered Fall, Spring

An understanding of the constitutional and other legal ramifications affecting the procedure of criminal arrest, search, seizure, and evidence.

JUS: CRIMINAL JUSTICE *(continued)*

JUS361

Ethical Issues in Criminal Justice (3 cr. hours)

Prerequisites: JUS202 and any PHI

Offered Fall, Spring

This course is designed to identify and examine ethical issues among practitioners in a variety of criminal justice fields, including issues surrounding morality, justice, and the law, being an ethical professional, discretion, and corruption. The course will promote inquiry that combines ethical analysis with a practical awareness of the realities of the criminal justice system.

JUS461 (w)

Capstone Senior Seminar in Criminal Justice (3 cr. hours)

Prerequisite: Senior standing; this is a writing intensive course.

Offered Fall, Spring

A capstone course focusing on critical thinking and evidence evaluation skills needed as a criminal justice professional. Challenges and opportunities regarding employment, functioning, and professionalism in the criminal justice field will be addressed.

JUS465

Criminal Trial Evidence (4 cr. hours)

Prerequisite: ENF460

This course is designed to prepare the criminal justice professional with knowledge and skills associated with the presentation of evidence at trial. Students will learn how to be a credible witness, the rules of evidence, and the procedure for getting evidence admitted at trial. A mock trial will take place so that students can practice and demonstrate the skills learned.

JUS497

Independent Research in Criminal Justice (3 cr. hours)

Prerequisite: Permission of the instructor

Designed to assist the student through advanced study of the literature germane to a specialized topic in the field. An in-depth review of the literature and/or a formal research project is required.

LAW: BUSINESS LAW

LAW115

Survey of Healthcare Law in the United States (3 cr. hours)

Offered through Online & Extended Learning programs only

This course is designed to examine the current healthcare law and ethics relevant to the healthcare environment. Individuals who work in the industry much understand the principals of how law and ethics governs policies, processes, procedure, and patient care. Legal terminology, legal processes, regulations, limitations, patient confidentiality, privacy and a variety of ethical situations will be reviewed in detail. The solid foundation gained from this course will provide each student with the knowledge necessary to work within the legal parameters set currently within the industry.

LAW190, LAW290, LAW390, LAW490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Investigation of selected areas or contemporary problems. May or may not be writing intensive.

LAW211

Business Law I (3 cr. hours)

Prerequisite: ENG141

Offered Fall, Spring

An examination of civil and criminal law and process and their interrelationship. The course also examines application of the Constitution to business with particular emphasis on the court system and administrative agencies. Substantively, the content areas of torts and contracts will be examined.

LAW212**Business Law II (3 cr. hours)**

Prerequisite: LAW211

Offered Spring

Building on a basic understanding of contract law, the student will be introduced to the Uniform Commercial Code in the areas of sale of goods, commercial paper, and secured transactions. In addition, the law of agency and topics on partnership and corporations will be considered.

LAW260**Legal Issues in Sports (3 cr. hours)**

Prerequisite: LAW211

Offered Spring

Title IX, risk management, tort, liability, agency, contract, antitrust, constitutional, labor law and intellectual property law are examined as applicable for managers in the sport and entertainment industry. Actual court cases concerning legal issues are presented relating to sport events, special events, athletics, the hotel industry, tourist attractions, amusement parks and recreational settings.

LAW301**Legal Regulation of Business (3 cr. hours)**

Prerequisite: LAW211

Offered as needed

This course will examine the broader legal aspects of governmental regulation of business in relation to public policy, social issues, and business ethics. Criminal laws affecting business legal intricacies of purchase, sale and transfers, survey of federal, state, local and international statutes affecting business such as bankruptcy laws, consumer protection laws, securities regulations and international trade laws will be studied.

LAW321**Employment and Labor Law (3 cr. hours)**

Prerequisites: MGT201 and LAW211

Offered Spring

This course is an overview of various laws and regulations that determine the rights and obligations of employees and employers. Topics covered include the nature of the employment relationship and common law principles, prohibitions against discrimination on the basis of certain protected characteristics such as race and gender, wage and hour law, the Family Medical Leave Act, the National Labor Relations Act, and other similar areas of labor and employment law. The primary focus is on federal laws governing the employment relationship, but there will also be discussion of state and local laws.

LAW406**Fraud Prevention and the Legal Environment (3 cr. hours)**

Prerequisite: ACC405

Offered Spring

This course emphasizes Federal and State legislation related to fraud examinations including laws that govern civil and criminal prosecutions. Students will learn theory and practical application of financial investigation methods for both public and private sector organizations.

LST: LEGAL STUDIES**LST442****The Legal Structure of Electronic Gaming (3 cr. hours)**

Prerequisite: ENG142

Students will learn the basic legal, copy right, and intellectual property issues involving the creation and dissemination of digital media. Financial and contractual relationships between game publishers and developers will be explored as well as controversies over authorship, ownership and compensation for creative work in the gaming industry. Students will develop an original plan for a game product or service, based on current marketplace trends and create a legal funding presentation to pitch the original game idea.

MAT: MATHEMATICS

MAT181

College Algebra (3 cr. hours)

Prerequisite: By University placement

Offered Fall, Spring

The course topics include functions and graphs, polynomial and rational functions, exponential and logarithmic functions, matrices, and sequences.

MAT185

Quantitative Reasoning (3 cr. hours)

Students will create, analyze and interpret basic mathematical models from informal problem statements, argue that the models constructed are reasonable, and use the models to provide insight into the original problem. Life-long critical thinking and quantitative reasoning skills will be taught.

MAT190, MAT290, MAT390, MAT490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses

Topics will vary. These courses offer topics of special interest to students to further their interest and knowledge in the area of mathematics.

MAT271

Geometry for Middle School Teachers (3 cr. hours)

Prerequisite: MAT181

Offered Spring even

Considers synthetic methods, foundations of Euclidean geometry with a brief treatment of non-Euclidean geometry, and groups of transformations associated with geometry.

MAT273

Applied Statistics I (3 cr. hours)

Prerequisites: one of MAT181/251/281; A hand-held calculator with scientific functions is required.

Offered Fall, Spring

A study in descriptive and inferential statistical methods that aid decision-making. Includes the following topics: normal probability distributions, calculation of parameters from a universe, calculation of statistics from a sample, hypothesis testing, regression, and correlation.

MAT275

Pre-Calculus (3 cr. hours)

Prerequisite: By University placement

Offered Spring

This course covers traditional pre-calculus topics, including topics from advanced algebra, trigonometry and analytic geometry.

MAT281

Calculus I (5 cr. hours)

Prerequisites: By University placement

Offered Fall

A first semester introductory course to graphical, numerical, and symbolic approach to differential calculus. Topics covered include functions, rates of change, limits, continuity, differentiability, rules of differentiation, and anti-differentiation. A study in the applications of calculus to motion, optimization, and related concepts.

MAT285

Calculus II (5 cr. hours)

Prerequisites: MAT281 earning a "C" or better or permission of instructor

Offered Spring

A continuation of the concepts learned in Calculus I. This course includes a study of the techniques and applications of integral calculus. Topics include calculus of transcendental functions including logarithmic, exponential, and inverse trigonometric functions. Techniques of integrations, sequences, and various series are covered.

MAT287**Discrete Mathematics (3 cr. hours)**

Prerequisite: MAT285

Offered Spring

This course provides students with an introduction to discrete mathematics with the focus on mathematical reasoning, basic understanding of sets, functions, relations, algorithms, counting methods, graph theory and methods of proof.

MAT340**Probability Theory (3 cr. hours)**

Prerequisite: MAT273; MAT287

Offered Spring

The mathematical concept of a game is an abstraction which encompasses conflict-cooperation situations in which strategy (not just chance) plays a role. Course topics include games in extensive form, pure and behavioral strategies; normal form, mixed strategies, equilibrium points; coalitions, characteristic-function form, imputations, solution concepts; related topics and applications. Probability space axioms; random variables, expectation, univariate and multivariate distribution theory, sequences of random variables, Tchebychev inequality, law of large numbers, and central limit theorem. The main goal of the course is for you to learn how to model real-world situations which require stochastic models (meaning random or probabilistic). We will spend a relatively small amount of time developing the theory of stochastic processes, and a relatively large amount of time trying to model real-world problems with tractable stochastic models. We will develop theory as it becomes useful for working out the predictions of the models. The main theoretical topics to be covered are: independence and conditional probability, Markov chains, branching processes, and Markov processes. If time allows, we will also discuss Brownian motion or other topics. We will discuss applications to gambling, stock prices, inventory policies, queueing, and many other things.

MAT370 (w)**Teaching Mathematics in Middle School (3 cr. hours)**

This is a writing intensive course.

Offered Spring even numbered years

This course will introduce students to current research and issues related to teaching mathematics in middle school. Students in this course will learn how to engage middle school students in meaningful mathematics, how to work with middle school students who are not meeting minimum standards and how to prepare middle school students for high school courses in mathematics. They will become knowledgeable about the current State of Ohio Math standards. This is a writing intensive course.

MAT373**Applied Statistics II (3 cr. hours)**

Prerequisite: MAT273

Offered as needed

This course further develops topics introduced in Applied Statistics I. Additional topics covered will include analysis of variance, multiple regression, time series analysis, quality control and decision theory. The course makes use of available computer software as a problem-solving tool.

MAT385**Calculus III (3 cr. hours)**

Prerequisites: MAT285

Offered Fall

A continuation of the concepts learned in Calculus II. This course includes an introduction to the calculus of vectors, vector-valued functions, and 3 dimensional surfaces. Topics include a development of vector calculus, motion in space, functions of two or more variables and their derivatives, multiple and partial integrals, and surface integrals.

MAT387**Differential Equations (3 cr. hours)**

Prerequisite: MAT385

Offered Spring

This course studies methods for solving ordinary differential equations of first second and higher order. It includes applications, series, systems and numerical techniques. Differential equations are an excellent vehicle for displaying the interrelations between mathematics and the physical sciences. The student can see ways in which the solutions to specific problems have benefited from work of a more abstract nature.

MAT: MATHEMATICS *(continued)*

MAT389

Introduction to Analysis (3 cr. hours)

Prerequisite: MAT385

Offered Fall

The real number system. Sequences, limits, and continuous functions in \mathbb{R} and \mathbb{C} . The concept of a metric space. Uniform convergence, interchange of limit operations. Infinite series. Mean value theorem and applications. The Riemann integral.

MAT392

Abstract Algebra (3 cr. hours)

Prerequisite: MAT287 and MAT385

Offered Spring

This course studies groups, rings, integral domains, fields and the development of various number systems. This course will provide the student with an introduction to the topics of abstract algebra so as to better understand its role in modern mathematics and its applications to other fields. In addition, this course will further develop the student's problem-solving skills and ability to follow and to construct a rigorous mathematical proof.

MAT394

Complex Analysis (3 cr. hours)

Prerequisite: MAT389

Offered Fall

This is an upper division course covering the following topics: the real number system, Sequences, limits, and continuous functions in \mathbb{R} ; the concept of a metric space, uniform convergence, and the interchange of limit operations. Infinite series, Mean value theorem and applications, and the Riemann integral will also be studied in this one-semester class.

MAT396

Linear Algebra (3 cr. hours)

Prerequisite: MAT385

Offered Fall

This course studies systems of linear equations, vector spaces, linear transformations and matrices. It includes applications and theories. Linear algebra is valuable in illustrating a number of mathematical thinking processes that arise not only in linear algebra, but also in many other mathematical subjects. Understanding these thinking processes greatly reduces the time and frustration involved in learning advanced mathematics as well as in solving mathematical problems in general. It is also useful in solving a variety of problems arising in physics, chemistry, statistics, business and other areas.

MAT398

Game Theory (3 cr. hours)

Prerequisite: MAT281, MAT285 and MAT396

Offered Spring

This course will explore the multi-person decision-making situations when players' payoffs depend on other players' choices. The mathematical concept of a game is an abstraction which encompasses conflict-cooperation situations in which strategy (not just chance) plays a role. Theory and application will be studied through games in extensive form, pure and behavioral strategies; normal form, mixed strategies, equilibrium points; coalitions, characteristic-function form, imputations, solution concepts; related topics and applications.

MAT420

Topology (3 cr. hours)

Prerequisite: MAT392, MAT396

Offered Spring

This three-credit course covers metric spaces; topological spaces; separation axioms; continuity, convergence, connectedness, and compactness; basic notions in homotopy theory; quotient spaces; and paracompactness.

MAT430**Number Theory (3 cr. hours)***Prerequisite:* MAT287*Offered Spring*

An introduction to classical results in analytic number theory, presenting fundamental theorems with detailed proofs and highlighting the tight connections between them. Topics covered include: the prime number theorem, Dirichlet L-functions, zero-free regions, sieve methods, representation by quadratic forms, and Gauss sums.

MAT432**Set Theory (3 cr. hours)***Prerequisite:* MAT287*Offered Fall*

Set-theoretical paradoxes and means of avoiding them. Sets, relations, functions, order and well-order. Proof by transfinite induction and definitions by transfinite recursion. Cardinal and ordinal numbers and their arithmetic. Construction of the real numbers. Axiom of choice and its consequences.

MGT: MANAGEMENT**MGT121****How Business Works (3 cr. hours)***Students who have completed MGT201 may not enroll in this course, nor can the two courses be taken concurrently.**Offered Fall, Spring*

This introductory course is designed to acquaint the student with a broad variety of topics that are fundamental to the understanding of business. These include the essentials of economics, finance, management, marketing, international business, strategy and ethics. The study and discussion of current issues in each of these areas will be used to increase the student's understanding.

MGT161**Introduction to Business (3 cr. hours)***Prerequisites:* ENG141; *Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently.*

This course is designed to present students with a broad view of the functional departments of business such as management, marketing, finance, human resources, law, economics, communications, social responsibility and ethics in business. Using text, discussions and projects, students deepen their understanding of the role of the integration of functional departments within a successful business.

MGT190, MGT290, MGT390, MGT490**Special Topics (3 cr. hours)***Prerequisite:* None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

MGT201 (w)**Management of Organizations (3 cr. hours)***Prerequisite:* ENG141; *this is a writing intensive course.**Offered Fall, Spring*

This course will provide an overview of the internal workings of an organization. It will survey the functional areas such as finance, marketing, operations, information and decision support systems, and human resources. The course will also examine the nature of the managerial job. This is a writing intensive course.

MGT221**Supply Chain Management (3 cr. hours)***Prerequisite:* MGT201*Offered Fall, Spring*

This course is an overview of supply chain management and will briefly cover the topics of procurement, lean organizations, Total Quality Management, logistics and materials management.

MGT: MANAGEMENT *(continued)*

MGT243

Current Issues in Healthcare (3 cr. hours)

Prerequisite: MGT201

This course will address current and foundational topics in the healthcare industry necessary for complete, effective administration and management.

MGT301

Organizational Behavior (3 cr. hours)

Prerequisite: MGT201

Offered Fall, Spring

A study of the interface between the individual, the formal and the informal groups in organizational settings. Focus will be on individual growth, developing interpersonal skills, and understanding group dynamics.

MGT317

Human Resource Management (3 cr. hours)

Prerequisite: MGT201

Offered Fall

A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.

MGT318

Total Compensation Management (3 cr. hours)

Offered Online only

Prerequisite: MGT317

Offered Fall

A study of the total compensation management function in business, as evidenced through the human resource framework. Major areas of activity will include job analysis, job evaluation, establishing pay structures, and benefits.]

MGT320

Human Resource Risk Management (3 cr. hours)

Offered Online only

Prerequisite: MGT317 and LAW321

This course will examine the scope and role of HR in the occupational health and safety arena, the fundamental components of comprehensive programs and, more importantly, the interplay between these considerations and how important HR professionals are in their success. Topics covered include OSHA requirements, risk management and loss prevention, management of safety & workers' compensation, employee assistance plans, preventative health issues, emergency response & preparedness, and developing a culture of safety, amongst others. There will be focus on the fundamental components of a comprehensive health and safety program to protect the employees in an organization and avoid costly liability.

MGT321

Operations Management (3 cr. hours)

Offered Online only

Prerequisite: MGT201

This course deals with the managerial functions directly related to the production and delivery of goods and services. Topics covered include manufacturing and service organizations, facility location and layout, MRP, forecasting, scheduling, quality assurance and project management.

MGT324

Logistics and Distribution (3 cr. hours)

Prerequisites: MKT151 and MGT221

Offered Fall

A study of the movement of material and information throughout the supply chain. Topics include transportation, storage, DRP, warehouse selection and location, and distribution.

MGT351 (w)**Managing Diversity in the Workplace (3 cr. hours)**

Prerequisite: MGT201; this is a writing intensive course.

In the context of the growth of multinational enterprises and the increasing diversity of the American workforce, this course deals with gender, racial, age, cultural, and other differences in the workplace. The course will focus on being open, sensitive, and fair in dealing with differences and on using diversity as positive force within organizations. This is a writing intensive course.

MGT356**Quality Management (3 cr. hours)**

Prerequisites: MGT221

Offered Spring

A study of Quality Management principles and philosophy including the ideas of Deming, Juran and Crosby, employee involvement, Kaizen, statistical process control, and Six Sigma.

MGT359**Small Business Management (3 cr. hours)**

Prerequisites: MGT201 and Junior standing

Offered Spring

A study and analysis of the problems of operating a small business. Additionally, a discussion of the how's, what's and why's an individual would consider in developing their own business. All areas of managing an entrepreneurial operation will be covered such as marketing, finance and financial controls, government regulations and strategic planning.

MGT402**Training and Development (3 cr. hours)**

Offered Online only

Prerequisite: MGT317

An advanced course designed to develop knowledge and skill in the design, development, delivery and evaluation of organizational and job-related training and performance improvement programs.

MGT404**Organization Theory (3 cr. hours)**

Prerequisite: MGT301

Offered Spring

An overview of organizations drawing upon the concepts of social and cultural anthropology, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power and conflict, and environmental relationships.

MGT411**International Management (3 cr. hours)**

Prerequisite: MGT201

Offered Fall, Spring

This course focuses on business across national boundaries. Topics covered include functional areas of management in MNEs, impact of policy, society, economy, and geography on the international business environment and global strategic management.

MGT422**Materials Management and Procurement (3 cr. hours)**

Prerequisites: LAW211 and MGT221

Offered Fall

Studying the requirements for managing the flow of materials in various processes to include planning and inventory control. The nature of the procurement function in organizations, including supplier relations, supplier selection, issuing of contracts, and contract law as it relates to procurement, long-term partnering and make versus buy decisions.

MGT: MANAGEMENT *(continued)*

MGT434

Design Thinking & Process (3 cr. hours)

Prerequisites: MGT201, any ART course

Design thinking is an iterative, problem-solving process of discovery, ideation, and experimentation that employs design-based techniques to gain insight and yield innovative solutions for virtually any type of organizational or business challenge. In this course, students will examine the steps of the design thinking process and become familiar with the design processes. Students will develop skills as ethnographers, visual thinkers, strategists, and storytellers through lectures, discussions and collaborative projects. Students will directly apply what they have learned to challenges about which they are passionate. By the end of the course, the student will have iteratively moved between the scholar and practitioner roles. Students will untangle the complexities of related policy and explore innovative ways to create real impact.

MGT443

Strategic Human Resource Management (3 cr. hours)

Offered Online only

Prerequisites: MGT318, MGT320 and LAW321

The course focuses on opportunities, planning, and emerging issues related to strategic human resource management. Learners will explore the alignment of business strategies and human resource management. Strategic human resource management will be defined and understood, emerging challenges will be discussed, how to strategically manage organizational change, and understanding the rationale for the creation of new roles and expectations of organizations required to be successful strategic business partners will be examined.

MGT455

Lean Organizations (3 cr. hours)

Prerequisite: MGT221

Offered Spring

The application of just-in-time principles throughout the supply chain, including how to define and eliminate waste; the utilization of information in lieu of inventory; Pull versus Push systems; Kanban signaling and material coordination; and an in-depth look at the Toyota Production System.

MGT470

Internship (3 cr. hours)

Prerequisite: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

Provides the student with on-the-job experience in varied aspects of management. Hours and work assignments will be arranged on an individual student/company basis.

MGT491

Management Research Project (3 cr. hours)

Offered through Online programs only

Prerequisite: MGT majors only; Senior standing and permission of School Dean or Designee

The Research Project is a challenging part of the Management Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Management Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Management Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

MGT495 (w)

Organizational Strategy (3 cr. hours)

Prerequisites: BBA major, MGT201, ECO221 and FIN301 and Senior standing; this is a writing intensive course.

Offered Fall, Spring

An advanced course designed to integrate the functional concepts and techniques from the foundation courses in the curriculum. It provides the student with a thorough appreciation of the role of the general manager, with emphasis on strategy formulation and implementation. This is a writing intensive course.

MKT: MARKETING

MKT151

Introductory Marketing (3 cr. hours)

Offered Fall, Spring

This course exposes the student to the vocabulary of marketing and introduces many of the major principles and theories of the discipline. The focus of the course is on marketing's relationship to the other business functions and on marketing function management as opposed to day-to-day marketing operations.

MKT190, MKT290, MKT390, MKT490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

MKT252

Buyer Behavior (3 cr. hours)

Prerequisite: MKT151

Offered Fall

This course introduces the basic processes of and influences upon decision-making by both individual consumers and organizational buyers, as well as the implications of such information toward the development of marketing strategies.

MKT253

Marketing Communications (3 cr. hours)

Prerequisites: MKT151 and MGT201

Offered Spring

This course deals with operation and management of the advertising and promotion function with respect to both its positions within the marketing system and its relationship to the other business functions.

MKT350

Retailing Management (3 cr. hours)

Prerequisite: MKT252 or MKT253

Offered Fall

This course includes discussions of retailing functions and management of retailing as a system. Emphasis is on understanding the external environment of retailing and on the creation of an appropriate internal environment.

MKT354

Personal Selling (3 cr. hours)

Prerequisite: MKT151

Offered Fall

Personal Selling focuses on customers as individuals rather than target market groups. To do this, the student salesperson will learn to tailor sales call approaches and presentations, negotiation strategies, and service provisions to a specific person and organization. Given the independent nature of professional sales positions, the course also examines motivation, time management, and ethical issues.

MKT357

Business Marketing (3 cr. hours)

Prerequisite: MKT253 or MKT350

Offered Spring

Focusing on function management rather than function operation, this course explores in detail the nature of business-to-business markets and the differences in industrial buyer behavior and the marketing mix from that encountered in consumer markets.

MKT364**Event Marketing and Management (3 cr. hours)**

Prerequisites: MKT151, MGT201 and Junior standing

Offered Spring

Examines the practices for scheduling, planning, organizing, promoting, and supervising commercial and private events. Business planning is emphasized as students are familiarized with theories, terminology, and logistics for marketing, promotions, management, decision making, and analyses of customer behavior. This course emphasizes the creation and implementation of core documents to present to prospective investors, clients, and employees.

MKT402 (w)**Marketing Research (3 cr. hours)**

Prerequisites: MAT273 and a 300 level MKT course; this is a writing intensive course.

Offered Fall

This course provides a study of marketing function information needs as well as an understanding of operating and managing the research process. This research process and its integral parts are studied in detail from the perspectives of providing actionable results and marketing controls. This is a writing intensive course.

MKT404**Global Marketing (3 cr. hours)**

Prerequisites: MKT151 and Junior Standing

Offered Spring

This course examines the increasingly global nature of marketing management and addresses the issues involved when organizations expand into the arena of international competition. Particular attention is paid to the differences between cultures and the importance of sensitivity to them.

MKT470**Internship (3 cr. hours)**

Prerequisite: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

Under faculty member guidance and reporting to an agent of a selected firm the individual student works in some aspect of the marketing field: e.g., retail or wholesale sales, advertising and promotion or distribution. This real-world work experience contributes directly and substantially to the student's major area of marketing interest. Work assignments are arranged on an individual student/company basis.

MKT491 (w)**Marketing Research Project (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: MKT majors only; Senior standing and permission of School Dean or Designee

The Research Project is a challenging part of the Marketing Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Marketing Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Marketing Research Project will focus many of the new skills that have been learned from the course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

MUP: MUSIC - PROFESSIONAL

MUP101

Music Fundamentals I (1 cr. hour)

Prerequisite: No musical background is required or expected. Access to a piano/keyboard and music notation software is required.

Offered Fall

An introduction to the elements of music, including study of the staff, clefs, key signatures, scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of theory at the keyboard, and rhythmic, melodic, and harmonic ear training. No musical background is required or expected. Access to a piano/keyboard and music notation software is required.

MUP102

Music Fundamentals II (1 cr. hours)

Prerequisite: MUS101 or by permission

Offered Spring

An introduction to elements of music including the study of basic functional harmony, minor scales, song writing techniques, rhythmic, melodic, and harmonic ear training, and application of theory at the keyboard. Access to a piano/keyboard and music notation software is required.

MUP121

Musicianship I (3 cr. hours)

Offered Fall even numbered years

This course covers the basics of music theory, including concepts of sound, music notation, rhythm, meter, intervals, modes, scales, and triads. Additionally, students will learn functional/foundational keyboard skills and how to apply these basic theoretical concepts to a keyboard instrument.

MUP122

Musicianship II (3 cr. hours)

Offered Spring odd numbered years

This course is a continuation of MUP121 of music theory, including concepts of sound, music notation, rhythm, meter, intervals, modes, scales, and triads. Additionally, students will learn functional/foundational keyboard skills and how to apply these basic theoretical concepts to a keyboard instrument.

MUP190, MUP290, MUP390, MUP490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

MUP221

Musicianship II (3 cr. hours)

Prerequisite: MUP121

Offered Spring odd numbered years

This course presents an expanded understanding of basic music theory concepts through the use of harmonic analysis, composition, sight singing, ear training, and transcription. Students will also learn how these concepts apply to keyboard instruments playing scales, chords and harmonic progressions.

MUP240

The Rhythm Section (3 cr. hours)

Prerequisite: MUP221

Offered Spring odd numbered years

This course is designed to introduce students to playing and performing in a pop, jazz or rock rhythm section. Students learn the rhythm section roles and functions of keyboard, guitar, bass and drums, and over the course of the semester are introduced to basic playing technique on three different instruments. The course focuses on playing together in small groups of three or four students and is open to all students regardless of major or experience level.

MUP: MUSIC - PROFESSIONAL (continued)

MUP321

Musicianship III (3 cr. hours)

Prerequisite: MUP221

Offered Fall odd numbered years

This course addresses harmonic and formal analysis, basic part-writing techniques, and gives students a survey of compositional techniques used in Classical, Jazz, and Pop/Contemporary music. Students will simultaneously learn to apply these techniques to keyboard instruments through use of chord/melody playing, stylistic tendencies and practices, and the realization of printed sheet music (lead sheets, chorales, etc.).

MUP322

Musicianship IV (3 cr. hours)

Prerequisite: MUS321

Offered Spring even numbered years

This course presents students with advanced theoretical concepts by way of composition, basic arranging and orchestration, analysis, transcription and the development of advanced aural skills. Keyboard skills studied include the playing of advanced scales, chord inversions, basic accompanying, printed music interpretation, improvisation and sight-reading. The course requires students to demonstrate a minimum level of functional keyboard proficiency.

MUP351 & MUP352

Music Listening and Analysis I & Music Listening and Analysis II (3 cr. hours each)

Prerequisite: MUP221; *Must be taken in sequence*

Offered Fall odd semesters: MUP351;

Offered Spring even semesters: MUP352

This sequence is designed to give students an exposure to the evolution of music history, but with an approach that differs from traditional music history courses. Instead of presenting dozens of musical styles and hundreds of composers and performers, the courses explore a limited number of significant pieces at a greater depth, using these representative examples to develop students' critical listening and analytical skills, aesthetic sensibilities, and historical and sociological awareness. This approach allows students to be better equipped to pursue their own study of music that most interests them and is most applicable to their own career aspirations.

MUP440

Teaching Music (3 cr. hours)

Prerequisite: MUP221

Offered Fall even years

This course is designed to give students the experience they will need to succeed as entrepreneurial musicians running their own private teaching studio and leading their own musical ensembles. The course focuses on basic classroom, studio and ensemble pedagogy, and on helping students develop skills that will help them succeed as teachers, bandleaders, managers and performers. This course was developed to address some of the most important skills not taught in other university music programs.

MUS: MUSIC

MUS100

Music Convocation (0 cr. hours)

Prerequisite: Limited to students enrolled in BA Commercial Music

Offered Fall, Spring

This weekly, hour-long convocation (required for music majors each semester) is designed to expose the student to a variety or repertory styles, participate in workshops and master classes, attend lectures and presentations, and to give the student and opportunity to practice individual performance skills. Students will establish professional and personal relationships as they reflect on various careers in entrepreneurship. This creative and thoughtful atmosphere will encourage students to participate in their own learning, connect them with individuals in the music industry and prepare them for their own artistic futures.

MUS105**Musician Success Seminar (1 cr. hour)**

Prerequisite: Limited to B.A. Commercial Music majors

Offered Spring

This course explores the concepts of success, professionalism and career opportunities as a musician and within the music industry. Students will develop their own detailed short- and long-term strategies for professional success, begin to develop their own marketing and branding, and develop critical listening skills through attending live performances.

MUS110/210/310/410**Instrumental Ensembles (0 cr. hour)**

Offered Fall

Students in University bands explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles, in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.

MUS111/113/211/213/311/313/411/413**Instrumental or Vocal Music Ensembles (1 cr. hours)**

Offered Spring

This course, typical of university music curricula, allows music ensemble participation that would otherwise carry academic credit, to be reflected on members of TU choirs and bands whose academic plan does not afford room for enrolling in the existing for-credit ensemble courses. Pass/Fail

MUS112/212/312/412**Choral Ensembles (0 cr. hour)**

Offered Fall

Students in University choral and vocal ensembles explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.

MUS115/116**Private Music Instruction: Primary Instrument (1 cr. hour)**

Offered Fall MUS115 and Spring MUS116

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS117/118**Private Music Instruction: Secondary Instrument (1 cr. hour)**

Offered Fall MUS117 and Spring MUS118

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS: MUSIC (continued)

MUS190, MUS290, MUS390, MUS490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

MUS215/216

Private Music Instruction: Primary Instrument (1 cr. hour)

Prerequisites: MUS115 and MUS116

Offered Fall MUS215 and *Spring* MUS216

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS217/218

Private Music Instruction: Secondary Instrument (1 cr. hour)

Prerequisites: MUS117 and MUS118

Offered Fall MUS217 and *Spring* MUS218

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS121

Musicianship I (3 cr. hours)

Prerequisite: Placement based on audition; *Co-requisite:* MUS121 Lab

Offered Fall

This course covers the basics of music theory, including concepts of sound, music notation, rhythm, meter, intervals, scales, and triads. Additionally, students will learn functional/foundational keyboard skills, and how to apply these basic theoretical concepts to a keyboard instrument. Students will be provided with a keyboard and Sibelius software.

MUS221L

Musicianship II Lab (1 cr. hour)

Prerequisites: MUS121 and MUS121L; *Co-requisite:* MUS221

Offered Spring

This lab supports the concepts learned in MUS221; expanded understanding of basic music theory concepts through the use of harmonic analysis, composition, sight singing, ear training, and transcription. Students will apply these concepts to keyboard instruments playing scales, chords and harmonic progressions. Students will be provided with a keyboard and Sibelius software.

MUS223

Music Appreciation (3 cr. hours)

Offered Fall, Spring

The course focuses on the aesthetics of music, listening skills necessary to fully appreciate music, and the societal and cultural roles that music plays. Various folk and art musical styles will be studied, with attention to their historical evolution and influence on one another.

MUS230**Live Sound Recording (3 cr. hours)**

Prerequisite: MUS130

Offered Fall

Students will explore the principles involved in the process of sound reinforcement and recording, including microphones and the principles of sound transduction, signal types and signal flow, and the use and function of mixers and signal processors. Studio and live sound equipment are used in class, in studio exercises, and student projects.

MUS234**Sound Design (3 cr. hours)**

Prerequisite: MUS299 with a grade of "B" or better

Offered Fall

The class will explore and replace all aspects of the audio from a motion picture and create original audio in its place. Students will record voice-overs, Foley, sound effects, and implement sound design elements as well as original music.

MUS240**Rhythm Section I (3 cr. hours)**

Prerequisites: MUS221 & MUS221L

Offered Fall

This course is designed to introduce students to performing in and directing a contemporary rhythm section. Students will experience the rhythm section roles and functions of the drums and the bass, the central resources of the pulse. Basic playing technique on both instruments will be addressed as well as methods of realizing shorthand notation. Students will be provided with a bass and Sibelius software. Students will need their own metronomes (phone apps are available).

MUS299**Second Year Project (1 cr. hour)**

Prerequisites/Co-requisites: MUS221 & MUS221L, MUS215

Offered Spring

This course serves as the second year capstone seminar course for the Commercial Music degree program. Students are required to complete a large individual project that draws together a broad spectrum of their coursework, including musicianship, performing and producing experience. This comprehensive project includes a detailed project management plan, performance/presentation, and upon completion of the performance/presentation, a detailed analysis paper. Students work individually with professors to customize the experience. A final grade of B or higher is required to advance to a music concentration.

MUS315/316**Private Music Instruction: Primary Instrument (1 cr. hour)**

Prerequisites: MUS215 and MUS216

Offered Fall MUS315 and **Spring** MUS316

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS: MUSIC *(continued)*

MUS317/318

Private Music Instruction: Secondary Instrument (1 cr. hour)

Prerequisites: MUS217 and MUS218

Offered Fall MUS317 and *Spring* MUS318

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting.

Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available.

Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS321

Arranging I (3 cr. hours)

Prerequisites: MUS221 and MUS221L; MUS299 with grade of "B" or higher

Offered Spring

This course addresses the analysis of previously composed material and methods of reconceptualizing for commercial, contemporary settings. The course content includes harmonic and formal analysis, tonal and modal operations, dissonance resolution, harmonic density, reharmonization, and the realization of printed sheet music. Students will be provided with a keyboard and Sibelius software, sheet music and scores.

MUS324 (w)

Survey of American Popular Music (3 cr. hours)

Prerequisite: ENG142; this is a writing intensive course.

Offered Spring even numbered years

This course is designed to provide a general historical overview of the development of popular music in the United States. Students will learn to listen closely and critically to popular musical styles; appreciate the historical and social contexts of popular music; understand some of the people, institutions and conditions that have shaped popular music; and think creatively and critically about the cultural role of popular music. This is a writing intensive course.

MUS327

Survey of Music Business (3 cr. hours)

Offered Fall even numbered years

Focuses on the history, procedures, standard practices, economics and technologies involved with all facets of the business of music. Significant objectives include an understanding of important approaches to the recording industry, recognizing other areas of the music industry and understanding how the different areas interrelate. A careful examination of the economic considerations driving the music business will be discussed.

MUS330

Audio Tech II Recording Engineering

Prerequisite: MUS230

Offered Spring

This course is designed to explore recording practices and help students develop a functional understanding of DAW software. Topics of study include studio signal flow, microphone selection and use, live and studio recording techniques, MIDI and sampling use, digital editing, and basic mixing and mastering techniques. Studio and live sound equipment will be used in class, in studio exercises, and for student projects.

MUS336

Music for Film & Media (3 cr. hours)

Prerequisites: MUS234; MUS299 with grade of "B" or higher

Offered Spring

This course offers students real world projects in musical media that can be added to their portfolios such as visual media, gaming, and field recordings. These skills can be used for commercial and other forms of audio media such as developing sound libraries, sample libraries, entertainment media (video games), and audio design.

MUS338**Electronic Music Production (3 cr. hours)**

Prerequisite: MUS330

Analyzing and composing in a variety of electronic music styles, students gain an understanding of many aspects of contemporary electronic music, including beats, harmony, basslines, groove, melodies, synthesis, sampling, MIDI creation and editing, effects processing, sound design, performance and mixing.

MUS340**Rhythm Section II (3 cr. hours)**

Prerequisite: MUS240

Offered Spring

This course introduces students to performing within, composing for, and directing a contemporary rhythm section. Here, students learn the rhythm section functions of the guitar and keyboard. Basic playing technique on both instruments will be addressed with respect to the pulse support role, as well as methods of realizing shorthand notation. Students will be provided with a key-board, guitar, and Sibelius software. Students will need to use their own metronomes (phone apps available).

MUS360**Survey of Music Business (3 cr. hours)**

Prerequisites: MUS221 & MUS221L, MUS116

Offered Fall

This course focuses on the history, procedures, standard practices, economics and technologies involved with all facets of the business of music. Significant objectives include an understanding of important approaches to the recording industry, recognizing other areas of the music industry, and understanding how the different area interrelate. A careful examination of the economic considerations driving the music business will be discussed. A final research project and presentation is required.

MUS415/416**Private Music Instruction: Primary Instrument (1 cr. hour)**

Prerequisites: MUS315 and MUS316

Offered Fall MUS415 and *Spring* MUS416

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS417/418**Private Music Instruction: Secondary Instrument (1 cr. hour)**

Prerequisites: MUS317 and MUS318

Offered Fall MUS417 and *Spring* MUS418

A fee is associated with this course.

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

MUS: MUSIC *(continued)*

MUS420

Music Publishing (3 cr. hours)

Prerequisite: MUS360

Offered Spring

This course provides a detailed analysis of the music publishing business, and the role of the publisher in the acquisition, market development, and administration of copyrighted musical compositions. Topics include copyright registration and renewal, contractual relationships with composers, and an analysis of licensing of the publisher's catalog through recordings, video and film, print, and performance rights.

MUS421

Arranging II (3 cr. hours)

Prerequisite: MUS321

Offered Fall

This course provides opportunities to apply acquired theoretical and compositional knowledge to a broad palette of sound media through a series of writing projects. The content introduces concepts of orchestration, addresses techniques in combining instruments (including the voice) in a range of textures from chamber to large ensembles, and provides methods of developing texture along a timeline. Students will be provided a keyboard and Sibelius software.

MUS422

Songwriting (3 cr. hours)

Prerequisites: MUS221 and MUS221L; MUS299 with grade of "B" or higher

Offered Spring

Students will compose and perform their own songs in class as well as engage in analysis projects constructed to reinforce the variety of approaches and techniques of song craft. Structural and creative aspects of commercial songwriting will be examined, including lyrics, melody, form, and general song craft. The class will also assist the student in discovering a personal style as a song-writer and in developing a personal song portfolio.

MUS427

Music Business Seminar (3 cr. hours)

Prerequisites: MUS230, MUS324, and MUS327

Offered Spring odd number years

This course provides students with the opportunity to explore the current state and the future of the recording industry, music publishing industry, and music industry and intellectual property law. Students conceive and develop ideas and proposals for musical entrepreneurship, and create an individual project that draws together work from previous courses and their own musical and professional experience.

MUS431

Advanced Audio Production II (3 cr. hours)

Prerequisites: MUS430; MUS299 with grade of "B" or higher

Offered Spring

This course is designed to provide students with a project-based environment in which they may apply an advanced knowledge of audio recording and mixing practices, with students serving in roles of session producer, recording engineer, mixing engineer, and mastering engineer. Students develop advanced mastering skills using both DAW and outboard technology, and explore the various standards required to prepare recordings for distribution.

MUS440

Rhythm Section III (3 cr. hours)

Prerequisites: MUS340; MUS299 with grade of "B" or higher

Offered Fall

Upon successful completion of the preliminary courses introducing the drums, bass, guitar and keyboard, this culminating course integrates these instruments into a heterogeneous setting. Students learn to perform in, write for and direct a full rhythm section utilizing a range of styles. Students will be provided with a keyboard and Sibelius software. Students need their own metronome (phone apps are available).

NAT: NATURAL SCIENCES

NAT112

First Aid/CPR/AED (1 cr. hour)

Co-requisite: HFW415 and HFW415L

A lab fee is associated with this course.

Offered Spring

This course will provide first responders with training in First Aid, Cardiopulmonary Re-suscitation (CPR), and Automated External Defibrillator (AED). Students who complete the course qualify for the American Red Cross First Aid/CPR/AED certification.

NAT114

Survey of Science (3 cr. hours)

Offered Fall, Spring

A general science course that entails a brief overview of the major science disciplines of biological science, earth science, physics, and chemistry. The student will be able to demonstrate knowledge of basic concepts and principles of biology, earth/space science, chemistry, and physics and demonstrate an understanding for the process of scientific discovery and their implications in our society.

NAT124

Introduction to Athletic Training (3 cr. hours)

Offered Fall, Spring

This course emphasizes the prevention, recognition, and treatment of athletic injuries. Taping, wrapping, and reconditioning of athletic injuries are also covered in this course. Additionally, First Aid and CPR are a part of the curriculum.

NAT130

Foundations of Healthy Living (3 cr. hours)

Offered Fall, Spring

This course will provide students an overview of the basic principles of healthy living. Topics include personal fitness and care, the use of drugs (legal and illicit), diet and nutrition, consumer health, psychological health, and several other topics related to the development and maintenance of a healthy lifestyle. Throughout the course, selected, practical experiences and the review of current research related to health and wellness will be provided to guide the learning process. Personal health evaluation in various areas will be available through the completion of laboratory assessments.

NAT150

Introduction to Anatomy & Physiology (3 cr. hours)

Co-requisite: NAT150L

Offered Fall

This course will provide students with an introduction to the structure and function of each body system. The most common diseases and disorders are explored to understand the physician's diagnosis and treatment. Correct spelling of corresponding terminology is emphasized.

NAT150L

Introduction to Anatomy & Physiology Lab (1 cr. hour)

Co-requisite: NAT150; *A lab fee is associate with this course.*

Offered Fall

This laboratory will cover foundational anatomy & physiology concepts via the use of virtual dissection, imaging, and histology. The lab allows students to interactively label, dissect, and identify various structures of the human body. This lab is an excellent tool that allows students to implement theoretical concepts and nomenclature of the human body into practice.

NAT190, NAT290, NAT390, NAT490

Special Topics (3 cr. hours)

Prerequisite: *None, unless listed in the schedule of courses*

Topics will vary. These topics will be of special interest to students to further their interest and knowledge in the area of natural science.

NAT: NATURAL SCIENCES *(continued)*

NAT192

Musical Acoustics (3 cr. hours)

Offered Spring

This course is a study of the physical properties of sound as applied to music. Topics include the nature of sound and waves, sound propagation and intensity, psychoacoustics, vibrational modes of musical instruments, sound reproduction, and room acoustics.

NAT201

Principles of Physical Science (3 cr. hours)

An introductory study of physics, chemistry, astronomy, earth science, and weather. The following topics are explored: motion, energy, heat, wave motion, sound, light, atomic structure, elements, chemical change, the universe, the solar system, rocks and minerals, earthquakes, weathering and erosion, volcanoes, plates, the atmosphere, clouds, storms, tornadoes, and climate.

NAT205

Earth Science (3 cr. hours)

Offered Spring odd numbered years

An introduction to the basic concepts of earth sciences. Topics to be covered include the structure and composition of earth, physical and chemical processes shaped/ shaping the earth, types and distribution of rocks and minerals, natural resources, and environmental and economic impacts of the earth.

NAT210

Oceanography (3 cr. hours)

Offered Fall odd numbered years

An introductory course dealing with the basic physical and chemical aspects of oceanography. Topics to be covered include the origin and evolution of oceans, physical, and chemical properties of ocean waters, physical and chemical processes operating in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere.

NAT215

Environmental Science (3 cr. hours)

Offered Spring even numbered years

An introduction to the basic chemical, physical, and geological aspects of environmental sciences. Topics to be covered include ecosystems, physical, chemical, and geological processes involved in shaping the environment, political, economic, and social impacts of the environment, pollution, and the major contemporary environmental issues with examples from Ohio and surrounding states.

NAT220

Survey of Health Issues (3 cr. hours)

Offered Fall odd numbered years

Health decisions made today are the building blocks for future personal health. This course will assist the student in making personal health decisions by introduction of resources and information pertaining to various health issues, health trends and examination of issues pertinent to the life of today's college student.

NAT260

Lifetime Fitness and Wellness (3 cr. hours)

Offered Fall, Spring

This course examines the development of wellness plans including nutrition and diet plans, exercise programs, health related physical fitness, healthy lifestyles and positive decision-making skills. Wellness evaluation and assessment are also included.

NAT275

Introduction to General Chemistry (3 cr. hours)

Prerequisites: MAT181, and basic chemistry or biology recommended

Offered Spring

The General Chemistry course is a 3 credit hour lecture class with no laboratory required. The course is an introduction to the basic concepts of chemistry and will serve as the chemistry requirement for the General Science major and for the training of Middle School teachers.

NAT291 (w)**Drugs and the Body (3 cr. hours)**

This is a writing intensive course.

Offered Spring

The focus of this course is to develop an effective perspective on the multifaceted aspects and problems associated with drug use, abuse, addiction, and treatment. This is a writing intensive course.

NAT312**Environmental Health (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisites: CHM131 and CHM131L

This course provides exposure to foundational and emerging issues in environmental health. Impact on human health and approaches to improve current status of the environment are addressed. This course also examines the application of tools to access environmental disease within various domains.

NAT321**Community and Public Health (3 cr. hours)**

Offered through Online & Extended Learning programs only

Prerequisite: HCA140

Students are provided with an overview of past, current, and future status of community and public health, with emphasis placed on awareness and methods to improve existing status. Current health of the nation and society is assessed.

NAT418**Epidemiology (3 cr. hours)**

Prerequisite: HCA362

This course provides the student with a comprehensive overview of main concepts and methods of epidemiology. Students will gain the ability to apply these foundational concepts and methods, while also critically interpreting existing findings.

PHI: PHILOSOPHY**PHI110****The Art of Reasoning (3 cr. hours)**

Prerequisite: ENG141 or concurrent

Offered Fall, Spring

This course introduces students to philosophy through a study of the art of reasoning, which is essential in any field or endeavor that requires clear, skillful and critical thinking. Students will learn how to classify concepts, formulate definitions, analyze and evaluate propositions, analyze, construct and evaluate arguments, and identify common fallacies in reasoning. The study is oriented towards practical applications and involves a variety of skills in the analysis and evaluation of reasoning in daily life, scientific inquiries and professional fields.

PHI112**Great Philosophers (3 cr. hours)**

Prerequisite: ENG141 or concurrent

Offered Fall, Spring

This course introduces students to philosophy through a historical study of great philosophers and their representative works. The course study may be a survey of the history of philosophy, the history of philosophy in a particular culture (e.g., a history of Chinese philosophy), the history of a particular area in philosophy (e.g., a history of epistemology), a survey of a particular historical period (e.g., ancient Greek philosophy), a study of a particular school (e.g., pragmatism) or a study of one philosopher's work (e.g., Plato).

PHI190, PHI290, PHI390, PHI490**Special Topics (3 cr. hours)**

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

PHI: PHILOSOPHY *(continued)*

PHI210 (w)

Philosophical Problems (3 cr. hours)

Prerequisite: ENG141; this is a writing intensive course.

Offered Fall

This course introduces students to philosophy through a survey of the core questions in some of the main areas in philosophy. These areas of philosophy may include philosophy of religion, metaphysics and epistemology, philosophy of mind, ethics, philosophy of life, social and political philosophy, and so on. In the study of each area, students will be exposed to different schools of thought. The course may also be taught as a study of a particular school of thought in philosophy (e.g., rationalism), examining its theories in the above-mentioned areas of philosophy. This is a writing intensive course.

PHI212

Symbolic Logic (3 cr. hours)

Prerequisite: ENG141

Offered Spring

This course introduces students to philosophy through a study of reasoning in a symbolic system, including sentential (or propositional) and quantificational (or predicate) systems. Students will learn how to translate claims and arguments expressed in a natural language into a system of logical symbols, evaluate those claims and arguments in accordance with logic rules that are also formulated in that system of logical symbols, and enjoy the simplicity and precision of logical thinking.

PHI215

Ethics (3 cr. hours)

Prerequisite: ENG141 or concurrent

Offered Fall, Spring

This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

PHI305

Applied Ethics (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisites: ENG141

This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

PHI306

Business Ethics (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisite: ENG141

This course is designed for students majored in business. Students in other majors may take this course as an elective. Through the course study, students will acquire knowledge and skills necessary for analyzing personal and social value systems, understand ethical principles in business practice, and learn how to apply moral approaches in dealing with issues, problems and cases in such areas of business practice as leadership, management, marketing, partnership, employment relation, environmental care, and so on.

PHI307

Medical Ethics (3 cr. hours)

Offered through Online & Extended Learning programs only

Prerequisites: ENG141

This course is a critical examination of various moral problems present within the healthcare industry. The emphasis is given to those moral problems that arise for stakeholders within the healthcare industry, especially for those in a decision-making role involving conflicting values, each of which represents something good in itself in order to do what is right.

PHY: PHYSICS**PHY211****General Physics I (3 cr. hours)**

Prerequisites: MAT181, MAT275 or MAT281, earning a “C” or better; *Co-requisite:* PHY211L

Offered Fall

The course will serve as an introduction into the basic concepts of general physics and will serve as the physical requirement for the advanced forensic science major, for the middle school certification program, and for the general science program. Students will be expected to apply these concepts in the required lab.

PHY211L**General Physics I Lab (1 cr. hour)**

Prerequisite: MAT181, MAT275 or MAT281, earning a “C” or better; *Co-requisite:* PHY211; A lab fee is associated with this course.

Offered Fall

This course represents the laboratory section of the first half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This first semester laboratory section will cover mechanics and thermodynamics.

PHY212**Physics II (3 cr. hours)**

Prerequisite: PHY211 and PHY211L, earning a “C” or better; *Co-requisite:* PHY212L

Offered Spring

This course represents the second half of a two-semester physics sequence providing a quantitative problem-based coverage of classical physics. This second semester course will cover electromagnetism, light and optics, and modern physics. The course includes a laboratory component to provide hands-on experience with the topics covered.

PHY212L**Physics II Lab (1 cr. hour)**

Prerequisite: PHY211 and PHY211L, earning a “C” or better; *Co-requisite:* PHY212; A lab fee is associated with this course.

Offered Spring

This course represents the laboratory section of the second half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This second semester laboratory section will cover electromagnetism, light and optics, and modern physics.

POL: POLITICAL SCIENCE**POL101****Introduction to the American Political Process (3 cr. hours)****Offered Fall, Spring**

A survey course that analyzes the American Democratic processes and discusses the distribution of authority and responsibility between the federal, state, and local levels. It introduces students to the principles of government outlined in the U.S. Constitution and the document’s impact on society.

POL151**Introduction to National Security Studies (3 cr. hours)**

Prerequisite: ENG141

Offered Fall, Spring

This course provides an introduction to the study of national security and the national security process. It introduces students to the instruments of national power and how those instruments are used to support and achieve national interests and objectives. The course introduces the key actors, processes, and issues associated with national security. Students will have a better understanding of the complexities and challenges associated with security policy in a world characterized by globalization.

POL190, POL290, POL390, POL490**Special Topics (3 cr. hours)**

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

POL: POLITICAL SCIENCE *(continued)*

POL201

Political Geography (3 cr. hours)

Prerequisite: ENG141

Offered Fall

This course begins with an introduction to the current political map of the world. Students will learn to identify continents, countries, capitals, and major cities. Second emphasis is on the relationships among the physical environment, landforms, climate, resources, and political boundaries.

POL205 (w)

The Presidency (3 cr. hours)

Prerequisite: POL101; *this is a writing intensive course.*

Offered Spring

The course studies the American presidency from 1787 to the present and examines the history, development, and operation of the U.S. presidency. Analysis is of the institution of the presidency, its functions, formal and informal relationships, and its limitations within the American political system. Emphasis is on the dynamics of the presidency, including presidential personality, conceptions of role, impact of public opinion, and responses to changes in the environment. Also considered are the evolution of the presidency, its powers and restraints; organizing and using White House staff; executive decision-making; and contemporary views of the office. This is a writing intensive course.

POL206

Congress (3 cr. hours)

Prerequisite: POL101

Offered Spring

The course studies the organization, operation, and politics of Congress; problems of representation, leadership, relations with interest groups, the White House, and the bureaucracy. The course examines the history, development, and operation of the U.S. Congress. Attention is given to congressional elections, congressional-presidential relations, and the policy-making process, and the sociology and politics of legislative process; legislative recruitment, structure and influence of the committee system, impact of party leadership, and nature of legislative decision-making.

POL207

The Courts (3 cr. hours)

Prerequisite: POL101

Offered Fall

The course analyzes the political context of the judicial process. Topics covered include the structure and function of American court systems, court staffing, judiciary, roles of lawyers and other actors in the American legal system.

POL225

Introduction to Intelligence Studies (3 cr. hours)

This course introduces the basic structure of the intelligence community and the role of intelligence in maintaining national security. Students will become familiar with the history and evolution of intelligence and the intelligence process. They will be introduced to the laws and directives that guide the intelligence community and the ethical considerations inherent in the field.

POL310

Public Policy (3 cr. hours)

Prerequisites: POL101

Offered Fall even numbered years

This course uses the case study method to analyze current issues in public policy. Students study both policy formation and implementation. Typical topics include social security, welfare, education, energy, defense, and tax reform.

POL311**Federalism (3 cr. hours)**

Prerequisite: POL101

Offered Fall

The course examines the nature of American Federalism and the dynamics of intergovernmental relationships; its organization, structure, powers, and functions of state and local governments. The course examines the role of the national and the state governments in intergovernmental relations as well as the state, local, interstate and inter-local relations. Issues of federal grants, fiscal outlook of cities, problems of inner cities, and metropolitan governments are also discussed.

POL313**American National Security Policy (3 cr. hours)**

Prerequisite: POL151

Offered Spring

Students trace the development of national security in the United States from its conceptual birth during World War II to the present day, including the role that intelligence plays in national security policy. The course examines how national security policy has developed through succeeding presidential administrations.

POL320**Public Administration (3 cr. hours)**

Prerequisites: POL101

Offered Spring odd numbered years

This course examines the management of government at local, state, and federal levels. Emphasis is on the function and control of government agencies, the nature of bureaucracy, planning, budgeting, and decision making in the public sector.

POL330**Political Parties and Pressure Groups (3 cr. hours)**

Prerequisite: POL101

Offered Fall

This course examines the history, organization, and function of parties and pressure groups. Topics covered include methods of political action, nomination, elections, campaign finance, and interest articulation.

POL345**Economic Instruments of Security Policy (3 cr. hours)**

Prerequisites: POL101 and ECO221

Offered Spring even numbered years

The course examines the government's evolving use of economic instruments of national power to promote our national security and our national interests.

POL350**International Security (3 cr. hours)**

Prerequisite: POL151

Offered Fall even numbered years

Students will study how nations interact with each other. They will study the development of nationalism as the primary model for explaining how nations relate to one another. The course will also trace the recent development of globalism as an alternative model for explaining international politics. It will also examine the concepts of realism and idealism in the conduct of international relations.

POL391**Comparative Political Systems (3 cr. hours)**

Offered Fall

An investigation of various types of political institutions, their philosophies and development, and application to social and economic order as expressed in differing systems of national government.

POL: POLITICAL SCIENCE *(continued)*

POL400

The Constitution, Liberty, and Order (3 cr. hours)

Prerequisite: POL101 or JUS110 and any 300 level class

Offered Spring

This course examines inherent conflicts between individual liberties and social order under our constitutional system. It uses the case study approach to analyze issues including freedom of speech, assembly, press, and religion; due process; equal protection; voting rights; and privacy rights.

POL420

Transnational and Unconventional Threats (3 cr. hours)

Prerequisite: POL151

Offered Fall even numbered years

Students will examine some of the unconventional security threats posed by transnational actors and organizations. Topics to be covered include globalization, WMD proliferation, drug cartels, energy security, information security, pandemics, and border security. Students will also critically assess how best to organize America's national security apparatus to respond to these wide-ranging unconventional threats.

POL425

Intelligence Analysis (3 cr. hours)

Offered Fall

The intelligence world is one of ambiguity, nuance, and complexity. Knowing one's enemies and knowing one's self has been sage advice for centuries. But how does one know what your enemies are thinking? This course focuses on the conversion of processed information into intelligence through the integration, analysis, evaluation, and interpretation of all source data and the preparation of intelligence products in support of known or anticipated user requirements. Analysis is but one phase of the intelligence process, but it is perhaps the most important. Students who take this course will expand their research, computer, communication, and analytical skills in order to identify significant facts and derive sound conclusions from imperfect and often contradictory information and flawed evidence.

POL491 (w)

Capstone Senior Seminar in Homeland and National Security (3 cr. hours)

Prerequisite: Senior status; this is a writing intensive course.

Offered Fall, Spring

Students complete a case study/project designed to test the totality of knowledge gained in the GNS major. Seminar projects must demonstrate explicitly, through scholarship, teamwork, and /or creative thinking, a meaningful integration of the student's course of study. This is a writing intensive course.

PSY: PSYCHOLOGY

PSY101

Introduction to Psychology (3 cr. hours)

Offered Fall, Spring

Introduction to psychology as a behavioral science, including historical background, human development (genetic and physical) from birth through death, the senses and perception, intelligence and creativity, and the principles of conditioning, learning, memory, and forgetting.

PSY190, PSY290, PSY390, PSY490

Offered Fall, Spring

Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services, practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional résumé. Guest speakers, field trips, and other out-of-class experiences expand students' understanding of the diversity and challenges of modern behavioral science and practice. This is a writing intensive course.

PSY201 (w)**Introduction to Profession Practices (3 cr. hours)**

Prerequisite: PSY101; this is a writing intensive course

Offered Fall, Spring

Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services, practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional resume. Guest speakers, field trips, and other out-of-class experiences expand students' understanding of the diversity and challenges of modern behavioral science and practice. This is a writing intensive course.

PSY250**Social Psychology (3 cr. hours)**

Prerequisite: PSY101 or SOC101; Education students: EDU250 or EDU216

Offered Spring

Study of the influences that people have on the beliefs and behaviors of others. Topics will include social perception and attribution, self-presentation, attitudes and attitude change, aggression and violence, group dynamics, and their relationship to selected fields.

PSY263**Theories of Personality (3 cr. hours)**

Prerequisite: PSY101

Offered Spring

An overview of historical and current theories regarding personality formation and development, and methods of measuring personality characteristics. Psychodynamic, humanistic, behaviorist, trait, and cognitive approaches are discussed.

PSY265**Lifespan Development (3 cr. hours)**

Prerequisite: PSY101

Offered Fall, Spring

This course takes a life span approach in studying human development from conception through death. Students will examine the major theories and scientific research findings on our physical, cognitive, social, and personality development.

PSY269**Human Sexuality (3 cr. hours)**

Prerequisite: PSY101

Offered Fall

Examines physiology of human sexuality as well as psychosocial aspects of the field. Considers sexual orientation, sexual dysfunction and paraphilia, sex therapy, theories of attraction, and current research.

PSY301**Adult Development and Life Assessment (3 cr. hours)**

Offered through Online & Extended Learning programs only

Course closely examines the nature of transitions in adult life and explores the skills needed to successfully navigate those transitions by 'mastering the art of self-renewal'. Through a process of self-discovery, adult learners come to a new understanding of themselves and others.

PSY302**History and Systems of Psychology (3 cr. hours)**

Prerequisite: PSY201

Offered Spring

The long past and short history of the formal discipline of psychology are presented in a combined lecture/seminar format. Of primary emphasis are the philosophical foundations of modern psychological concepts and the personal lives and times of those who founded the field. Students engage in classroom debates, find and present in class biographical information pertaining to historical figures in psychology, and complete a project with a historical theme.

PSY320**Motivational Psychology (3 cr. hours)**

Prerequisite: PSY101

Offered as needed

This course is an exploration from the perspective of scientific psychology of historical and current conceptions of motivation, the force that determines activity preference, selection and persistence. This course provides both a broad overview of motivational theories and practical applications of these theories to real-world problems.

PSY325**Introduction to Industrial/Organizational Psychology (3 cr. hours)**

Prerequisite: PSY101

Offered as needed

This course is an overview of the field of Industrial/Organizational Psychology. It includes such areas as a history of I/O, methodology, job design and analysis, psychological testing, employee recruitment, selection, training, performance appraisal, motivation, satisfaction, emotions, personnel and organizational development, multiculturalism and diversity, leadership, group dynamics, health and safety, stress and conflict management, ergonomics, and consumer psychology.

PSY333**Experimental Psychology (3 cr. hours)**

Prerequisites: PSY101 and SCS300

Offered Spring

Intensive instruction and hands-on experience in the designing, conducting, interpreting and reporting of psychological experiments. Ethical considerations, measurement and sampling issues and various categories of experimentation are discussed.

PSY344**Psychology of Terrorism (3 cr. hours)**

Prerequisite: PSY101

Offered Fall

This course provides a comprehensive review of the scientific and professional literature analyzing key research findings on the “psychology of terrorism”. The course will identify, describe, and evaluate what contribution psychological theory and research have made to understanding terrorists and terrorism and the impact on victims. Typologies and group differences in terrorism will be explored. Current and future research directions in studying terrorism and counterterrorism are offered.

PSY360**Introduction to Counseling (3 cr. hours)**

Prerequisite: PSY101

Offered Spring

Provides a theoretical survey of the field of counseling. Major emphasis is on such topics as ethical considerations, the intake interview, counselor roles and client roles, goals of counseling, referrals and liaisons in the community, vocational counseling, tests and instruments used in the counseling process and research on the counseling process.

PSY362**Abnormal Behavior (3 cr. hours)**

Prerequisite: PSY101

Offered Fall, Spring

This course focuses on description, identification, and practical management of behaviors stemming from physiological, psychological and environmental causes.

PSY363**Cognitive Psychology (3 cr. hours)**

Prerequisite: PSY101

Offered Fall odd numbered years

An overview of the issues, concepts, and current research evidence regarding the mechanisms, processes and content of thought. Attention and perception, memory, language, and problem solving are discussed.

PSY364**Evolutionary Psychology (3 cr. hours)**

Prerequisite: PSY101 or SOC101

Offered Spring even numbered years

Students examine current evidence regarding the origins of human thought and behavior from the perspective that many aspects of “human nature” can be understood usefully as sets of processes that were designed by natural selection to solve adaptive problems faced by our evolutionary ancestors. Among the issues to be addressed are human survival, sex, and mating strategies, conflict between the sexes, and the emergence of moral codes.

PSY401**Biological Foundations of Behavior (3 cr. hours)**

Prerequisites: PSY101 or EDU250

Offered Spring

This course is an introduction to behavioral neuroscience, a branch of psychology that concerns itself with relationships between the brain, nervous system and behavior. Topics include the structure and functioning of individual nerve cells; the structure and functioning of brain components; brain/nervous system control of relatively simple behavior such as movement, sensation, perception, and motivated behaviors; physiological regulation of sleep and memory; and, biologically based clinical syndromes such as mood disorders, schizophrenia, and Alzheimer’s disease.

PSY425**Cross-Cultural and International Psychology (3 cr. hours)**

Prerequisite: PSY101

As our world becomes more interdependent, it is very important that we understand how individuals in other cultures and countries think, feel, and behave, and to understand the forces, beliefs and motivations that underlie behavior in a cultural or international context. Unfortunately, psychology as a field has tended to focus on the behavior of members of North American and Western European countries. Recently, cross-cultural and international research in psychology has demonstrated that many psychological processes once assumed to be universal (i.e., shared by members of all cultures) are actually quite culture-bound. Although a few topics on psychology have a relatively long history of cross-cultural investigation, experts are becoming more aware that all of the topics on psychology must be examined from a broad cultural and international perspective. In this course we will focus on multiple topics in psychology, examining them in light of various cultural backgrounds, orientations and locations in the world.

PSY440**Comparative Psychotherapies and Therapeutic Techniques (3 cr. hours)**

Prerequisite: PSY360

Offered Spring

An in-depth exploration of the major, extant psychotherapeutic theories and experiential exposure to those techniques appropriate for use by an entry level counselor; emphasis will be on behavioral, cognitive and humanistic approaches.

PSY445 (w)**Psychometrics (3 cr. hours)**

Prerequisite: PSY101 and SCS300; this is a writing intensive course.

Offered Fall even numbered years

A survey of issues and concepts involved in the measurement of psychological characteristics such as knowledge, personality, intelligence, creativity, psychopathology, etc., including demonstrations of some commonly employed psychological tests. This is a writing intensive course.

SAS: ARTS & SCIENCES

SAS470 (w)

Internship (3 cr. hours)

Prerequisite: By permission of the School Dean or Designee; this is a writing intensive course for General Science Majors.

The internship requires fieldwork in an agency appropriate to the student's career objectives. This course is required for arts entrepreneurship, general sciences and psychology majors. The course is a choice with SAS 499 Senior Seminar for the Communication, English, and History majors. This is a writing intensive course for General Science Majors.

SAS499 (w)

Senior Seminar (3 cr. hours)

Prerequisite: Senior Status Bachelor of Arts degree candidates only; this is a writing intensive course.

Students will pursue individual projects in a group setting. An interdisciplinary perspective is encouraged. This is a writing intensive course.

SCS: SOCIAL SCIENCES

SCS220

Introduction to Leadership (3 cr. hours)

Offered Fall

This foundational course introduces students to concepts and theories of leadership to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership.

SCS300 (w)

Research Design (3 cr. hours)

Prerequisite: MAT273; this is a writing intensive course.

Offered Fall, Spring

A skill development course focused on generating, obtaining, analyzing and disseminating data, information and knowledge in behavioral sciences. Students will undertake a formal research project. This is a writing intensive course.

SCS375

OPOTA Practicum (15 cr. hours)

Prerequisite: Acceptance into program by OPOTA

This course is designed for the student who wishes to get their Ohio Police Officer certification. The course currently consists of 600 hours of training mandated, designed and overseen by the Ohio Police Officer's Training Academy. The successful completion of this course will certify the student as an employment ready police officer in the State of Ohio.

SCS415

Leading with Cultural Intelligence (3 cr. hours)

Cultural Intelligence (CQ) is a critical capability for effective leadership in our multicultural, global world. In this course, students will undertake a journey of self-awareness to explore new ways of thinking about and embracing cultural difference. Using the CQ framework as a guide, students will discover new strategies to improve their adaptability, judgement, decision-making, negotiation, trust, and innovation; enabling them to lead more effectively and more authentically in culturally diverse situations.

SCS440

Theory and Application of Leadership (3 cr. hours)

Offered Spring

This interactive course examines theories and approaches to leadership. This course provides historical analysis of leaders and the evolution of leadership theory as well as gender and cultural approach to the topic. Students will gain an understanding of the leadership process and its elements, leaders, followers and contexts. The course will review the scholarship and research of leadership and provide a synthesis of the contemporary leadership models.

SCS450**Human Services Capstone (3 cr. hours)**

Prerequisite: SCS300, Senior standing

This capstone course in Human Services is designed for students nearing the end of their undergraduate program. It is designed to help students integrate their knowledge and apply the skills they have acquired in the program to think critically about important issues in Human Services and professional helping. The capstone course includes development of a professional portfolio, which can be utilized towards the requirements of national certification from the National Organization in Human Services. It is also designed to help students use their undergraduate training and experiences to help them understand personal issues and formulate career goals and directions.

SCS470**Internship I (3 cr. hours)**

Prerequisite: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

Internship is fieldwork in an agency appropriate to the student's career objectives. Students are directed to the Internship Guide for a complete description of the process before, during, and after the internship experience. The Internship Guide is located at <https://mydragon.tiffin.edu/studentlife/careerservices/internships/Internship%20Guides/Forms/AllItems.aspx>. In addition, videos explaining aspects of the internship process can be viewed at: <https://mydragon.tiffin.edu/studentlife/careerservices/internships/default.aspx>. Students are encouraged to meet with the School Internship Coordinator at the end of their Sophomore year.

SCS471**Internship II (3 cr. hours)**

Prerequisites: SCS470 and approval by the School of CJSS Internship Coordinator.

A continuation of Internship I for students who wish a more rigorous and in-depth experience.

SCS491**Senior Seminar I (3 cr. hours)**

Prerequisites: SCS300, senior Psychology majors only

Students will design a project and complete a documented literature review for that project. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student's course of study to date. This course is a foundation for and an integral part of SCS492.

SCS492**Senior Seminar II (3 cr. hours)**

Prerequisites: SCS491, senior Psychology majors only

Students will implement, complete, document, and report on individual senior projects deriving directly from and building on work completed in SCS491. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student's course of study to date.

SMG: SPORTS MANAGEMENT**SMG160****Introduction to Sports Management (3 cr. hours)**

Prerequisite: ENG141

Offered Fall, Spring

This course will give the students a fundamental understanding of the career avenues in sport. Industry specialists present an eclectic orientation of the sports field. Academic topics include industry definitions, evolution, curriculum components, experiential learning, career and internship opportunities, applied and theoretical research, leadership, governance, and ethics.

SMG190, SMG290, SMG390, SMG490**Special Topics (3 cr. hours)**

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

SMG: SPORTS MANAGEMENT *(continued)*

SMG220

Principles of Athlete Development (3 cr. hours)

Prerequisites: SMG160

Offered Fall

This course explores the physical, psychological, and emotional aspects of development for athletic performance at the youth & interscholastic, recreation and leisure, intercollegiate, professional, and elite level. Issues will also address athlete development influenced by substance abuse, career-transition, and off-field behaviors.

SMG235 (w)

Sports Marketing and Promotions (3 cr. hours)

Prerequisite: ENG141

Offered Spring

This course is designed to assist students in understanding the techniques of writing common to the sports business with a focus on social and digital media applications for successful marketing and promotion campaigns. Students will gain exposure to writing, designing, and editing a variety of documents used for sport sponsorship proposals, brand awareness campaigns, fan loyalty programs, marketing plans, endorsement deals, and event fundraising plans. Students will apply fundamental principles of sport blogging, meeting deadlines, and web layout for the internet. This is a writing intensive course.

SMG315

Supervision in Sports (3 cr. hours)

Prerequisites: SMG160 and MGT201

Offered Spring

This course explores the responsibilities and duties of sport supervisors in the youth, scholastic, collegiate, club, and professional sectors on a national and global scale.

SMG325

Facilities Design and Management (3 cr. hours)

Prerequisites: LAW260, MGT201 (LAW260 waived for Arts Entrepreneurship Majors only)

Offered Fall

Provides dynamic models and options for planning, maintaining, and managing sport & entertainment facilities in the present and future. Concentration is on the design, maintenance, and full utilization of facilities that are realistic, cost efficient, environmentally sound and aesthetically pleasing. Topics include design, construction, refurbishing, finance options, risk assessment, risk management, security, operations, and procedures.

SMG335

Sports Media Technology (3 cr. hours)

Prerequisite: ENG141

Offered Spring

This course will provide information on becoming proficient using various sources of technology with an emphasis on social media. The areas of emphasis include utilizing new media resources, social media communication, crafting press releases, writing a team website or sports blog, social networking for sports such as Twitter, LinkedIn, Instagram, etc., working with sports information, exposure on radio and TV, developing media kits, and writing exceptional headlines.

SMG360 (w)

Business of Sports (3 cr. hours)

Prerequisites: SMG160, ACC210; this is a writing intensive course.

Offered Fall

Course covers topics relating to league structures, the management of sporting clubs, branding and pricing, sponsorship, media contracting, financial valuation and facilities development in a variety of sport settings. The primary method of instruction is case development and analysis. This is a writing intensive course.

SMG370**Sport Management Professional Development (3 cr. hours)***Prerequisite: Sophomore Standing***Offered Fall**

This course will provide student with the necessary skills to successfully acquire an internship or employment in the sports industry. Students will research potential internship and employment sites; create a career development plan; and, enhance their skills in professional communication, networking, and interviewing. Students will analyze sports industry standards. A minimum of 30 hours of field experience in a sport setting is required. The instructor has the discretion to assign a major project in lieu of the field experience.

SMG375**Sport Governance and Administration (3 cr. hours)***Prerequisite: LAW260***Offered Fall**

This course will examine the role of governance in sports while emphasizing the need for ethical behavior and a managerial approach to effectively lead organizations. The scope of the course includes an overview of public and private agencies governing sports on a global, national, and local stage while addressing leadership, policy, and governance structures throughout sectors of the industry.

SMG405**Sports Analytics (3 cr. hours)***Prerequisites: MAT273***Offered Spring**

The focus of this class is applying analytic techniques to the decisions that athletes, coaches, general managers, and other decision makers encounter in the sports world. Tools used in the class will include statistics, probability, regression analysis and hypothesis testing.

SMG450**Revenue Generation & Sponsorship (3 cr. hours)****Offered Spring**

This course presents a wide range of views with what it takes to be successful in the field. The goal is to move from a theoretical perspective to a practical view of sport revenue generation, sales management and service, sales training, the art of ticket sales, customer retention, branding, and risk management. Students will learn how to grasp the fundamental concepts of revenue generation, sponsorship, and branding. Students will participate in a ticket sales training program with a professional baseball team.

SMG470**Internship (3 cr. hours)***Prerequisites: Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator*

Under faculty guidance and reporting to an agent of a selected firm, the individual student works in some aspect for the sports industry (e.g. intercollegiate, professional, municipal, interscholastic, or retail sports). This real-world work experience contributes directly and substantially to the student's major area of sport management and must align with the scope of his or her concentration in either sport marketing or athletic administration. Work assignments are arranged on an individual student/company basis.

SOC: SOCIOLOGY**SOC101****Principles of Sociology (3 cr. hours)****Offered Fall, Spring**

Introduction to the basic concepts of sociological study, elements of social life, social patterns and institutions, and the process of maintenance and change in society.

SOC190, SOC290, SOC390, SOC490**Special Topics (3 cr. hours)***Prerequisite: None, unless listed in the schedule of courses.*

Topics will vary. May or may not be writing intensive.

SOC: SOCIOLOGY *(continued)*

SOC265

Peace and Social Justice (3 cr. hours)

Offered Spring

This course is designed to provide an introduction and importance of social justice in the helping professions via case studies of relevant world events. Students will understand how social justice has informed society through peace and justice studies; restorative justice; and reconciliations practices. An exploration of hunger, poverty, and economic/resource inequity will be included as foundational to the study of violence and aggression. This course is intended to offer students a well-rounded view of conflict and alternative means of resolution.

SOC280

Sports in American Society (3 cr. hours)

Prerequisite: SOC101

Offered Fall

Survey of the influential role of the growth of sports and the sports industry in American culture. Examines the ideas of sports building character; providing for social mobility; and acting as a positive outlet for aggressive action. Considers the problems of cheating, drug usage, and the fostering of racism. The values and practices of professional and commercial sports will be compared and contrasted with those of educational and amateur athletics.

SOC310

Sociology of the Family (3 cr. hours)

Prerequisite: SOC101

Offered Spring even numbered years

The sociological analysis of the family, its development as a social institution, its relationship to society, and its contributions to personality development.

SOC320

Community Sociology (3 cr. hours)

Prerequisite: SOC101

Offered Fall even numbered years

Sociological theories of the spatial and social dimensions of community processes and organization. Classical foundations and contemporary theoretical perspectives as the basis for community research.

SOC360 (w)

Multicultural Issues in Society (3 cr. hours)

Prerequisite: SOC101; *this is a writing intensive course.*

Offered Fall, Spring

An analysis of the issues relating to the economic, political, and social positions of minority groups within the United States will be presented. Interactions among historical and current social forces and institutions that influence groups and individual behaviors will be examined. New trends in inter-group relations, emergence of new minorities, and the contesting for program funding and services will be explored. The struggles over income, property, and power on the interpersonal, community, national and international levels will be presented. This is a writing intensive course.

SOC361

Sociology of Gender (3 cr. hours)

Prerequisite: SOC101

Offered Spring odd numbered years

Sociopscho-historical development of sex roles within contemporary society. Analysis of the significant influences social institutions play throughout development of sex roles.

SOC380**Social Movements and Ideologies (3 cr. hours)**

Prerequisite: SOC101

Offered Fall odd numbered years

The analysis of the collective response to situations of social tension and change that take the form of social movements and their accompanying ideologies, both from a historical and contemporary viewpoint.

SOC395**Sociological Theory (3 cr. hours)**

Prerequisite: SOC101

Offered Fall odd numbered years

Historical review of the major theoretical contributions and a critical examination of the development of sociological theory.

SPA: SPANISH

No 100 or 200 level language class may be used to satisfy the General Education CUL (culture) requirement.

SPA101**Elementary Spanish I (3 cr. hours)**

There will be a lab fee associated with this course.

Offered Fall

The course will set the foundation for further language study. All elements of second language acquisition will be addressed. Due to the nature of the course and subject, all students are required to participate orally. Geography and cultural elements will also be covered.

SPA102**Elementary Spanish II (3 cr. hours)**

Prerequisite: SPA101 or placement; *There will be a lab fee associated with this course.*

Offered Spring

The course will enhance the student's ability to communicate in the foreign language in the 3 types of oral communication - interpersonal, presentational, and interpretive. Further emphasis will be placed on cultural items and global awareness. Grammatical elements required to complete the listed tasks will be presented as needed. There will be no English spoken in this course.

SPA201**Intermediate Spanish I (3 cr. hours)**

Prerequisite: SPA102 or placement; *There will be a lab fee associated with this course.*

Offered Fall

This course is designed to provide an intermediate study of the Spanish language and culture, with emphasis on speaking, listening and reading. The course is taught in Spanish. Students will explore Hispanic culture through study of the language and be given opportunities to discuss lessons in conversation.

SPA202**Advanced Spanish Language and Literature: The Novel (3 cr. hours)**

Prerequisite: SPA201 or equivalent as determined by instructor. *There will be a lab fee associated with this course.*

Offered Spring

This course is designed to provide an advanced study of the Spanish language and culture through the exploration of a Spanish-language novel, with emphasis on speaking, listening, and reading. The course is taught in Spanish. Students will explore Latin American culture through study of the language and be given opportunities to discuss lessons in conversation.

THR: THEATRE

THR190, THR290, THR390, THR490

Special Topics (3 cr. hours)

Prerequisite: None, unless listed in the schedule of courses.

Topics will vary. May or may not be writing intensive.

THR222

Introduction to Theatre (3 cr. hours)

Prerequisite: Students must be available for play production

Offered Spring

This course is a study of theatre as an art form, in conjunction with its nature and practice, along with the artists who work in the theatre and the nature of their work. Students will gain hands-on experience in theatre production by taking part in Tiffin University's spring theatre production. They will also learn to appreciate and critique theatrical productions by attending and discussing one live production. From reading, attending class sessions, and participating in one production, students will develop an appreciation for the many facets of theatre, along with the various types of work that contribute to the overall success of theatrical productions.

THR250

The Art of Acting (3 cr. hours)

Prerequisite: Students must be available for play production

Offered Spring odd

This course is the study and practice of the art of acting through identification with one's own personality and vision of oneself in the development of a character. Students will learn to appreciate themselves as human beings, with experiences, emotions, and intellect that must be employed in the development of a role, and to replace masks, clichés, and stereotypes with human behavior, instinct, and action in the characters they portray. Students will gain an appreciation for discipline, practice, and concentration as necessary components of theatrical success. Through lecture and object exercises, students will practice their craft and learn new ways to "wear the pants" of a specific role. They will learn to conduct research as an initial preparation step, as they study and explore a specific role to be portrayed in a final class presentation. Students do not have to be actors to take this course.

THR261

Elements of Theatre (3 cr. hours)

Prerequisite: Students must be available for play production

Offered Fall

This class is designed to offer students an amalgamation of the various elements that make up theatre, including play production, dramatic literature, and the artisans of theatre. Students will gain hands-on experience in play production by joining a specific crew for TU's semester theatre production, and they will read and discuss a sampling of dramatic works by modern playwrights, including O'Neill, Synge, Shepard, and Miller. By looking at theatre as both literature and performance, students will learn to appreciate the social and psychological elements of modern dramatic works, as well as the creative measures used in turning a dramatic work into a production. Students do not have to be actors to take this course.

Partnership School Course Offerings

EDA, EDM, EDU: EDUCATION, IN PARTNERSHIP WITH LOURDES UNIVERSITY

PROGRAM ADMISSION REQUIREMENTS

Students seeking admission to the Teacher Education Program are considered as Pre-Education Majors or Pre-Licensure students until they have completed the following Program admission requirements and have been approved for acceptance into the Program. Pre-Education Majors, Pre-Licensure students, and non-education students are not allowed to enroll in any education course at the 300/400 levels.

- Completed credential file
- Successful BCI/FBI background check
- Overall GPA of 3.0 or higher
- Education majors must receive a grade of “C” or better in EDU100/EDU101, EDU230, and EDU250
- Passing scores for Praxis Core Academic Skills tests for Educators (Reading 156, Writing 162, Math 150) or ACT or SAT subscores for Reading >21/450, English >18/430, and Math >22/520
- Completion of 20 hours of approved service learning
- Successful review of Teacher Candidate Development Portfolio
- Satisfactory disposition assessment
- Successful interview and approval of the Program Admission Committee.

Once accepted into the Teacher Education Program, teacher candidates will need to demonstrate competencies at various points called “gates” in order to progress and ultimately complete the program. Students are to refer to the Education Student Handbook for details related to Assessment Gates and requirements.

EDA210

Teaching Adolescents and Young Adults (3 cr. hours)

Prerequisites/Co-requisite: EDU250

Offered Fall, Year 2

Provides students with opportunities to examine the developmental needs and unique aspects of educating adolescents and young adults and how schools and teachers effectively respond to such needs. Students will not only examine the history and philosophy of adolescent education but will also explore the latest theories regarding learning and effective instructional practices.

EDA235

Clinical Curriculum & Instructions for Adolescent to Young Adult (3 cr. hours)

Prerequisites: EDA210 Co-requisite: EDU230

Offered Spring, Year 2

Building on the general concepts presented in EDA210, Teaching Adolescents and Young Adults, this course begins to bridge the gap between content and practice. The course examines adolescent to young adult curriculum and provides an in-depth review of the Ohio Learning Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to create and analyze effective lesson plans that are developmentally appropriate and inclusive for adolescents and young adults. This course provides clinical observation opportunities for candidates to apply course content to appropriate practices, guidelines, and standards.

EDA250

General Teaching Methods and Field Experience I (3 cr. hours)

Prerequisite: EDA235; There will be a lab fee associated with this course.

Offered Fall, Year 3

Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the adolescence to young adult level. This course will examine various instructional methods used to teach adolescents and young adults. The course includes a field experience in an adolescent to young adult setting.

EDA351**Social Studies Methods and Field Experience II (3 cr. hours)***Prerequisite:* EDA250*Offered Fall Spring, Year 4*

Provides students with opportunities to learn and practice Adolescence to Young Adult Social Studies pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult social studies setting.

EDA353**Language Arts Methods and Field Experience II (3 cr. hours)***Prerequisite:* EDA250*Offered Fall Spring, Year 4*

Provides students with opportunities to learn and practice Adolescence to Young Adult Language Arts pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult language arts setting.

EDA450**Adolescent & Young Adult Student Teaching 1(2 cr. hours)***Prerequisite:* Gate 2*Offered Fall Spring, Year 5*

Provides the teacher candidate with an intensive opportunity to put into practice the skills and competencies of effective teaching of adolescents. This course is the culminating experience in the student's educational program. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course will include intense experiences and practices in an Adolescent and Young Adult classroom along with seminars.

EDM210**Education for Young Adolescents (3 cr. hours)***Prerequisite:* EDU250 or concurrent*Offered Fall, Year 2*

Fosters an understanding of the unique developmental needs and aspects of young adolescents. This course will examine not only the history and philosophy of middle school education but will explore exemplary practices, which are characteristics of effective middle childhood education.

EDM235**Middle Childhood Curriculum, Instruction & Assessment (3 cr. hours)***Prerequisite:* EDM210 *Co-requisite:* EDU230*Offered Spring, Year 2*

Building on the general concepts presented in EDM210 Education for Young Adolescents, this course begins to bridge the gap between content and practice. The course examines middle childhood curriculum and provides an in-depth review of the Ohio Academic Content Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to plan, teach, assess and reflect on lessons for young adolescents that are developmentally appropriate and inclusive.

EDM250**Middle Childhood Methods & Field Experience I (3 cr. hours)***Prerequisite:* EDM235*Offered Fall, Year 3*

Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the middle childhood level. This course will examine various instructional methods used to teach young adolescents in all four curriculum content area and reading. The course includes a field experience in a middle childhood setting.

EDM351**Language Arts and Social Studies Methods and Field Experience II (3 cr. hours)**

Prerequisite: EDM250

Offered Fall Spring, Year 4

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (language arts and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. **This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.**

EDM352**Language Arts and Mathematics Methods and Field Experience II (3 cr. hours)**

Prerequisite: EDM250

Offered Fall Spring, Year 4

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (language arts and mathematics). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. **This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.**

EDM353**Language Arts and Science Methods and Field Experience II (3 cr. hours)**

Prerequisite: EDM250

Offered Fall Spring, Year 4

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (language arts and science). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. **This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.**

EDM354**Science and Mathematics Methods and Field Experience II (3 cr. hours)**

Prerequisite: EDM250

Offered Fall Spring, Year 4

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (mathematics and science). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. **This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.**

EDM355**Science and Social Studies Methods and Field Experience II (3 cr. hours)**

Prerequisite: EDM250

Offered Fall Spring, Year 4

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (science and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. **This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.**

EDM356

Mathematics and Social Studies Methods and Field Experience II (3 cr. hours)

Prerequisite: EDM250

Offered Fall Spring, Year 4

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (mathematics and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas. **This course must be passed with a C+ or better. Falling below a C+ will result in the need to retake the course.**

EDM450

Middle Childhood Student Teaching (12 cr. hours)

Prerequisite: Gate 2 and EDM350, EDU319

Offered Fall Spring, Year 5

Provides students with an intensive opportunity to put into practice the skills and competencies of effective teaching of young adolescents. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course is the culmination of all Professional Education and Curriculum Content courses, which comprise the Middle Childhood Education Program. This course will include intense experiences and practices in a Middle Childhood setting along with seminar sessions.

EDU100

Foundations of Education (3 cr. hours)

Offered Fall, Year 1

Provides a historical philosophical, legal, and social overview of education. Students will examine how schools are organized, administered and financed. In addition, students will explore the skills and competencies (Teacher Performance Standards) necessary to be an effective teacher. Students are required to participate in field experiences in two of the following settings; Early Childhood (grades PK-3), Middle Childhood (grades 4-9), or Adolescence to Young Adult (grades 7-12). Such experience will assist students in determining if teaching is a career for them and will help students decide which major (program) they will pursue. Education majors must receive a grade of "C" or better. (A 'C-' is not acceptable) Required Field Base Experience.

EDU101

Foundations of Education Bridge Course (1 cr. hour)

This course is intended for students transferring in EDU100 from other colleges and universities. EDU101 provides students with an understanding of the requirements and expectations of the Lourdes University Department of Education. This course will focus specifically on the program requirements such as, but not limited to, the assessment gates and teacher development portfolio. Students will be required to participate in a two-day field experience if they have not had a field experience as part of their EDU100 transfer course. Education majors must receive a grade of "C" or better. (A "C-" is not acceptable)

EDU151

Technology in Learning (1 cr. hour)

Offered Spring, Year 1

This course introduces the technological knowledge (TK) and practical skills to incorporate digital tools and resources into the learning process for PK-12 students. It focuses on the ability to use technology for information processing, communication, collaboration, critical thinking, problem solving, creativity, and innovation. In addition, it directs students to understand the use of technology as open-ended interaction, based on established principles.

EDU216**Multicultural and Social Issues in Education (3 cr. hours)**

Prerequisite: EDM235 or EDA235

Offered Fall, Year 2

Examines historical and legal multicultural issues in society. The course assists teacher candidates in the development of cultural consciousness toward and reverence for the diversity of individuals and groups within society. Teacher candidates are expected to develop an awareness of the implications and application of instruction and curriculum, which demonstrate the obligation to respect, accept, adapt and work in communion for all students' learning. EDU216 also examines social issues within the P-12 classrooms.

EDU220**Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms (3 cr. hours)**

Prerequisites: EDE235, or EDM235, or EDA235

Offered Spring, Year 2

Teacher candidates focus on understanding the theoretical and evidence-based foundations of language and literacy for all students. Teacher candidates will identify factors that contribute to deep comprehension, questioning strategies, subject-matter and content specific vocabulary, verbal reasoning ability and knowledge of literary structures and conventions while aligning curriculum and instruction with state and local standards. In addition, candidates will understand the role of writing in literary learning and provide opportunities for students to compose for a wide array of audiences in multiple genres, modes and media.

EDU221**Content Area Reading and Writing (3 cr. hours)**

Prerequisites: EDE235, or EDM235, or EDA235

Offered Spring, Year 3

Teacher candidates understand that designing instruction for student literacy learning requires identifying clear learning goals, creating appropriate opportunities for students to show evidence for their learning as well as engaging students in authentic writing assignments. The teacher candidates create classroom environments that encourage students to select from a variety of media, both visual and written, to read extended texts and to read, write, and produce texts in multiple media and modes for authentic purposes.

EDU230**Clinical Survey of Special Needs (3 cr. hours)**

Prerequisites: EDU100

Offered Spring, Year 1

Focuses on the foundations of special education with emphasis on historical background, legal issues, a positive learning environment, disabilities and health disorders in a regular/inclusive classroom, as well as developing teaching skills for use in an inclusive classroom. Education majors must receive a grade of "C" or better. (A "C-" is not acceptable.)

EDU250**Educational Psychology and Human Development (3 cr. hour)**

Prerequisite: EDU100

Offered Spring, Year 2

This course presents an overview of educational psychology, human development, growth, and learning in the affective (moral, spiritual, aesthetic, emotional, and personality development), social (including play), creative, cognitive, language, and physical domains. Focus is given to the development, growth, and learning of the child from infancy through adolescence. This course examines how theoretical knowledge of child development affects and has implications for the establishment of appropriate learning environments, curriculum/activities for engagement, and establishing research-based, realistic and reachable classroom expectations for learning and behavior. This course provides clinical opportunities for candidates to apply course content to appropriate practices, guidelines, and standards.

EDU251

Technology & Pedagogy for Learning (1 cr. hour)

Prerequisite: EDU151 *Co-requisites:* EDE250, EDM250, or EDA250

Offered Fall, Year 2

This course provides students with opportunities to learn and practice the integration of pedagogy and technology for effective learning. Students will learn how to incorporate technological knowledge, skills, tools, and resources into the learning process for PK-12 students.

EDU319

Classroom Management for Middle Childhood and Adolescence to Young Adult Education (3 cr. hours)

Prerequisite: EDM250 or EDA250

Offered Spring, Year 3

This course provides students with the knowledge and skills necessary to create an effective learning environment for a Gr. 4-12 classroom and to deal appropriately and effectively with behavioral issues within the classroom setting. The course covers both legal and ethical implications and provides practical management techniques.

EDU324

The Role of Phonics and the Foundations of Reading and Writing (3 cr. hours)

Prerequisites: ENG141 and a passing score on the Reading and Writing Praxis Core Assessments or ACT/SAT equivalent.

Offered Fall, Year 3

Teacher candidates will demonstrate evidence-based knowledge of the way oral and written language work, which includes an understanding of the development of phonological awareness, phonics, word identification and spelling knowledge as well as the writing process. Candidates will understand how writing experiences, in conjunction with phonics instruction can enhance reading development.

EDU329

Differentiated Instruction & Assessment (3 cr. hours)

Prerequisite/Co-requisite: EDM350, EDA351 or EDA353

Offered Fall, Year 4

This course provides specific pedagogy in the differentiation of instruction through various models such as Response to Intervention (RIT), Multiple Intelligence Theory, Integration of Fine Arts, and specific technology adaptations. Students will also develop specific assessment tools and strategies to use classroom settings.

EDU335

Reading Diagnoses and Assessment (3 cr. hours)

Prerequisites: EDU220, EDU221, and EDU324 with a C+ or higher

Offered Spring, Year 3

Teacher candidates will understand the practice and processes of authentic reading assessment that contributes to student learning. In the course, teacher candidates explore their role in the diagnostic and assessment process, the nature and interrelatedness of factors that affect reading performance, and the instruments and techniques available for the assessment and diagnosis of reading performance.

EDU351

Technology, Pedagogy & Content Knowledge for Learning (1 cr. hour)

Prerequisite: EDU251; *Co-requisites:* EDE350, EDM351-356, or EDA351-354

Offered Fall and Spring, Year 4

This course provides students with opportunities combine content knowledge, pedagogy, and technology for effective learning. Student will use this combination to create effective learning experiences for PK-12 students and facilitate their use in classrooms.

SCI370

Integrated Science for Teachers (3 cr. hours)

Offered Spring even numbered years

An interdisciplinary science course for education majors designed to provide content knowledge in areas outlined in the National Science Standards and Science for All Americans. The course will demonstrate, through praxis, themes/project based approaches to teaching and learning science. The course will focus on science as an inquiry process. The course will involve students in lecture, relevant classroom projects, participation in hands-on-science labs, resource portfolio development and creation of a teachable science unit.

English as a Second Language (ESL) Program

The English as a Second Language (ESL) Program is designed to help international students achieve the level of English proficiency required for their chosen degree program. It also exposes students to many facets of American culture.

The ESL program provides balanced training in the English-language skills of reading, writing, listening and speaking. There are 3 levels: Beginning (I), Intermediate (II), and Advanced (III). Entering students are given an online assessment test that measures their reading and comprehension skills. They also write an integrated essay that requires them to read a passage, listen to a brief lecture segment and write an answer to a question about the two sources. Depending on the scores in these two sections, students may also need to complete an oral interview. The assessment procedure is used to determine whether a student needs any ESL courses and what level is best suited to that student's abilities. The ESL program is part of the University's plan to prepare international students for their studies and campus life.

ENGLISH LANGUAGE PROFICIENCY POLICY

1. This policy will apply to all degree-seeking students for whom English is their second language and are admitted to seated TU degree programs in the United States or any foreign site. Applicants from the following English-only countries do not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.
2. TU requires all other students whose native language is not English, and who do not submit an acceptable English language proficiency test score, to take the following battery of tests for seated courses in any undergraduate or graduate program:
 - Accuplacer ESL - reading skills, sentence meaning and language usage
 - TU Integrated Essay - reading passage, related lecture/listening section, essay prompt requiring students to use material from both the reading and the listening in response
 - TU Oral Interview
 - > Undergraduate students will be interviewed by the ESL Director and/or a faculty member from the school of their major if deemed necessary.
 - > Graduate students will be interviewed by the Dean and/or the Program Chair of their degree program if deemed necessary.
3. Students entering degree programs who have achieved university-stated scores (found in the Academic Bulletin) on the TOEFL, IELTS, MELAB, Cambridge tests, or any other English proficiency test accepted by the University will not take the Accuplacer test. Undergraduates will take the integrated essay test to determine their enrollment in ENG095 or ENG141 and other credit courses. Graduate students will take the integrated essay and a plagiarism/citation quiz to confirm their ability to research, cite, and respond orally and in writing to the kinds of integrative questions used in graduate classes. They may also be asked to complete an oral interview. Graduate students who have sufficient TOEFL or other scores, but who score below a 3.5 on the essay, below a 12 on the plagiarism test and/or below a 4.4 in the interview will enter the graduate bridge program. The graduate bridge program includes MGT505/506/507 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).
4. Graduate and undergraduate students who do not have a score from an approved proficiency test will complete the Accuplacer test, an integrated essay, and possibly an oral interview. Students who have received certificates that indicate completion of English language training at other English-speaking universities or language schools will not take the Accuplacer, but will take the integrated essay and possible the oral interview. Students who have taken English classes, but have not completed a formal program and have no TOEFL, etc., will complete the entire battery of tests to determine appropriate placement in classes. For graduate students, this includes an additional plagiarism/citation quiz to confirm their ability to research, cite, and respond in writing to questions concerning plagiarism and APA style.

Placement levels in the English as a Second Language Program:

 - a. Level 3: ESL109/114/130/132/172, no regular classes
 - b. Level 2: ESL102/104/106/112/171, no regular classes
 - c. Level 1: ESL101/103/105/110/170, no regular classes

ENGLISH LANGUAGE PROFICIENCY POLICY *(continued)*

5. Promotions from ESL levels will be based on the scores achieved in the TU battery of proficiency tests and assigned by the Proficiency Placement Grid. Students will be tested and placed upon arrival. When they are placed in ESL courses, they must pass those courses in order to earn permission to be retested at the end of the semester. Students who do not pass all of the ESL classes in their level will not be allowed to retake the proficiency tests. They must repeat the level. Promotions will not be granted simply because a student has attended class consistently. Each student must demonstrate the ability to read, write, and speak according to the requirements for each ESL level on the Proficiency Placement Grid. In order to move to the next level or higher, a student must achieve scores on the Accuplacer, essay, and if needed, the oral interview that show enough improvement to attain the next level or higher (a student may move from level 1 to level 3 or higher if there is sufficient improvement). Once they have entered the ESL program, students will not be allowed to move to the next level based on a more recent English proficiency test score (TOEFL, IELTS, etc.) during the semester; they will still be expected to follow the aforementioned promotion policy.
6. Promotions from the graduate bridge program will be based on students' progress in the prerequisite courses (MGT505/506/507). Students who do not pass all three of the MGT prerequisites with a "B" or higher will not be allowed to move into their chosen graduate program. They must repeat all of the courses the following semester.
7. Students must pass each level within two consecutive semesters; if they fail to do so, they will be dismissed from the program. Students are allowed to complete the levels in three consecutive semesters, and undergraduate students are allowed to enroll full-time in regular classes upon completion of any level if they earned the scores defined in the Proficiency Placement Grid. Graduate students who complete the levels will be enrolled in the bridge program and will have two semesters to successfully pass all three prerequisites.
8. Once a student begins a semester of ESL courses, he or she must complete the entire semester. This is especially important for graduate students. They may not enroll in ESL level 1 or 2 and decide they want to move to graduate classes at the end of the first 7-week term.
9. Late arrivals: International students must arrive by the last day to add classes (as stated in the Academic Bulletin). Students who are able to be tested for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in Level 1 ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.
10. Proficiency test scores: These averages will be used for placement when the student is initially tested. They will also be applied when students are retested at the end of each semester to demonstrate progress in their proficiency. Students who average 79 or below on Accuplacer are placed in level 1. Students who average 80 or above take the integrated essay and if needed, the oral interview. The three tests are evaluated together and placement is made based on the grid that is found below.
 - Accuplacer
 - 100 + (average on RS, LU, SM*) - Graduate bridge/Undergrad regular classes
 - 99 - 90 = Level 3
 - 89 - 80 = Level 2
 - 79 - 00 = Level 1
 - *RS = Reading Skills; LU = Language Usage; SM = Sentence Meaning
 - Integrated essay is graded on a scale of 0 - 4 based on the rubric.
 - Oral interview is graded on a scale of 1 - 5 based on the rubric.

SCHOLARSHIPS

Tiffin University offers international scholarships to eligible international students.

GRADE CONVERSION

In order to evaluate the grades for international applicants, Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.

PLACEMENT

All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive at Tiffin University to determine their English language proficiency. The results will determine their enrollment in ESL courses or credit courses.

SEMESTERS FOR ADMISSION

Fall Semester (late August - mid December)
 Spring Semester (mid January - early May)

APPLICATION DEADLINES

Fall Semester - July 15th
 Spring Semester - November 15th

MEDICAL INSURANCE

All undergraduate and graduate international students must show proof of health insurance coverage while in the United States. Students who do not provide proof of their insurance coverage by a deadline set forth by the International Student Advising Office will be enrolled in the TU health insurance plan and charged accordingly.

LATE ARRIVAL POLICY

Late arrivals: International students must arrive by the last day to add classes to an existing schedule (as stated in the Academic Bulletin). Students able to test for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

CERTIFICATE: ENGLISH AS A SECOND LANGUAGE (ESL)

LEVEL 1 (ONE)

ESL101 Reading Comprehension for ESL Learners I.....	3 hours
ESL103 Conversation English I	3 hours
ESL105 Writing in English	3 hours
ESL110 Foundational English Grammar	3 hours
ESL170 Community Partnership Program for Level I	1 hour

LEVEL 2 (TWO)

ESL102 Reading Comprehension for ESL Learners II	3 hours
ESL104 Conversational English II.....	3 hours
ESL106 Academic Writing.....	3 hours
ESL112 Foundational English Grammar II.....	3 hours
ESL171 Community Partnership Program for Level II	1 hour

LEVEL 3 (THREE)

ESL109 Academic Reading Skills.....	3 hours
ESL114 Foundational English Grammar III.....	3 hours
ESL130 College Communication	3 hours
ESL132 Advanced Academic Writing.....	3 hours
ESL172 Community Partnership Program for Level III	1 hour

ESL: ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS

ESL100

First-Year Seminar (International) (1 cr. hour)

A student must pass with a “C” or better. This course can take the place of FYS 100 for undergraduate students entering a degree program.

Offered Fall, Spring

The purpose of this course is to help each new international student make a successful transition from their country’s high school or college to an American university by building social connections and improving academic preparedness.

ESL101

Reading Comprehension for 2nd Language Learners I (3 cr. hours)

Prerequisite: Placement is based on performance on the University assessment. Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

Designed for foreign students with low to intermediate skills in reading English texts, this course provides the second language student with the basic skills necessary for reading texts in English and understanding them. Understanding a foreign language is more than simply knowing the correct translation of its words. Students learn how to read, evaluate, and comprehend texts written in English.

ESL102

Reading Comprehension for 2nd Language Learners II (3 cr. hours)

Prerequisite: ESL101 or performance on the University assessment instruments; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

Designed for high-intermediate to advanced students, this course focuses on developing skills and proficiency in reading authentic materials on various topics. Emphasis is placed on using reading strategies to increase speed and comprehension, reading for different purposes, and developing vocabulary in authentic contexts. The topics will include politics, history, popular culture and general fiction. Many of the articles that the students will read and review will be current events. Reading for pleasure is encouraged.

ESL103

Conversational English I (3 cr. hours)

Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This course is designed for low to intermediate level students who have demonstrated control of basic English grammatical structures and who need practice in oral expression of idea and thought. The course aims to increase fluency in spoken English and to expand vocabulary.

ESL104

Conversational English II (3 cr. hours)

Prerequisite: ESL103 or performance on the University assessment instruments; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This course is designed for high-intermediate to advanced students who have general fluency in spoken English. The course aims to develop oral expression as well as to expand vocabulary necessary for academic study in American higher education programs. Students will be required to read, synthesize and discuss passages from various educational resources selected by the instructor and discuss their own ideas, opinions and life experiences.

ESL105

Writing in English (3 cr. hours)

Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This course is designed to increase ESL students’ understanding of the process and structure for writing effective sentences and paragraphs. The course seeks to develop writing abilities at all levels of the writing process, including generating ideas, planning and organizing content, drafting, proofreading, and revising.

ESL106**Academic Writing (3 cr. hours)**

Prerequisite: ESL105 or performance on the University assessment instruments; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This is a course in written communication in an academic environment. Emphasis is placed on development, structure, and writing of summaries, reactions and critiques in paragraph and essay formats. The elements of academic research and writing are introduced.

ESL109**Academic Reading Skills (3 cr. hours)**

Prerequisite: ESL102 or performance on the University assessment instruments; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This course is designed to expand the student’s ability to learn at the college level through effective and efficient reading strategies. Combining class lecture, collaborative groups, and individualized instruction, students will participate in a variety of activities focused on learning from textbooks. These activities will develop individualized approaches to before, during, and after reading strategies. This completes the ESL reading sequence for the Certificate.

ESL110**Foundational English Grammar (3 cr. hours)**

Prerequisite: Placement is based on performance on the University assessment; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

In this introductory English grammar course, topics include a verb tense review, the use of articles, structures used to compose compound and complex sentences, and the use of prepositions. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills.

ESL112**Foundational English Grammar II (3 cr. hours)**

Prerequisite: ESL110 or performance on the University assessment instruments; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

In this comprehensive English grammar course, topics will include the effective use of phrases and clauses, use of verbals (e.g. gerunds, infinitives), extensive work with verb tenses, and passive/active voice. A variety of activities, exercises, and evaluative measures will help students to develop their grammar skills.

ESL114**English Grammar III (3 cr. hours)**

Prerequisite: ESL112 or performance on the University assessment instruments; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This course is the third in a sequence that provides an extended, comprehensive study of English grammar. The topics include a verb tense review with emphasis on irregular verb forms, the use of active and passive voice, structures used to compose compound and complex sentences, and the use of verbals and modal auxiliaries. This completes the ESL grammar sequence for the Certificate.

ESL130**College Communication (3 cr. hours)**

Prerequisite: ESL104 or performance on the University assessment instrument; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This course is designed for advanced students in the development and improvement of communication and listening skills needed to successfully participate and contribute in an academic learning environment. Listening and communicating in group situations and class presentations will be required. Accurate pronunciation will also be a main focal point of the class. This completes the ESL conversation sequence for the Certificate.

ESL: ENGLISH AS A SECOND LANGUAGE COURSE DESCRIPTIONS *(continued)*

ESLI32

Advanced Academic Writing (3 cr. hours)

Prerequisite: ESL106 performance on the University assessment instrument; Students must pass with a “C” or better.

There will be a lab fee associated with this course.

Offered Fall, Spring

This course continues the ESL instruction in written communication for an academic environment. Emphasis is placed on development, structure, and writing of, summaries, reactions, and critiques in paragraph and essay formats. This course includes thorough practice of the basic and advanced rules of grammar, sentence structure, and diction. The preliminary elements of academic research and writing are explored. This completes the ESL writing sequence for the Certificate.

ESLI70

Community Partnership for Level 1 (1 cr. hour)

Students who do not meet the contact hour requirement for the course will not pass and must repeat it.

Offered Fall, Spring

This course is designed to expose beginning international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESLI71

Community Partnership for Level 2 (1 cr. hour)

Students who do not meet the contact hour requirement for the course will not pass and must repeat it.

Offered Fall, Spring

This course is designed to expose intermediate international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESLI72

Community Partnership for Level 3 (1 cr. hour)

Students who do not meet the contact hour requirement for the course will not pass and must repeat it.

Offered Fall, Spring

This course is designed to expose advanced international students to American culture and communication through community involvement in local schools and organizations. Students are required to gain a minimum of 36 contact hours at an assigned location during the semester. The purpose of this course is to help international students expand both their communication skills and their understanding of American culture while fostering strong relationships within the community.

ESL507*

Fundamentals of Professional Research & Writing (4 cr. hours)

Prerequisite: Graduate level international students accepted into the MBA program. This course will be required of all international students from non-English speaking countries who cannot demonstrate familiarity with American academic writing requirements (specifically, APA documentation and source citations) based on university assessment. Students must receive a grade of “B” or better to move on in graduate program. Cannot be used to fulfill graduation requirements.

This course is designed as a comprehensive introduction to research writing and professional communication at the graduate level. The course will cover the entire research process as it applies to various academic settings while also further immersing students in the English language. Students will be exposed to the various types of research writing with emphasis on the proper use of English grammar, spelling, and punctuation. They will also become familiar with academic formatting, APA documentation, and the requirements that avoid all types of plagiarism.

ESL508***Fundamentals of Professional Communication for Graduate Students (4 cr. hours)**

Prerequisite: Graduate level international students accepted into the MBA program. This course will be required of all international students from non-English speaking countries who cannot demonstrate communication skills based on university assessment. Students must receive a grade of “B” or better to move on in graduate program. Cannot be used to fulfill graduation requirements.

This course is designed as a comprehensive introduction to research writing and professional communication at the graduate level. The course will cover the entire research process as it applies to various academic settings while also further immersing students in the English language. Students will be exposed to the various types of research writing with emphasis on the proper use of English grammar, spelling, and punctuation. They will also become familiar with academic formatting, APA documentation, and the requirements that avoid all types of plagiarism.

ENG095**Introduction to College Reading and Writing (ESL emphasis) (3 cr. hours)**

Prerequisite: Placement is based on performance on the University assessment; Students must receive a grade of “C” or better in this course to enroll in ENG141.

Offered Fall, Spring

This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay writing. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction. This course is not for graduation credit. Students must earn a “C” or better in this course to enroll in ENG 141. Students will be able to attempt this course two times. This section offers special emphasis on the needs of ESL students.

ENG141**Rhetoric and Introduction to Research Writing (ESL emphasis) (3 cr. hours)**

Prerequisite: ENG095 or performance on the University assessment Instruments; Students must receive a grade of “C” or better to enroll in ENG142.

Offered Fall, Spring

This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (pro/con, cause/effect, comparison/contrast, etc.) and/or through rhetorical analysis (ethos, logos, and pathos). Emphasis is placed on developing essays characterized by strong thesis statements; focused, coherent, and logically ordered paragraphs; correct grammar; and correct documentation in APA style. Students must receive a grade of “C” or better to enroll in ENG142. This section offers special emphasis on the needs of ESL students.

GRADUATE ESL ACADEMIC POLICIES

1. Students in Level IV are graded on the same scale used in credit courses in the university. They must pass each course with a “B”. Students who do not successfully complete any level will be required to repeat it. If they do not complete that level on the second attempt, they will be dismissed from the program.
2. Graduate students who successfully complete Level IV, and other ESL students who test out of the ESL program, will be placed in the graduate bridge program. The graduate bridge program includes MGT507/508 (MBA prerequisites for non-native English speakers who are unfamiliar with American business and academic writing formats).
3. Graduate students must pass all of the courses in the bridge program (MGT507/508) before they will be permitted to enroll in their master’s classes. Non-ESL students will not be permitted to enroll in the ESL sections.
4. Students enrolled in the ESL program will be assigned to an adviser from the ESL program until they have successfully completed all of their ESL requirements.

GRADUATE ESL BRIDGE FOR MBA STUDENTS ONLY

MGT515 Managerial Business Foundations	2 hours
MGT516 Foundations of Quantitative Business Methods.....	2 hours

MGT515

Managerial Business Foundations (2 cr. hours)

This course is a foundational MBA course for non-business undergraduates. The course will focus on critical thinking and reasoning skills by building knowledge in the qualitative areas of business. Students will be exposed to common professional components within the Tiffin University MBA program in the areas of business, including problem solving, communication, ethic, globalization marketing, and leadership.

MGT516

Foundations of Quantitative Business Methods (2 cr. hours)

This class is for the MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of foundational skills in the quantitative areas of Accounting, Economics, Finance, Information Systems, and Operations Management.

**** ESL courses, MGT515 and MGT516 cannot be used to fulfill graduation requirements. Students required to take these courses may need to attend additional semesters to meet graduation requirements.***

Graduate Program Information

CAMPUS AND PROGRAM LOCATIONS

Graduate Academic programs are offered by Tiffin University at the following locations:

TIFFIN CAMPUS (MBA, MS)

The Tiffin Campus offers Master's degree programs in a seated, classroom format. On-campus housing and food services are provided in addition to student and university services, intercollegiate athletics, and extracurricular activities.

INTERNATIONAL LOCATIONS (MBA)

Tiffin University offers its MBA degree, taught in English, in Bucharest, Romania.

TIFFIN UNIVERSITY ONLINE (MBA, MEd, MH, MS, Ph.D.)

Tiffin University offers the MBA, MEd, MH, MS and Ph.D. programs in an online format. The online programs offer students nationwide and around the world an opportunity to obtain accredited degrees from Tiffin University.

Tiffin University offers four graduate degrees: Master of Business Administration (MBA), Master of Education (MEd), Master of Humanities (MH) and the Master of Science (MS), and a Doctor of Philosophy degree in Global Leadership and Change (Ph.D.). Tiffin University seeks highly motivated students with strong intellect and a desire to learn and apply knowledge from their graduate education to their personal, academic, and professional lives. Possession of such attributes is demonstrated by past academic performance, professional success and achievement, a written statement of interest, and other supporting materials that may be submitted as part of an application, including a professional résumé. Candidates are reviewed for admission by the Graduate Admissions Committee in accordance with established university policy.

GRADUATE CERTIFICATES

Graduate certificates are designed for working professionals who wish to take additional courses in a particular area of study. Graduate certificates are made up of courses in a specific concentration and are completely online, except for the Addictions Counseling Program. The Addictions Counseling certificate is only offered in a seated format on the Tiffin Campus.

GRADUATE ADMISSION POLICIES

1. A Bachelor's degree from a regionally accredited U.S. college or university, or its equivalent, is required to be considered for admission.
2. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
 - a. If the applicant has fewer than five years of work experience, a recommended minimum undergraduate GPA of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE. Generally, a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
 - b. If applicant has below a 3.00 G.P.A. the application will be reviewed and considered for admission on a probationary status.
 - c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview, or other material to support the candidate's application.
3. Resume: work and life experience of an applicant is another factor considered for admission. Quality academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.
4. A completed online application, including a personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her educational and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant. This is also a requirement for Graduate Certificates.

GRADUATE ADMISSION POLICIES *(continued)*

NON-DEGREE ADMISSIONS

Non-degree status is also available for students who choose to take graduate level courses outside of a degree program. Students seeking admission outside of the degree track will be required to fulfill the admission process requirements (résumé, transcripts, and application) in time for enrollment. Successful graduate course completion, while considered in any admission decision, is no guarantee for admission. Students admitted as non-degree are not eligible for federal financial aid. Student must declare a major if more than three classes will be completed.

CONDITIONAL ADMISSION

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their college performance. They are admitted on the condition that they provide the Office of Online and Graduate Enrollment Management with official transcripts before the next registration period in their program. If a student is unable to comply, they will be placed on inactive status until the required transcripts are provided. Note: Some students may be accepted on both a conditional and a probationary basis. Students admitted conditionally are not eligible to receive federal financial aid.

INTERNATIONAL GRADUATE STUDENTS

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

ADMISSION REQUIREMENTS FOR INTERNATIONAL GRADUATE APPLICATIONS

1. A Bachelor degree or a 3-year undergraduate professional degree from an officially recognized higher education institution.
2. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
 - a. If the applicant has fewer than five years of work experience, a recommended minimum undergraduate GPA of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE. Generally, a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
 - b. If applicant has below a 3.00 GPA, the application will be reviewed and considered admission on a probationary status.
 - c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview, or other material that supports the candidate's application.
3. Work and life experience of an applicant is another factor considered in the admission process. Quality academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.
4. Personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her education and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant.
5. Satisfactory TOEFL score (550 PBT/79-80 iBT) or IELTS score 6 or iTEP score of 5.5, ACT score of 18, and SAT score of 820.

Applicants who have not provided an English language test score at or above the required minimum may be admitted on the condition that they will be enrolled in the English as a Second Language (ESL) program at the appropriate level, which will be determined by a placement test.

Applicants from the following English-only countries may not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

REQUIRED DOCUMENTS FOR INTERNATIONAL GRADUATE APPLICATION

1. A completed International Student Application for Admission
2. Copies of all undergraduate transcripts and, for MBA transfer applicants, a copy of the transcript from current MBA program
3. A copy of TOEFL, IELTS, iTEP, ACT, or SAT score
4. Personal Statement
5. Current Résumé
6. Proof of financial responsibility, including a completed Tiffin University Affidavit of Financial Support form and supporting financial documentation
7. Copy of passport

SCHOLARSHIPS

Tiffin University offers international scholarships to eligible international students.

GRADE CONVERSION

In order to evaluate the grades for international applicants, Tiffin University uses scales provided by World Education Services, Education USA, and AACRAO Edge.

PLACEMENT

All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive in Tiffin to determine their English language proficiency. The results will determine their enrollment in ESL courses and/or credit courses.

SEMESTERS FOR ADMISSIONS

Fall Semester (late August - mid December)

Spring Semester (mid-January - early May)

APPLICATION DEADLINE

Fall Semester: July 15th

Spring Semester: November 15th

MEDICAL INSURANCE

All undergraduate and graduate international students must show proof of health insurance coverage while in the United States. Students who do not provide proof of their health insurance coverage by a deadline set forth by the International Student Advising Office will be enrolled in the TU health insurance plan and charged accordingly.

LATE ARRIVAL POLICY

Late arrivals: International students must arrive by Friday of the first week of the semester. Students who are able to test for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Students who do not arrive in time to be tested before the last day to add classes will automatically be placed in ESL courses. Any student who anticipates arriving after the last day to add a class will have his/her enrollment deferred until the next semester.

GRADUATE TUITION AND FEES

Tuition and fees are in effect as of the date of publication of this Bulletin. They are subject to change by vote of the Board of Trustees.

MBA Tuition per credit hour	\$700
MS Criminal Justice Tuition per credit hour.....	\$700
MS Psychology Tuition per credit hour.....	\$550
MH Tuition per credit hour	\$550
MEd Tuition per credit hour	\$550
Ph.D. Tuition per credit hour.....	\$800
Technology Fee (per Fall & Spring semester)	\$200
Technology Fee (per Summer semester)	\$100
Supplemental Course Material Fee*	Varies

*Some courses may include a supplemental course material fee, which will support and enhance the students' learning.

Health Insurance*	
International students (required)	Varies by year
Transcript Fee, Official.....	\$8
Transcript Fee, Unofficial.....	\$6
Returned Check Fee	\$40
Language lab fee for ESL courses	\$25

*Information about insurance coverage is available to full-time Tiffin campus graduate students upon request. Insurance is required for all full-time international students on the Tiffin campus.

Tiffin University provides a tuition payment plan option to allow for monthly payments. Contact the Director of Student Accounts, 419-448-3409, for more information.

TUITION FEES FOR PREPARATORY COURSE WORK

Where deemed necessary, students admitted to any graduate program may be asked to enroll in specially designed graduate-level courses to fulfill the preparatory needs of the student. Credit hours accrued in prerequisite work do not count toward graduation requirements. Tuition charged for the preparatory course work will be the same as for any graduate course. Some courses may include additional technology fees, which will be included on the student's billing statement.

ADD OR WITHDRAW FROM CLASSES

A student may add a class, or classes, prior to the first meeting of the course or with permission of the professor after the course has begun for online, or met one time for seated courses.

The student is responsible for notifying the Office of Online and Graduate Enrollment Management of all withdrawals from classes. Students may withdraw from a class prior to the 60% point in the term for MBA, MEd and MS or the semester for MH & MS-FP. If, after 60% of a graduate course has been completed, the professor of the course agrees that the circumstances are such that withdrawal, and not an Incomplete, is the best course of action for the student, the professor may sign-off and the student will be withdrawn from the course. If the professor does not believe that the withdrawal is for sufficient reasons, the student may appeal to the Dean of the appropriate discipline school for reconsideration. If the Dean agrees with the student, after first consulting with the course professor, the Dean can approve the student's withdrawal, if so warranted.

If a student drops out of school without notifying the University in writing, the Excessive Absence Withdrawal Policy will be implemented.

GRADUATE READMISSION PROCEDURES

Any student who falls into any of the following categories below must apply for readmission to Tiffin University.

- Was enrolled at Tiffin University, but has not taken classes for one or more semesters
- Was academically dismissed
- Readmission status will be decided by the academic school Dean and readmission is not guaranteed.

A student seeking readmission to Tiffin University's Graduate Program must complete and submit an application for readmission. The application form is available online or from the Office of Online and Graduate Enrollment Management. The readmission application must also include a listing of, and transcripts from, all schools attended during the absence from Tiffin University. Any student who has been academically dismissed must also submit an essay stating his/her intention to return to the graduate program. Students should contact the Office of Online and Graduate Enrollment Management for assistance in processing necessary paperwork.

Readmission status will be decided by the Dean of the appropriate discipline school, based on consultation with the Graduate Admissions Committee, the student's former graduate faculty instructors, and other necessary parties the School Dean deems helpful. Further, the student's readmission will only be valid for the semester for which the student applied. If the student does not begin courses during that semester, he or she will have to begin the readmit process again.

GRADUATE STUDENT RESPONSIBILITIES

Students are responsible for being familiar with all program requirements listed in the Academic Bulletin. The University reserves the right to change its course offerings, academic policies and requirements for graduate degrees. Information in the Academic Bulletin is subject to change. Check with the Office of Online and Graduate Enrollment Management for the latest Academic Bulletin and any changes.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major curriculum sheets to track their progress. Students are encouraged to obtain up-to-date curriculum sheets from the Office of Online and Graduate Enrollment Management or online.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the Academic Bulletin for the year they entered Tiffin University or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation.

GRADUATE STUDENT EXPECTATIONS

Tiffin University expects that graduate students will:

1. Keep pace with colleagues (both faculty and peers) and actively participate in their own learning experience. Students will approach the subject with curiosity and perform as colleagues by sharing what they know.
2. Act as life-long learners and knowledge-seekers, not simply degree-seekers, while demonstrating academic maturity beyond that of undergraduates.
3. They will participate as partners in their education by taking a major role in defining what learning takes place and assuming ownership of their learning process.
4. Employ reflective learning practices through retrospective deliberation and action-based research efforts. Capstone projects conceived and created in collaboration with peers serve as models for ongoing and future research and signify points on a learning lifestyle continuum.
5. Take personal responsibility for their learning and thus will act more like co-learners and co-investigators in the learning and research processes. Rather than act as passive recipients in their own educational processes, students will initiate scholarly activity beyond that prescribed in the course.

Graduate Academic Policies

TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Graduate level credits earned at a regionally accredited college or university may be transferred and applied toward a student's degree requirements at Tiffin University. To transfer course credit, the student must have earned a grade of "B" or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Graduate Program Chair and Discipline School Dean will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a degree can be transfer credits. Transferred credits must not have been used to meet the requirements of any other completed graduate degree. Applicants can apply for advance approval of transfer credits by contacting the Office of Online and Graduate Enrollment Management. In admitting transfer or returning students, the University will allow, when possible, credit for courses taken up to ten years prior to the date of admission or readmission. However, individual schools may choose not to accept courses regardless of age for credit in the major. Courses of a technical nature or courses in a particularly dynamic field may not be accepted for credit. Final determination of the acceptability of such courses is the responsibility of academic units and generally occurs after the student has matriculated (entered) or been readmitted.

CLASS LOAD

Full-time student class load is eight credits per semester for all graduate programs. Students who wish to enroll beyond eight credit hours for the MBA or MEd and 10 credit hours for the MS or MH must receive permission from the Office of Online and Graduate Enrollment Management with confirmation from the Graduate Program Chair before enrolling. Financial aid regulations require that a student be enrolled in and take 4 credits per semester to be considered a half-time student.

COURSE LEVELS

Course numbers

500-699 Masters level
700-999 Doctoral level

GRADING SYSTEM

Tiffin University awards credit based on semester hours.

Grade	Quality	
	Points	Remarks
A	4	-
B	3	-
C	2	-
F	0	Failure
I	-	Incomplete Work
WD	-	Withdrew before deadline, notifying the Registrar
WF	-	Withdrew failing - withdrew after deadline

Grades of A, B, or C may be indicated with a '+' or '-' on the student's transcript. However, the '+' or '-' is not used in the computation of the quality point average.

GRADES

When an instructor has released a grade, it should not be changed unless there has been a mistake in computing or in transcribing it. Any change of grade must be reviewed by the Provost.

GRADUATE INCOMPLETE POLICY

If a student cannot finish the work by the end of the course, the student may request an 'Incomplete' (grade of "I") by submitting an Incomplete Grade Contract form to the instructor. The instructor, at his or her discretion, may give the student additional time to complete the necessary work, up to the end of the following semester. If the student does not complete the necessary work in the allotted time, the grade of "I" will automatically become an "F". Any student with more than two "I"s on their transcript will not be allowed to register for further courses.

ACADEMIC PROBATION AND DISMISSAL

Any graduate student whose cumulative grade point (GPA) average falls below a 3.00 will be placed on Academic Probation and given one semester in order to achieve the required 3.00.

Any graduate student whose cumulative grade point (GPA) average falls below a 3.00 will be placed on Academic Probation (semester end) and given one semester in order to achieve the required 3.00. Failure to achieve a cumulative 3.0 GPA in the immediate subsequent semester will result in the student's dismissal from the graduate program. Any course in which a graduate student receives an F must be taken again at its next offering.

TIME LIMIT TO COMPLETE THE DEGREE

All course work for graduate degrees must be completed within six (6) years from the semester the student first enrolls in a graduate level class at Tiffin University. If a student needs more time to complete the program, the student must petition the Office of Online & Graduate Admissions and Advising for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date. The extension may be granted by the Dean of the appropriate discipline school.

ALTERNATE METHODS OF COMPLETING COURSE REQUIREMENTS

CLEP *

Credit may be awarded for either general or subject tests taken through College Level Examination Program (CLEP). The American Council on Education recommendations are followed when determining required scores for awarding credit.

CLEE - CERTIFIED LAW ENFORCEMENT EXECUTIVE**

A student who has successfully completed the Certified Law Enforcement Executive Program may receive up to nine hours of credit (3 courses) toward a Criminal Justice degree. The student must have completed the entire CLEE program and meet the admissions criteria for a CJ degree. In addition, the student will need to submit their collection of CLEE documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

PELC - POLICE EXECUTIVE LEADERSHIP COLLEGE**

A student who has successfully completed the PELC may receive up to six hours of credit (2 courses) toward a Criminal Justice degree. The student must have completed the entire PELC program and meet the admissions criteria for the CJ degree. In addition, the student will need to submit their collection of PELC documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

STEP – SUPERVISOR TRAINING AND EDUCATION PROGRAM

A student who has successfully completed the Supervisor Training and Education Program through the Law Enforcement Foundation may be eligible to receive 3 credit hours (1 course) toward a Criminal Justice degree. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

FBINA

FBINA law enforcement training can translate into college credit at Tiffin University. Members of FBINA could receive up to 12** credit hours toward masters-level degree programs or up to 30** credits toward an undergraduate-level degree.

**The maximum number of semester credit hours a student may accumulate from all of these sources combined is thirty (30) to be applied to a Bachelor's degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is 30 toward an Associate's degree program.*

*** The maximum number of semester credit hours a student may accumulate toward a Master's degree from all of these sources combined may not exceed one-third of the total number of credits required for the degree.*

GRADUATION REQUIREMENTS

To be eligible for graduation, a candidate for the Master's degree must complete the number of semester hours required for each program with a cumulative grade point average of at least 3.00. A student may not graduate with more than two "C"s. Tiffin University holds commencement once each academic year, at the end of the spring semester. Most students will follow the normal graduation procedure of finishing their studies and be approved to receive their degrees by the Tiffin University faculty at the last faculty meeting before graduation. Students who have achieved sufficient progress and appropriate status will be allowed to participate in the graduation ceremony. However, such attendance does not constitute meeting graduation requirements. In order to qualify for the graduation ceremony, the student must successfully complete the course work required and the number of semester hours specified by the school in which the degree is housed.

GRADUATION APPLICATION

Each student must declare his or her intention to graduate by completing and submitting an application for graduation by the given semester deadline to be approved as a degree candidate. The application for graduation must be submitted to the Registrar by the deadline posted for his or her expected graduation date in order to receive a graduation audit, be approved by the faculty, and presented to Tiffin University's Board of Trustees for conferral of degrees.

SPECIAL ACADEMIC OPPORTUNITIES

INTERNSHIPS

Internships may be available for MBA General Management or Sport Management students only. Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan and 200 hours of fieldwork. For more information, see the course description for MGT670 Business Administration Internship, SRM670 Sport Mentorship or contact Graduate Admissions and Student Services.

WASHINGTON CENTER INTERNSHIPS

Graduate students interested in internships, may take advantage of The Washington Center Internship program in Washington, D.C. A participating student works full time in his or her chosen field in a placement that matches the student's individual interests and skills. In some cases, the student may receive Tiffin University credit as determined by the Department Chair and the Dean(s) of the appropriate discipline school(s). Housing arrangements can be made through the Center. There are non-credit bearing options available to graduate students. Contact the Washington Center Internship liaison on Tiffin University's campus. Financial aid in the form of loans may be available if the student is receiving academic credit. Additional information can be found at the Washington Center website twc.edu

BUCHAREST, ROMANIA

MBA students have the option of participating in Tiffin University's hybrid program in Bucharest, Romania for either one or two terms. Housing is available in exchange for internship service hours (Option A: Minimum 80 hours for 4 weeks / Option B: Minimum 200 Hours for 10 weeks). Affordable public transportation and meal options are available. Tuition will be paid directly to Tiffin University at the U.S. rate for credit hours. Qualified students in good academic standing may intern with either the Department of Commerce at the U.S. Embassy or with Sievco, a local software company partnering with worldwide companies to offer solutions for commercial and industrial corporations such as the European Aviation Safety Agency and the EduTubePlus consortium.

STUDY ABROAD

Tiffin University has established a number of semester abroad programs in cooperation with Oxford University in Oxford, England, American Institute for Foreign Study, Spanish Studies Abroad, and the Sant'anna Institute in Sorrento, Italy. These programs are located in a number of locations throughout Europe, as well as Asia, Latin America, the Pacific and South Africa. All courses are accredited in the United States and most are taught in English.

Contact the Study Abroad Coordinator or the Office of Online and Graduate Enrollment Management for information on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition, room, and board (if applicable). Students eligible for financial aid may be able to receive assistance to attend one of these programs. International students or students who have lived or studied outside the U.S. may not be eligible to participate in their home country or the country in which they have studied.

GRADUATE ACADEMIC SUPPORT SERVICES

ACADEMIC ADVISING

Academic advising is a connecting point for all students at Tiffin University. We believe in the importance of academic advising, so every student has been assigned an Advisor in his or her academic area. Academic Advising for graduate students is done through the Office of Online and Graduate Enrollment Management. The student is ultimately responsible for his or her progress toward completion of a degree. The Office of Online and Graduate Enrollment Management will monitor students' progress through their chosen curriculum and provide guidance as needed. Individual schools and programs may provide additional academic support and advising for the purpose of research and/or credential preparation.

ONLINE TUTORING

Online tutoring for graduate students is available through the Murphy Academic Support Center. This service is offered free to Tiffin University graduate students. For information on how to set up an appointment, contact the Office of Online and Graduate Enrollment Management.

ORIENTATION FOR ONLINE STUDENTS

Each semester, students entering online programs in the graduate school are required to complete an orientation with their Graduate Admissions Counselor. The session, conducted through an interactive, online format, is designed to orient students to Tiffin University's online environment, including Moodle and MyDragon. The orientation covers:

- How to log into MyDragon, using the student's assigned username and password and the services available on MyDragon
- How to interact with online courses, demonstrated by utilizing the Orientation Course posted on MyDragon and Self Service
- An overview of the location of relevant documents and policies, including the current Academic Bulletin, curriculum sheets, and semester schedules
- How to utilize services from the bookstore and Career Development
- Information about the Financial Aid Office, Office of Graduate Admissions and Student Services, Information Technology Services (ITS), and the Library, including the OhioLink library database system
- Discussion of online expectations including time management, online participation in collaborations, submitting documents, etc.
- Review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Online and Graduate Enrollment Management (academic advising, scheduling, referrals, etc.)

ORIENTATION FOR ON-CAMPUS GRADUATE STUDENTS

Students entering on campus, seated programs are invited to attend an orientation prior to beginning their program of study at TU. The orientation includes:

- A tour of campus to locate campus buildings and services that are relevant to graduate students such as the bookstore, Career Development Office, Financial Aid Office, Office of Online and Graduate Enrollment Management, and ITS
- An overview of the Academic Bulletin, which outlines policies relevant to being a graduate student at TU, including a review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Online and Graduate Enrollment Management (academic advising, scheduling, referrals, etc.)
- Distribution of library cards and information about the services offered by the Tiffin University library and OhioLINK
- How to log into the MyDragon and Self-Service, using the student's assigned username and password
- A brief welcome presentation by the Office of Online and Graduate Enrollment Management regarding expectations and requirements for graduate students

Graduate Program Degrees

GRADUATE DEGREES, MAJORS, AND MAJORS WITH CONCENTRATIONS

Tiffin University offers the following graduate degrees, majors, and majors w/concentrations. All concentrations are offered online only, with the exception of MBA-LC, MS-CJJA and MS-CJFP. MS-CJJA is offered online and on the Brunswick campus, and MS-CJFP is only available on the Tiffin campus.

MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE

- Data Analytics Concentration
- Finance Concentration
- Forensics and Fraud Examination Concentration
- Healthcare Administration Concentration
- Human Resource Management Concentration
- International Business Concentration
- Leadership & Change Concentration
- Marketing Concentration
- Sports Management Concentration

MASTER OF EDUCATION (MEd) DEGREE

- Educational Technology Management Concentration
- Higher Education Administration Concentration

MASTER OF HUMANITIES (MH) DEGREE

- Art & Visual Media Concentration
- Communication Concentration
- Creative Writing Concentration
- English Concentration
- Film Studies Concentration
- Humanities Concentration

MASTER OF SCIENCE (MS) DEGREE

- Criminal Justice Major
 - Crime Analysis Concentration
 - Crime Science Concentration
 - Criminal Behavior Concentration
 - Homeland Security Administration Concentration
 - Homeland Security Concentration
 - Justice Administration Concentration
 - Forensic Psychology Concentration
- Cyber Security Major
- Psychology Major

GRADUATE DEGREES, MAJORS, AND MAJORS WITH CONCENTRATIONS *(continued)*

GRADUATE-LEVEL CERTIFICATES

Crime Analysis
Crime Science
Criminal Behavior
Data Analytics
Finance
Forensics and Fraud Examination
Justice Administration
Healthcare Administration
Homeland Security
Homeland Security Administration
Human Resource Management
International Business Management
Leadership & Change
Marketing
Sport Management

POST-LICENSURE CERTIFICATE

Addictions Counseling

DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

Global Leadership and Change

Graduate Curricula

MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE

The MBA degree focuses on developing competencies in communication skills, leadership and teamwork, information technology, and problem solving. A distinguished faculty lead a rich and diverse student body through current issues in management and prepares the students for the technology-driven global workplace of the third millennium.

MBA CORE CURRICULUM

ECO524 Managerial Economics.....	2 hours
FIN612 Managerial Finance.....	2 hours
MGT515 Managerial Business Foundations**.....	2 hours
MGT516 Fundamentals of Quantitative Business**.....	2 hours
MGT522 Management of Human Resources.....	2 hours
MGT526 Quantitative Business Analysis and Research.....	2 hours
MGT614 Global & Transnational Management.....	2 hours
MGT621 Organization Analysis and Design.....	2 hours
MGT622 Strategic Management.....	2 hours
MGT623 Legal and Ethical Issues in Management.....	2 hours
MGT630 Innovative Decision Making.....	2 hours
MKT523 Marketing Management.....	2 hours
Total	24 hours

**Courses waived if student has earned an undergraduate degree in business with a 3.0 GPA or higher.

In addition to the MBA core curriculum, each candidate must also complete one of the concentrations listed below.

CORE MBA CONCENTRATION: LEADERSHIP & CHANGE

The Leadership & Change concentration provides students with a comprehensive organizational perspective, combined with real world applications. Exposure to individual and group theories and practice will prepare graduates to become well-rounded business professionals. Competencies covered will include ethical decision making, interdependence, inclusion, global perspective, technology with courses focused on the individual leadership, behavior and change dynamics, systems thinking, negotiations and conflict resolution.

LDR531 Individual Leadership & Influence	3 hours
LDR610 Leadership Behavior and Change Dynamics	3 hours
LDR611 Systems Thinking & Innovative Teamwork.....	3 hours
HRM610 Negotiations & Conflict Resolution	
<i>or</i>	
LDR670 MBA Leadership Internship	3 hours
Total	12 hours

CONCENTRATION: DATA ANALYTICS

The Data Analytics concentration focuses on the development of managerial competencies related statistics, accounting, economics, finance, computer information, policy, ethics, law, globalization, and marketing. In addition, the program focuses on self-actualization of a higher level of learning. In addition, this concentration will provide specialized training needed in the advancing technological business environment.

DAX511 Database and Data Modeling	3 hours
DAX521 Applied Statistics for Data Analytics.....	3 hours
DAX631 Advanced Data Analysis Techniques.....	3 hours
DAX641 Data Visualization, Design and Presentation	3 hours
Total	12 hours

MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE *(continued)*

CONCENTRATION: FINANCE

The Finance concentration enables the student to build upon the solid foundation from the course work in the MBA program and provides students with greater exposure to economic and financial business practices. The finance courses will provide an opportunity for students to learn about local, national and international economies in cooperating and competing markets. Students will explore performance of stocks, bonds, commodities, and other types of investments. The degree prepares students to work in the field of financial management either independently or with a corporation, bank, securities firm, nonprofit organization, or an investment agency.

FIN617 International Financial Management.....	3 hours
FIN622 Financial Markets and Institutions	3 hours
FIN623 Investment Analysis	3 hours
FIN627 Emerging Markets Finance	3 hours
Total	12 hours

CONCENTRATION: FORENSICS AND FRAUD EXAMINATION

Forensics and Fraud Examination concentration qualifies students for above entry-level positions with auditing firms. These courses utilize the Association of Certified Fraud Examiner's Manual to assist the student in understanding the current field of forensic accounting/fraud. This coursework parallels the content of the Certified Fraud Examiner's Exam and serves to prepare students to receive the certification (CFE) upon completion of the concentration.

FFE510 Fraud Prevention and Deterrence	3 hours
FFE520 Fraud Investigation.....	3 hours
FFE610 Fraud Legal Environment	3 hours
FFE620 Financial Transactions and Fraud Schemes.....	3 hours
Total.....	12 hours

CONCENTRATION: HEALTHCARE ADMINISTRATION

The Healthcare Administration concentration is designed for working professionals employed in the areas of education, childcare, social services, healthcare and business. The curriculum will focus on management systems, decision-making tools, new technologies, financial management, and referral systems as well as current issues in healthcare law and ethics.

HCA541 Managing Healthcare Systems	3 hours
HCA553 Current Issues in Healthcare Administration	3 hours
HCA634 Healthcare Finance and Process Management	3 hours
HCA643 Healthcare Policy, Law, and Ethics	3 hours
Total	12 hours

CONCENTRATION: HUMAN RESOURCE MANAGEMENT

The MBA with a Human Resource Management concentration enables the student to integrate the knowledge and skills gained from the core coursework for the MBA degree in order to address the issues and challenges faced by today's human resource management professional. Students will benefit from exposure to theories and applications involved in acquiring and developing talented employees, managing the ongoing employer/employee relationship, and providing competitive advantages through strategic human resource policies and practices.

HRM610 Negotiations and Conflict Resolution.....	3 hours
HRM611 Human Resource Planning & Talent Acquisition	3 hours
HRM612 Talent Development & Performance Management	3 hours
HRM613 Strategic Human Resource Management	3 hours
Total	12 hours

CONCENTRATION: INTERNATIONAL BUSINESS MANAGEMENT

The MBA with an International Business concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the knowledge and capability necessary to function effectively as managers in today’s competitive and globalized economies. The courses in the IB concentration will give the students an opportunity to learn about the functioning of the international economy and how multinational firms of all sizes, both governmental and non-governmental working in a variety of cultural and political/legal environments, interact with it. The courses will also allow students to learn about international trade theories and agreements, global financial markets and the financial skills required for effective management of companies engaged in international business with an emphasis on international financial management.

FIN627 Emerging Markets Finance.....	3 hours
FIN617 International Financial Management.....	3 hours
HRM610 Negotiations and Conflict Resolution.....	3 hours
MKT627 Global Marketing Management	3 hours
Total	12 hours

CONCENTRATION: MARKETING

The MBA with a Marketing concentration enables the student to build upon the solid foundation from the core coursework for the MBA degree and provides students with the advanced knowledge in marketing products and services. Students will explore the practices and techniques commonly used to increase exposure and market positions. Challenges and benefits in negotiating sponsorships and endorsement deals allow the students to develop competencies to potentially maximize revenue for organizations and individuals. Students will also be exposed to marketing in an international arena.

MKT526 Information Systems for Marketing.....	3 hours
MKT623 Strategic Brand Management.....	3 hours
MKT627 Global Marketing Management	3 hours
MKT631 Marketing Field Analysis.....	3 hours
Total	12 hours

CONCENTRATION: SPORTS MANAGEMENT

The Sports Management concentration is one of just a few programs in the U.S. offered entirely online. T.U.’s program is designed to maximize convenience while providing the necessary structure to enhance students’ marketability and to improve their business skills. Faculty are prepared to help students make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

SMG532 Communication and Fund Raising in Sports	3 hours
SMG634 Business Strategies in Sports	3 hours
SMG637 Personnel Management in Sport	3 hours
SMG670 Sport Mentorship	3 hours
Total	12 hours

MASTER OF EDUCATION (MEd) DEGREE

Tiffin University's Master of Education program exists to help people interested in a variety of educational fields gain a graduate-level degree to help them advance in their careers. The Higher Education Administration concentration helps those interested in working in non-academic roles better understand how higher education works from a variety of perspectives. The Educational Technology Management concentration is for those who want to become IT educational leaders or coordinators in K-12, higher education, or corporate settings.

CORE CURRICULUM

EDU514 Higher Education Administration Writing and Processes	2 hours
EDU532 Diversity In Education.....	2 hours
EDU541 Educational Research	2 hours
EDU615 Ethical & Legal Issues in Education	2 hours
EDU646 Connecting Research, Theory, and Practice through Philosophy, Psychology, and Sociology	2 hours
EDU680 ePortfolio Capstone Project (<i>must be taken in final semester of program</i>).....	2 hours
Total	12 hours

CONCENTRATION: EDUCATIONAL TECHNOLOGY MANAGEMENT

EDU547 Technology for Educators.....	2 hours
EDU552 Educational Leadership.....	2 hours
EDU572 World History of Education	2 hours
EDU586 Instructional Design Principles	2 hours
EDU591 Learning Management Systems.....	2 hours
EDU605 Game Based Learning and Analytics.....	2 hours
EDU619 Challenges in the Use of Technology in Education	2 hours
EDU625 Functions of Web Based Apps in Education.....	2 hours
EDU637 Legal and Regulatory Issues in the Use of Educational Technologies.....	2 hours
Total	18 hours

CONCENTRATION: HIGHER EDUCATION ADMINISTRATION

EDU520 Issues in Student Affairs.....	2 hours
EDU552 Educational Leadership.....	2 hours
EDU572 World History of Education	2 hours
EDU585 Student Enrollment and Retention	2 hours
EDU590 Assessment and Student Learning	2 hours
EDU624 Crisis Prevention and Intervention in Education.....	2 hours
EDU635 Human Resource Management In Educational Organizations.....	2 hours
EDU640 Higher Education Finance and Budgeting	2 hours
EDU642 Higher Education Athletic and Sports Management	2 hours
Total	18 hours

MASTER OF HUMANITIES (MH) DEGREE

Tiffin University's Master of Humanities program invites students to explore creative and conceptual expressions of the human condition in all of its forms, from antiquity to the present. Students may choose from several expertly-designed concentrations in Art & Visual Media, Communication, Creative Writing, English, or Film Studies. While no degree by itself can guarantee either eligibility to teach or professional certification or licensure, our concentrations support those who wish to teach at the high school or community college levels, while engaging the imagination of those who wish to grow in their knowledge of these fields. Students are also given ample opportunity to develop their own creativity through creative writing courses in the novel, short story, creative nonfiction, screenwriting, and poetry. The Master of Humanities program welcomes students seeking to take an adventure of the mind that engages the most imaginative forms of human expression and their own intellectual and creative potentials.

ART & VISUAL MEDIA (ART)

The concentration in Art and Visual Media guides students through both the western tradition and contemporary film and graphics with courses such as Women in Art, Cult and Independent Film, and History of Photography. The academic study of art and visual media at Tiffin University promotes visual literacy and gives students tools to interpret and evaluate visual media in all of its forms: websites, film, television, paintings, drawings, and sculpture. This concentration also supports those interested in teaching art at the high school or community college levels with courses such as Teaching College Art.

COMMUNICATION (COM)

The concentration in Communication leads students through the history and practice of media, communication, and related technology from ancient times to the digital age. Courses such as Philosophy of Communication, Politics and the News, Transmedia Storytelling, New Media, and Cybertures and Issues in Cyberspace navigate students through the political, legal, and social ramifications of twenty-first century media practices.

CREATIVE WRITING (ENG)

Students in the Creative Writing concentration can discover new talents in courses teaching them to write novels, short stories, poetry, creative non-fiction, screenplays, and young adult fiction. Combining the academic study of creative prose, poetry, and performance writing with hands-on experience producing it, this program both deepens student understanding of the human creative process and expands their use of it. The Capstone Project is required for this concentration.

ENGLISH: LITERATURE AND WRITING (ENG)

The concentration in English allows students to explore both canonical and contemporary literature from around the world in courses such as The Culture and Literature of Modernity, Ethnic Voices, and Literary Theory. Our very popular creative writing courses in the short story, the novel, creative nonfiction, screenwriting, and poetry help students develop unexplored creative potential, while courses such as Teaching College English support those who wish to teach at the high school or community college level.

FILM STUDIES (ART)

The Film Studies concentration guides students through an in-depth exploration of significant film from the early days of Hollywood to contemporary world cinema in courses such as Cult and Independent Film, Classic Hollywood Cinema, World Cinema, and Documentary Film. Our Film Censorship course examines social issues related to the dissemination of film, and students also have the opportunity to experience writing for film first hand with our Screenwriting course.

HUMANITIES (HUM)

This concentration offers a broad, interdisciplinary approach to the study of Humanities. It emphasizes the interrelatedness of the other Master of Humanities concentrations and how they connect us through history, philosophy, and human, political and social sciences. In addition to general humanities classes, students explore different academic fields by selecting course work from the Art, English, and Communication offerings.

Master of Humanities: Interdisciplinary Core	9 hours
Total Semester hours for the Concentration	18 hours
Capstone or Exam	3 hours
Total	30 hours

MASTER OF HUMANITIES (MH) DEGREE *(continued)*

MASTER OF HUMANITIES: INTERDISCIPLINARY CORE

ART623 Aesthetics	3 hours
ENG564 Literary Theory	3 hours
HUM510 Introduction to Graduate Humanities	3 hours
Total	9 hours

CAPSTONE OR EXAM OPTION

HUM680 Capstone Project or	
HUM681 Comprehensive Exam	3 hours
Total	3 hours

CONCENTRATION: ART AND VISUAL MEDIA

Choose six of the following 3-credit courses

- ART515 Teaching College Art
- ART524 Creativity and Its Development
- ART525 History of Photography
- ART530 Cult and Independent Film
- ART533 Film Censorship
- ART534 Third Cinema
- ART535 Classic Hollywood Cinema
- ART561 Survey of Western Art History
- ART562 Film Theory
- ART563 Art and Culture of the Graphic Novel
- ART624 Women in Art
- COM532 Documentary Film

Total	18 hours
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CONCENTRATION: COMMUNICATION

Choose six of the following 3-credit courses

- COM520 Philosophy of Communication
- COM522 Logic, Reasoning, and Persuasion
- COM531 Transmedia Storytelling
- COM532 Documentary Film
- COM580 Politics and the News
- COM610 Teaching College Communication
- COM625 Philosophers and Philosophies of the Axial Age
- COM630 Issues in Cyberspace
- COM631 New Media

Total	18 hours
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CONCENTRATION: CREATIVE WRITING

Capstone project HUM680 is required for the Creative Writing Concentration. There is no Comprehensive Exam option for Creative Writing.

Choose **at least** three of the following Creative Writing, 3-credit hour courses

- ENG541 Creative Writing: Short Story
- ENG542 Creative Writing: The Novel
- ENG543 Creative Writing: Poetry
- ENG544 Creative Writing: Genre Writing
- ENG545 Creative Writing: Performance Writing

Other course offering options to complete a total of 18 hours

- ENG515 Teaching College English
- ART524 Creativity and its Development
- ENG531 Studies in Genre Fiction
- ENG570 Ethnic Voices: Poetry
- ENG583 Poetics of Western Drama

Total	18 hours
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CONCENTRATION: ENGLISH

ENG561 Survey of British Literature.....	3 hours
ENG562 Survey of American Literature.....	3 hours
ENG563 Survey of World Literature	3 hours
Choose three of the following 3-credit hour courses.....	9 hours
ENG515 Teaching College English	
ENG530 The Culture and Literature of Modernity	
ENG531 Studies in Genre Fiction	
ENG541 Creative Writing: Short Story	
ENG542 Creative Writing: The Novel	
ENG543 Creative Writing: Poetry	
ENG544 Creative Writing: Genre Writing	
ENG545 Creative Writing: Performance Writing	
ENG570 Ethnic Voices: Poetry	
ENG571 Women in Literature	
ENG583 Poetics of Western Drama	
Total	18 hours

CONCENTRATION: FILM STUDIES

ART562 Film Theory	3 hours
Choose five of the following 3-credit courses	15 hours
ART515 Teaching College Art	
ART530 Cult and Independent Film	
COM532 Documentary Film	
ART533 Film Censorship	
ART534 Third Cinema	
ART535 Classic Hollywood Cinema	
Total	18 hours

CONCENTRATION: HUMANITIES

HUM531 Studies in History.....	3 hours
HUM532 Studies in Philosophy.....	3 hours
HUM533 Studies in Human, Political, and Social Sciences	3 hours
One ART course	3 hours
One COM course	3 hours
One ENG course	3 hours
Total	18 hours

MASTER OF SCIENCE (MS) DEGREE

The highlights of the MS curriculum are an interdisciplinary curriculum, an experienced and accomplished faculty, the latest thinking in the field, and professional development. A Master of Science (MS) degree assembles practitioners from the various components of the criminal justice system. The diversity in background and experience provides synergy in the classroom. The MS faculty contribute their expertise and professional experience to the educational experience.

MAJOR: CRIMINAL JUSTICE

CONCENTRATION: CRIME ANALYSIS

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Crime Analysis, offered in a 3-semester format if taken full-time. The emphasis of the Crime Analysis concentration is to provide students with the theoretical knowledge and hands on skills to be crime analysts for various types of criminal justice, intelligence, and business organizations.

JUS510 Contemporary Criminal Justice: Issues and Trends	3 hours
JUS515 Research Design and Analysis	3 hours
JUS520 Statistical Applications in Criminal Justice	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice	3 hours
ENF512 Theories of Crime Analysis	3 hours
ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigation.....	3 hours
ENF612 Criminal Intelligence	3 hours
ENF622 Geographic Information Systems: Applications in Criminal Justice	3 hours
ENF627 Crime Analysis Project.....	3 hours
ENF675 Problem Solving in Crime Analysis	3 hours
Total	30 hours

CONCENTRATION: CRIME SCIENCE

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Crime Science. The emphasis of the Crime Science concentration is to provide knowledge to a broad-range of working professional whose focus is to provide safe, crime-controlled environments, both public and private, via the study of why crime occurs in certain environments and how it can be controlled through intentional and evidence-based design.

JUS510 Contemporary Criminal Justice: Issues and Trends.....	3 hours
JUS515 Research Design & Analysis	3 hours
JUS520 Statistical Applications in Criminal Justice.....	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice	3 hours
ENF511 Crime Science Overview: Theories, Principles, and Methods.....	3 hours
ENF515 Crime Prevention Through Environmental Design	3 hours
ENF621 Evidence-Based Policing	3 hours
ENF622 Geographic Information Systems in Criminal Justice	3 hours
ENF631 Strategies for Reducing Crime.....	3 hours
ENF681 Practical Application of Crime Science – Capstone.....	3 hours
Total.....	30 hours

CONCENTRATION: CRIMINAL BEHAVIOR

The completion of 33 semester hours of course work is required for the MS degree with a concentration in Criminal Behavior. It is offered in a 3-semester format if taken full-time. The emphasis of the Criminal Behavior concentration is to provide students with a specific area of expertise in the psychological causes of crime.

JUS510 Contemporary Criminal Justice: Issues and Trends	3 hours
JUS515 Research Design and Analysis	3 hours
JUS520 Statistical Applications in Criminal Justice	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice	3 hours
PSY512 Introduction to Forensic Psychology.....	3 hours
PSY548 Mental Health Law	3 hours
PSY552 Criminogenic Psychopathology	3 hours
PSY615 Drug Abuse and Society	3 hours
PSY626 Advanced Psych Assessment Theory	3 hours
PSY636 Cultural Competence in Professional Practice.....	3 hours
Total	30 hours

CONCENTRATION: HOMELAND SECURITY

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Homeland Security Administration, offered in a 3-semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is focused on students who want to enter leadership roles within the Homeland Security field. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course study will provide to them.

JUS510 Contemporary Criminal Justice: Issues and Trends	3 hours
JUS515 Research Design and Analysis	3 hours
JUS520 Statistical Applications in Criminal Justice	3 hours
JUS526 Legal and Ethical Issues in Homeland Security	3 hours
ENF520 The Intelligence Community	3 hours
ENF530 Emergency Management.....	3 hours
ENF640 Terrorism and Emerging Threats.....	3 hours
ENF665 Cyber Security and Technology in Homeland Security.....	3 hours
ENF570 Homeland Security Sectors.....	3 hours
ENF680 Practical Application of Policy in HS (Capstone).....	3 hours
Total	30 hours

CONCENTRATION: HOMELAND SECURITY ADMINISTRATION

The completion of 30 semester hours of course work is required for the MS degree with a concentration in Homeland Security Administration, offered in a 3-semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is to provide students with a specific area of expertise for criminal justice personnel. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

JUS510 Contemporary Criminal Justice: Issues and Trends	3 hours
JUS515 Research Design and Analysis	3 hours
JUS520 Statistical Applications in Criminal Justice	3 hours
JUS526 Legal and Ethical Issues in Homeland Security	3 hours
JUS612 Strategic Planning, Cooperation & Coordination.....	3 hours
ENF520 The Intelligence Community	3 hours
ENF575 Focus Areas in Homeland Security Administration.....	3 hours
ENF620 Policy Formulation & Analysis in Homeland Security	3 hours
ENF625 Federal Budgeting for Homeland Security Administrators.....	3 hours
ENF685 Leadership and Practical Application in HSA (Capstone).....	3 hours
Total	30 hours

MAJOR: CRIMINAL JUSTICE *(continued)*

CONCENTRATION: JUSTICE ADMINISTRATION

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Justice Administration, offered in a 3-semester format if taken full-time. The emphasis of the Justice Administration concentration is focused on students who want to enter leadership roles within the Criminal Justice field. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

JUS510 Contemporary Criminal Justice: Issues and Trends	3 hours
JUS515 Research Design and Analysis	3 hours
JUS520 Statistical Applications in Criminal Justice.....	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice.....	3 hours
JUS531 Human Resource & Personnel Management in Criminal Justice - Law & Theory.....	3 hours
JUS532 Human Resource & Personnel Management in Criminal Justice - Application.....	3 hours
JUS610 Justice Administration Policy Formulation & Analysis.....	3 hours
JUS612 Strategic Planning, Cooperation & Coordination.....	3 hours
JUS618 Budget & Finance for Criminal Justice Administrators	3 hours
JUS635 Leadership & Practical Application in Criminal Justice	3 hours
Total	30 hours

CONCENTRATION: FORENSIC PSYCHOLOGY

The Forensic Psychology concentration requires 42-43 credits and is offered in a 4-semester format with a thesis or Intersession and, if needed, a thesis extension. The Forensic Psychology concentration is designed for students interested in examining the relationship between psychology and the criminal justice system. The program is primarily research based and will prepare students for careers in the criminal justice system and/or mental health service agencies.

PSY511 Psychology and Law	3 hours
PSY515 Research Design and Analysis in Forensic Psychology	4 hours
PSY520 Statistical Applications in Forensic Psychology	4 hours
PSY525 Victimology	3 hours
PSY530 Legal and Ethical Issues in Forensic Psychology	3 hours
PSY547 Mental Health Law in Forensic Psychology	3 hours
PSY551 Psychopathology and Criminal Behavior	3 hours
PSY613 Professional Seminar in Advanced Clinical and Experimental Forensic Psychology	3 hours
PSY614 Substance Abuse	3 hours
PSY620 Sex Crimes and Paraphilias	3 hours
PSY625 Applied Advanced Psychological Assessment	4 hours
PSY637 Forensic Counseling	3 hours
One of the following:	
Intersession	
PSY630 Lifestyles and Career Development	
OR	
PSY635 Cultural Competence in Professional Practice	
OR	
Thesis:	
PSY640 Thesis	3 hours
PSY640-1 Thesis Extension (if needed).....	1 hour
Total	42-43 hours

MAJOR: CYBER SECURITY

The academic goal of the 30 semester hours required to earn a Master of Science in Cyber Security degree is to provide graduate-level education and skills to a field that is demonstrably suffering from a shortage of qualified personnel. This program provides continuing education of undergraduate Cyber Security majors who are seeking an advanced degree for qualifications in the field. The MS-Cyber Security degree curriculum is based on the following four pillars: Risk/Threat; Legal/Policy; Cyber Technical Skills; and Mitigation/Response. This well-rounded, criminal justice/security studies focus distinguishes Tiffin’s MS-Cyber Security degree from others which are computer science based. The existence of TU’s lab in the Center for Cyber Defense and Digital Forensics allows students a place to not only explore new technologies, but to hone Cyber Security skills.

CDS510 Introduction to Cyber Security.....	3 hours
CDS511 Introduction to Information Systems and Operating Systems.....	3 hours
CDS512 Law and Ethics in Cyber Security	3 hours
CDS513 Network Security	3 hours
CDS520 Cyber Threat Intelligence and Analysis.....	3 hours
CDS522 Cyber Resilience GRC	3 hours
CDS620 Cyber Investigations and Incident Management.....	3 hours
CDS622 Cyber Security Management.....	3 hours
CDS630 Global Cyber Operations	3 hours
CDS640 Executive Cyber Leadership.....	3 hours
Total.....	30 hours

MAJOR: PSYCHOLOGY

PSY501 Professional Practices in Psychology	3 hours
<i>*Recommended for students without a bachelor’s degree in Psychology or closely related field.</i>	

The course work of 37 hours is divided into 4 courses each semester if full-time. The MS in Psychology is focused on scientific/experimental psychology and not counseling/clinical psychology, and does not lead to licensure of any kind.

PSY521 Statistical Procedures I	2 hours
PSY522 Statistical Procedures II	2 hours
PSY533 Research Design and Analysis I	2 hours
PSY534 Research Design and Analysis II.....	2 hours
PSY541 History and Systems of Psychology	3 hours
PSY543 Developmental Psychology.....	3 hours
PSY545 Advanced Theories of Personality.....	3 hours
PSY546 Psychopathology.....	3 hours
PSY611 Professional Issues I: Law and Ethics.....	2 hours
PSY612 Professional Issues II: Cross Cultural Issues in Psychology	2 hours
PSY621 Social Psychology	3 hours
PSY622 Cognitive Psychology	3 hours
PSY631 Neuropsychology	3 hours
PSY641 Capstone Research I.....	2 hours
PSY642 Capstone Research II.....	2 hours
Total	37 hours

GRADUATE-LEVEL CERTIFICATES

Tiffin University certificate programs are designed for working professionals who wish to enhance their professional knowledge, skills, and leadership abilities. This practical, flexible and learner-centered curriculum is offered completely online with no residency requirement. Mid-career professionals, traditional and non-traditional students may find certificate programs particularly valuable for:

- Exploring a new professional path or career
- Staying current with industry trends, strategies, philosophies, and knowledge
- Justifying a promotion
- Continuing lifelong learning goals
- Complementing a formal course of academic study with practical training and skills

Students wishing to matriculate into a graduate degree program, upon completion of a graduate certificate, must meet the admission requirements as set forth in the academic bulletin. Courses completed toward graduate certificates may be applied to Tiffin University's graduate degrees. All graduate-level certificates are only available in the online format, except Addictions Counseling, which is only available on the Tiffin Campus.

DATA ANALYTICS CERTIFICATE

MGT526 Quantitative Business Analysis and Research.....	3 hours
DAX511 Database Design and Data Modeling.....	3 hours
DAX521 Applied Statistics for Data Analytics.....	3 hours
DAX631 Advanced Data Analytics Techniques.....	3 hours
DAX641 Data Visualization, Design and Presentation.....	3 hours
Total.....	15 hours

CRIME ANALYSIS CERTIFICATE

This certificate provides students with a solid foundation of crime analysis, both theoretical and applied.

ENF512 Theories of Crime Analysis	3 hours
ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigations	3 hours
ENF612 Criminal Intelligence	3 hours
ENF622 Geographic Information Systems: Applications in CJ.....	3 hours
ENF627 Crime Analysis Project	3 hours
ENF675 Problem Solving in Crime Analysis	3 hours
Total	18 hours

CRIME SCIENCE CERTIFICATE

This certificate provides students with a solid foundation in crime science, both theoretical and applied.

ENF511 Crime Science Overview: Methods and Techniques.....	3 hours
ENF515 Crime Prevention Through Environmental Design.....	3 hours
ENF621 Evidence-Based Policing	3 hours
ENF622 Geographic Information Systems in Criminal Justice	3 hours
ENF681 Practical Application of Crime Science – Capstone.....	3 hours
Total.....	15 hours

CRIMINAL BEHAVIOR CERTIFICATE

This certificate provides learners with expertise in the psychological causes of crime. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

PSY512 Introduction to Forensic Psychology.....	3 hours
PSY547 Mental Health Law	3 hours
PSY552 Criminogenic Psychopathology	3 hours
PSY615 Drug Abuse & Society	3 hours
PSY626 Advanced Psych Assessment Behavior	3 hours
PSY636 Cultural Competence in Professional Practice.....	3 hours
Total	18 hours

FINANCE CERTIFICATE

FIN617 International Financial Management.....	3 hours
FIN622 Financial Markets and Institutions.....	3 hours
FIN623 Investment Analysis.....	3 hours
FIN627 Emerging Markets Finance.....	3 hours
Total.....	12 hours

FORENSICS AND FRAUD EXAMINATION CERTIFICATE

FFE510 Fraud Prevention and Deterrence	3 hours
FFE520 Fraud Investigation.....	3 hours
FFE610 Fraud Legal Environment	3 hours
FFE620 Financial Transactions and Fraud Schemes.....	3 hours
Total.....	12 hours

HEALTHCARE ADMINISTRATION CERTIFICATE

HCA541 Managing Healthcare Systems	3 hours
HCA553 Current Issues in Healthcare Administration	3 hours
HCA634 Healthcare Finance and Process Management	3 hours
HCA643 Healthcare Policy, Law and Ethics	3 hours
Total.....	12 hours

HOMELAND SECURITY CERTIFICATE

ENF520 The Intelligence Community	3 hours
ENF530 Emergency Management	3 hours
ENF570 Homeland Security Sectors	3 hours
ENF640 Terrorism and Emerging Threats	3 hours
ENF665 Cyber Security and Technology in Homeland Security	3 hours
ENF680 Practical Application of Policy in HS (Capstone)	3 hours
Total	18 hours

HOMELAND SECURITY ADMINISTRATION CERTIFICATE

This certificate provides learners with cognitive skills for application, analysis, synthesis and evaluation of data needed for homeland security administrators.

ENF520 The Intelligence Community	3 hours
JUS612 Strategic Planning, Cooperation & Coordination.....	3 hours
ENF575 Focus Areas in Homeland Security Administration	3 hours
ENF620 Policy Formulation & Analysis in Homeland Security	3 hours
ENF625 Federal Budgeting for Homeland Security Administrators.....	3 hours
ENF685 Leadership and Practical Application in HSA (Capstone).....	3 hours
Total	18 hours

HUMAN RESOURCE MANAGEMENT CERTIFICATE

HRM610 Negotiations and Conflict Resolution.....	3 hours
HRM611 Human Resource Planning & Talent Acquisition	3 hours
HRM612 Talent Development & Performance Management	3 hours
HRM613 Strategic Human Resource Management.....	3 hours
Total.....	12 hours

GRADUATE-LEVEL CERTIFICATES *(continued)*

JUSTICE ADMINISTRATION CERTIFICATE

This certificate provides learners with perspectives in human resource management, policy formation and analysis, law and management practices and administrative theory.

JUS531 Human Resource & Personnel Management in Criminal Justice - Law & Theory.....	3 hours
JUS532 Human Resource & Personnel Management in Criminal Justice - Application	3 hours
JUS610 Justice Administration Policy Formulation & Analysis	3 hours
JUS612 Strategic Planning, Cooperation & Coordination	3 hours
JUS618 Budget & Finance for Criminal Justice Administrators	3 hours
JUS635 Leadership & Practical Application in Criminal Justice	3 hours
Total	18 hours

LEADERSHIP & CHANGE CERTIFICATE

LDR531 Individual Leadership & Influence	3 hours
LDR610 Leadership Behavior and Change Dynamics	3 hours
LDR611 Systems Thinking & Innovative Teamwork.....	3 hours
HRM610 Negotiations	3 hours
Total.....	12 hours

MARKETING CERTIFICATE

MKT526 Information Systems for Marketing.....	3 hours
MGT623 Strategic Brand Management.....	3 hours
MKT627 Global Marketing Management	3 hours
MKT631 Marketing Field Analysis.....	3 hours
Total.....	12 hours

SPORT MANAGEMENT CERTIFICATE

SMG532 Communication and Fund Raising in Sports	3 hours
SMG634 Business Strategies in Sports.....	3 hours
SMG637 Personnel Management In Sport.....	3 hours
SMG670 Sport Mentorship	3 hours
Total.....	12 hours

ADDICTIONS COUNSELING: POST-LICENSURE CERTIFICATE

The goal of the graduate Addictions Certificates are to equip students with the skills, knowledge, and attitudes which will enable them to function well in the demanding and ever-changing world of the criminal justice and/or behavioral health professions. This mission is closely aligned with that of Tiffin University's mission to offer quality, professionally focused, learning-centered graduate programs and life-long learning opportunities to prepare for successful careers and for productive and satisfying lives of excellence, leadership and service. The faculty's goal is to provide high quality training programs grounded in self-evaluation and improvement with the intention to remain responsive to the changing requirements of a dynamic and pluralistic society. The curriculum also aims to develop the knowledge, attitudes, and skills necessary in working successfully with chemically involved individuals and families across a broad range of settings.

Tiffin University's professional certificate in Addictions Counseling is designed for returning or existing professional students (those with at least a Bachelor's degree in a behavioral science). The certificate curriculum begins with a basic level, which is where many students are likely to start.

ADDICTIONS COUNSELING: POST-LICENSURE CERTIFICATE

Geared to meet the requirements of LCDC II: Licensed Chemical Dependency Counselor II in Ohio or LCDC III: Licensed Chemical Dependency Counselor III

CSL510 Addiction Theory & Practice	3 hours
CSL520 Counseling Procedures: Strategies with Addicted & Disordered Populations	3 hours
CSL525 Group Process & Techniques: Working with Addicted and Disordered Population	3 hours
CSL535 Assessment & Diagnosis of Addictive & Behavioral Health Problems	3 hours
CSL540 Prevention, Intervention, and Treatment Planning in Addictions	3 hours
CSL545 Theory and Practice of Relationship Counseling in Addictions & Behavioral Health	3 hours
Total	18 hours

DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

The Tiffin University Global Leadership and Change Ph.D. degree is designed with a curriculum to appreciate the challenges and tremendous opportunities within today's cross-cultural work environment. Practitioners in leadership roles in today's business and educational settings have frequently been ignored by the traditional delivery of Ph.D. programs and the extensive residency requirements within these programs. Tiffin University's program is offered utilizing an online format that contains limited residency requirements. The interpersonal approach of faculty engagement allows students to work independently, but never alone.

Adult professionals are an underserved group in the area of doctoral studies. Working adults who wish to pursue a Ph.D. while continuing their careers will be served by a program that is built with them in mind. While they often work in an environment where knowledge is the new economic currency, they have often been excluded from gaining comprehensive knowledge within higher education. The Tiffin University program invites students to pursue their Ph.D. studies while working in a management or academic capacity within the business and/or educational environment.

Ph.D. Course Format

Ph.D. courses are offered in the online (Moodle) format, in two, 7-week terms per semester. Program start dates are available in August and January of each year.

Degree Completion

Based on variance within the completion of dissertation research, the average completion timing is estimated at 3.5 - 4.5 years. The intent is to have students take two (2) courses each session, as possible. Students have up to six (6) years to successfully defend a dissertation and may petition for a seventh. Based on demonstrated academic ability, students may request to take an additional course during any term. The online program will assist students in the balancing of personal, professional and educational needs.

Admission Requirements

The program will admit students who have expressed a strong desire to do research, practice, and/or teach in the field of leadership and change in the global environment. Students are required to have achieved a minimum GPA of 3.25 on a 4.0 scale while earning a master's degree in any academic discipline from a regionally accredited US institution or nationally accredited from an institution outside the US. All applicants are required to submit a resume or CV, a personal statement regarding her/his interest in global leadership and change. The student will also need to submit three (3) letters of recommendation written by persons well-qualified to speak from first-hand knowledge about the applicant's potential for graduate study. All letters should comment on an applicant's ability to do research and perform the program's required coursework.

Residency Requirements

Residencies are weekend gatherings of active Ph.D. students on the Tiffin University campus; typically, Friday evening through mid-day Sunday in the Spring. To attend a residency weekend, a student must be actively enrolled. Students will be required to attend three residency events as a degree requirement. The third residency involves the development and submission of a paper or presentation proposal for an academic conference, under the direction of a faculty member. Students will be required to attend the conference of submission regardless of final status of the submission. Ph.D. faculty members will attend these conferences and assist in student engagement related to the conference activities.

DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE *(continued)*

Graduation Requirements

- Complete a minimum of 60 doctoral credit hours of coursework
- Maintain a cumulative 3.25 GPA in all courses and dissertation work
- Completion of all three residency requirements
- Successful defense of dissertation
- All fees paid to Tiffin University for tuition and outstanding obligations

Ph.D. Academic Support Services

While Ph.D. students typically work independently, the Tiffin University program makes a commitment that our students never work alone. Tiffin University employs three, full-time librarians, with one designated specifically as the eLibrarian, from ALA-accredited institutions who support our library resources and services. These librarians are available through email, text, chat, and one-on-one appointments to support student needs. They also work to provide course supplements, research guides and weekly research webinars. Each student is assigned a faculty advisor and the graduate advising department assigns a second advisor. Annual academic progress letters are sent to each student to review their progress and develop planning for each new year. Faculty and staff are responsive and actively engaged in student success and achievement.

Investment and Cost

The cost of the program is \$800.00 per credit hour, with a minimum of 60 doctoral credit hours of coursework and potentially 3-9 credit hours of dissertation coursework required. Tuition rates are the same whether a student is in-state, out-of-state, or international. Textbooks and supplies are purchased separately by the student. Students are also responsible for any travel costs associated with required residency weekend attendance.

Grading System

Tiffin University awards Ph.D. credit based on semester hours.

Grade	Quality	
	Points	Remarks
A	4	-
B	3	-
C	2	Must be retaken to receive credit
F	0	Failure
I	-	Incomplete Work
WD	-	Withdrew before failing, notifying the Registrar
WF	-	Withdrew failing - withdrew after deadline

Academic Dismissal

If a doctoral student earns a grade of "F" in any course, the student will be Academically Dismissed from the Ph.D. program and will have to submit an application for readmission, but will not be allowed to enroll in any courses until she or he has sat out at least one semester/15 weeks. The student must repeat the course in which she or he earned the grade of "F". A doctoral student may only repeat one (1) course in the entire time of doctoral study at Tiffin University. If a student earns a second "F" in a course, the result will be Permanent Academic Dismissal from the Ph.D. program.

Doctoral Incomplete Policy

If a doctoral student cannot finish the work required in a course by the end of said course, the student may request an Incomplete Grade to be assigned (I). The instructor and the student must submit an Incomplete Grade Contract to the Registrar's Office, indicating that the student is intending to complete all the work required of the course by the deadline indicated on the Incomplete Grade Contract. The instructor, at his or her discretion, may give the student additional time to complete the necessary work, up to the end of the following semester. If the student does not complete the necessary work in the allotted time, the Incomplete grade will automatically become an "F" grade.

**DOCTOR OF PHILOSOPHY: GLOBAL LEADERSHIP AND CHANGE DEGREE
PH.D. CURRICULUM**

RES710 Academic Writing	3 hours
RES720 Qualitative Research Methods.....	3 hours
RES722 Quantitative Research Methods	3 hours
RES730 Statistical Modeling	3 hours
RES810 Research Prospectus Development	3 hours
RES811 Research Prospectus Completion (1-6 hours).....	1-6 hours**
RES820 Research Methods and Design (pre-dissertation)	3 hours
GLC710 Leadership and Change Theory and Practice	3 hours
GLC715 Strategic Management Analysis.....	3 hours
GLC720 Organizational Theory and Design	3 hours
GLC725 Marketing Strategy: Concepts and Practice	3 hours
GLC730 Economic Analysis for Leaders	3 hours
GLC735 Ethics and Sustainability Issues	3 hours
GLC740 Change, Innovation, and Entrepreneurial Motivation	3 hours
GLC745 Digital Cultures and Social Media	3 hours
GLC750 Communication Theories and Issues	3 hours
GLC755 Global Leadership Theory and Practice.....	3 hours
GLC810 Human Resource Development.....	3 hours
GLC815 Advanced Topics in Global Leadership Research	3 hours
GLC820 International Leadership Experience	3 hours
DIS895 Dissertation Proposal Development	3 hours
DIS896 Dissertation Research and Completion.....	1-6 hours**
Total	60 hours

****IF NEEDED, students will be enrolled in 1 hour each term for RES 811 until research prospectus is completed and DIS 896 for 1 hour each term until the dissertation is completed.**

Graduate Course Descriptions

ENG501*

Introduction to Graduate Writing* (3 cr. hours)

Prerequisite: Bachelor's Degree and University placement
Cannot be used to fulfill graduation requirements.

This course emphasizes writing style and academic tone appropriate for graduate level writing, skills such as thesis development and argumentation, and documentation in the MLA and APA formats.

MASTER OF BUSINESS ADMINISTRATION (MBA)

DAX511

Database Design and Data Modeling (3 cr. hours)

Prerequisite: MGT526 or equivalent

This course will investigate principles and practices of database management and design. Student will compare and contrast relational database design, normalization, SQL queries, reports and other interfaces to database data, and documentation. Examination of public sources of data will lead to the practice of applying data sources in real-world examples. This course will utilize spreadsheet (i.e. Microsoft Excel) and database (i.e. Microsoft Access) technology currently used in organizations by applying functions in key field areas such as pivot tables, charts, queries, reports, macros, data load utilities, records and modules.

DAX521

Applied Statistics for Data Analytics (3 cr. hours)

Prerequisite: DAX511

This course will explore techniques to analyze data, produce graphical illustrations and draw conclusions using statistical, data analysis and visualization software packages. Focusing on the central tendency, data exploration and analytics, probability distributions and random variables, students will compare and contrast the basics of statistical inference, testing hypothesis and building confidence intervals, correlation and causation, and simple and multiple regression analysis.

DAX631

Advanced Data Analysis Techniques (3 cr. hours)

Prerequisite: DAX521

This course prepares students for analyzing data using advanced data analysis software and techniques to make decisions on data. Topics include Multivariable Regression, Non-Linear Regression, ANOVA, Cluster and Factor Analysis and Logistics Regression.

DAX641

Data Visualization, Design and Presentation (3 cr. hours)

Prerequisite: DAX631

This concentration capstone course will synthesize the previous learning outcomes in the Data Analytics Concentration to compose and construct a final project demonstrating application of data presentation and design. The design of the final project will focus on visualizing data analysis in real-world application by combining techniques of data modeling and data analytics; data processing; mapping data attributes to graphical attributes; and, constructing strategic visual encoding based on known properties of visual perception. Additionally, students will justify the effectiveness of visualization designs and critical thinking necessary in design decisions. Students will create their own data visualizations, and learn to use visualization tools and software.

ECO524

Managerial Economics (2 cr. hours)

Prerequisite: MGT526

This course builds on basic concepts of microeconomics, and places an emphasis on the firm's use of limited information in an uncertain environment. A global perspective is stressed.

FFE510

Fraud Prevention and Deterrence (3 cr. hours)

There is a fee attached to this course.

This course emphasizes the understanding of fraud prevention and deterrence that are essential to prevent and deter fraudulent activities. The contents within this course focuses on the material that is covered on the Fraud Prevention and Deterrence section on the Certified Fraud Examiners certification of the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE).

FFE520

Fraud Investigations (3 cr. hours)

This course emphasizes the understanding of fraud investigations that are essential to understanding how to conduct an investigation of fraudulent activities. The content within this course focuses on the material that is covered on the Investigation section of the Certified Fraud Examiners certification and the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE).

FFE610

Fraud Legal Environment (3 cr. hours)

This course emphasized the understanding of fraud legal environment that is essential to fraudulent activities. The content within this course focuses on the material that is covered on the Legal section of the Certified Fraud Examiners certification of the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE).

FFE620

Financial Transaction and Fraud Schemes (3 cr. hours)

This course emphasizes the understanding of financial transactions that are potential indicators of fraudulent activities. An emphasis is also on the understanding of fraudulent schemes that exist. The content within this course focuses on the material that is covered on the Financial Transactions and Fraud Schemes section of the Certified Fraud Examiners certification of the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE). Students will be required to take the simulated, timed practice exam for the Certified Fraud Examiners certification.

FIN612

Managerial Finance (2 cr. hours)

Prerequisite: MGT526

Financial decision making addressing the structure of capital, its cost, availability, and selection, along with management of cash flows and distributions are the focus of this course.

FIN617

International Financial Management (3 cr. hours)

Prerequisite: FIN612

Structure and operation of global financial markets: The international monetary system, global banking, eurocurrency markets, global securities markets, foreign exchange markets, emerging capital markets, and global portfolio management. Financial skills are required for effective management of companies engaged in international business with an emphasis on international financial management, extension of closed economy financial management techniques to the global market environment. Topics include balance of payments and exchange rate determination, the hedging of exchange rate risk, multinational capital budgeting, political risk management, taxation, the corporate management of short-term and long-term assets and liabilities and financing the global operations of firms.

FIN622

Financial Markets and Institutions (3 cr. hours)

Prerequisites: ECO524 and FIN612

This class introduces students to the institutions and markets that form the worldwide economic system of trading financial and real assets. The course will cover concepts of financial theory, institutional detail, regulations, and the history of the financial markets. Students will be exposed to legal, ethical, technological, and global issues facing financial managers, financial markets, and the financial assets traded in these markets. The course is designed to provide an overview of the financial world, the financial assets that are traded, and the people who participate in the financial markets.

FIN623**Investment Analysis (3 cr. hours)**

Prerequisite: FIN612

This class examines the investment process. Students will learn how to put together a portfolio and understand and interpret news about the financial markets. It will discuss different types of securities (bonds, stocks, mutual funds, derivatives) and how they are combined to form a portfolio. It includes background information relative to these securities. This information includes topics such as types of markets, placing orders, and what interpreting stock indices represent.

FIN627**Emerging Markets Finance (3 cr. hours)**

Prerequisites: ECO524 and FIN612

This course deals with investment issues that are unique to emerging economies since they are likely to afford significant growth opportunities for global investors. The course will provide a framework for understanding the international financial environment including markets, systems and institutions and will focus on challenges confronting firms that compete in the global marketplace. An array of issues relevant to firms operating on the global stage, including analyzing international opportunities; developing foreign entry, growth and pricing strategies; financing business operations; and leveraging resources and capabilities internationally will be discussed. We will discuss techniques that will enhance investment decision-making by future managers in emerging markets.

HCA541**Managing Healthcare Systems (3 cr. hours)**

Prerequisite: MGT522

This course is a comprehensive approach to the multitude of organizations and flow management systems for managing healthcare. Students explore the historical context, social implications, evolution and current state of healthcare services in America. Topics include the types of managed care organizations, provider payment plans, utilization control, negotiations, underwriting and rate setting, and managing efficient and effective organizational structures. The course also addresses marketing and information systems (both onsite and web-based) for business operations and management decision making in the industry.

HCA553**Current Issues in Healthcare Administration (3 cr. hours)**

The course is designed to expose students to significant current issues that impact the healthcare professional. Topic areas will include healthcare industry-specific marketing, technology, finance, human resource management, the political environment, healthcare management culture and other current issues as they relate to the healthcare administrator. Topics will vary as changes to the industry environment dictate.

HCA634**Healthcare Finance and Process Management (3 cr. hours)**

Prerequisite: FIN612

This course is designed to educate students regarding the complex and volatile aspects of healthcare financial management and how these aspects affect the processes associated with provide healthcare services in a variety of healthcare settings. Topics address organizational behavior while focusing on wage and benefit factors, operating revenue by payer sources, healthcare tax status information, managing capital, capitation and fee-for-service reimbursement, healthcare reform regulatory requirements related to reimbursement for all sectors in the industry, capital and financial budgeting and forecasting, managing inventory, strategic planning, and healthcare ratio analysis. Students investigate the application of financial management to an industry where reimbursement from payers has declined for over a decade while the demand for technologically advanced and expensive healthcare services will soon meet a breaking point. The social justice issues of quality, access, and cost for healthcare services is examined within the reality of available funds to provide such services.

HCA643

Healthcare Policy, Law, and Ethics (3 cr. hours)

This capstone course will require students to examine general healthcare administration issues within a framework of legislative issues and their impact on healthcare systems in the United States. Special emphasis will focus on the changes in federal governmental regulations and their impact on quality and financial administrative issues. Through the case study approach involving politics, policy, regulatory environments, economics and ethics, students will critically analyze issues for both healthcare providers and organizations related to corporate governance, personal choice, and regulatory compliance. Topics will include applied ethics, conflicts of interest, and allocation of scarce resources, FDA regulations, confidentiality, payment policies, patient rights, data security, professional liability, and global competition.

HRM610

Negotiations and Conflict Resolution (3 cr. Hours)

This course explores the nature and steps in negotiation strategies for conflict/dispute resolution, labor/management relations and mediation. In addition, the student evaluates interpersonal skills in order to achieve positive outcomes.

HRM611

Human Resource Planning & Talent Acquisition (3 cr. Hours)

Prerequisite: MGT522

This course focuses on workforce planning, recruitment, and selection as tools for facilitating the achievement of organizational goals. Topics covered include short and long term human resource planning, job analysis, internal and external recruitment processes, selection tools, and organizational entry/socialization.

HRM612

Talent Development & Performance Management (3 cr. hours)

Prerequisite: MGT522

This course centers on training and developing employees and aligning their performance with organizational goals. Topics include: performance appraisal and feedback; compensation, benefits and total rewards; training and development; and human resource information systems (HRIS).

HRM613

Strategic Human Resource Management (3 cr. Hours)

Prerequisite: MGT522

This course explores the use of human resource strategies and practices in creating and sustaining competitive advantage for the organization. Topics include: measurement of human resource outcomes and the impact on the bottom line; human resource and organizational strategy; human resource and globalization; and human resource role in other strategic management decisions.

LDR531

Individual Leadership & Influence (3 cr. hours)

Course focus will be on learning to make a difference as a leader. Discussion and utilization of practical principles of leadership with an emphasis on integrating theory and practices are included. Students will work to create a model and set of related perspectives about how one can become a better leader of one's self as well as the organization.

LDR610

Leadership Behavior and Change Dynamics (3 cr. hours)

Prerequisite: LDR531

This course utilizes organizational theory to develop understanding of how individual and group behavior develops leadership and transforms change. This course will include an exploration of the technical, economic, and social dynamics associated with the change process; and, the role of the leader as a change agent. Students will build skills to alter behaviors through negotiation, assessment and diagnosis, action-planning, implementation and evaluation.

LDR611**Systems Thinking & Innovative Teamwork (3 cr. hours)**

Prerequisite: LDR531

This course will focus on an analysis of organizational leadership and the practice of leading and managing teams. An analysis of systems thinking will explore different organizational structures through intellectual, psychological, political and social sources of leadership. Utilizing the theoretical foundation and practical applications of nonprofit, government and corporate organizations will provide a strategic understanding of leadership elements. The concepts of transformational, transactional and other leadership styles are continually examined in global organizations. Students are encouraged to develop their leadership skills through strong communication, negotiations, role development, and research projects.

LDR670**Leadership Internship (3 cr. hours)**

Prerequisite: Final course in MBA Leadership Concentration course (or set elective)

Tiffin University internship programs require students to apply their learning in a real work setting. This internship provides students with the opportunity to undertake professional level employment that leverages their MBA studies and supports their career objectives while earning credits toward their degree. A minimum of 200 hours will be spent with the employer and supervised by a member of the business faculty.

MGT515**Managerial Business Foundations (2 cr. hours)**

This course is a foundational MBA course for non-business undergraduates. The course will focus on critical thinking and reasoning skills by building knowledge in the qualitative areas of business. Students will be exposed to common professional components within the Tiffin University MBA program in the areas of business, including problem solving, communication, ethics, globalization marketing and leadership.

MGT516**Foundations of Quantitative Business Methods (2 cr. hours)**

This class is for the MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of foundational skills in the quantitative areas of Accounting, Economics, Finance, Information Systems, and Operations management.

MGT522**Management of Human Resources (2 cr. hours)**

The focus of this course is the human side of enterprise. The sub-functions of human resource management, diversity in the workplace, rights of the individual, and the various legal and ethical issues in the area are addressed.

MGT526**Quantitative Business Analysis and Research (2 cr. hours)**

This course focuses on developing the use of statistical analysis necessary to develop managerial problem solving techniques. Additionally, students will learn how to apply this analysis to research methods and tools used by decision makers in organizations.

MGT603**Negotiations & Conflict Resolution (2 cr. hours)**

The course explores the nature and steps in negotiation strategies for conflict/dispute resolution, labor/management relations and mediation. In addition, the student evaluates interpersonal skills in order to achieve positive outcomes.

MGT614**Global and Transnational Management (2 cr. hours)**

This course deals with the management of multinational enterprises and managing in a global economy. Building on the interdisciplinary knowledge gained throughout the program, this course deals with cross-cultural issues, sociopolitical and economic concerns, and international strategic management.

MGT621

Organizational Analysis and Design (2 cr. hours)

Prerequisite: 12 hours of previous graduate coursework

The examination of organizations in terms of patterns in design and operation through topics including organizational-environment interface, structure, technology, and socio-technical systems and culture are the basis for this course.

MGT622

Strategic Management (2 cr. hours)

Prerequisite: This course to be taken in final semester of MBA program.

Strategic Management is required as a capstone course in the MBA curriculum because it involves the most sophisticated and comprehensive approach to the process of organizational management. Key elements to the understanding of strategic management are: Internal organizational analysis, analysis of the external environment, and directing a successful fit between the organization and its environment.

MGT623

Legal and Ethical Issues in Management (2 cr. hours)

The ethical and legal issues facing managers in the public and private sectors are the focus of this course. Current issues, regulations, trade practices, and liability will be discussed.

MGT630

Innovative Decision Making (2 cr. hours)

Prerequisite: This course to be taken in final semester of MBA program

This course explores the various aspects of decision making in business organizations. Primary attention is given to the processes that surround and shape the decision making process. Information processing, attention allocation and preference processing are also examined. Attentional biases and other decision making pathologies are examined in the hopes of improving the decision making process. a power-based model of decision making is also addressed.

MGT690

Special Topics (2 cr. hours)

The global, cultural, economic, legal, and competitive environment of business is constantly changing, therefore the MBA curriculum also includes a class that focuses on a topic that is especially relevant at the time the MBA cohort is preparing to graduate. Past examples include events such as the impact of potential terrorism on business or ethics in the wake of the Enron and other financial scandals that were timely and focused on that moment in time.

MKT523

Marketing Management (2 cr. hours)

This course examines the role of the marketing function of firms participating in both consumer and business markets, with emphasis on tactical and operating decisions and decision-making processes. Areas studied include market and customer analysis, market segmentation, and marketing mix tactics and implementation.

MKT526

Information Systems for Marketing (3 cr. hours)

Prerequisite: MKT523

This course provides students with the key concepts and tools to turn raw data and information into useful marketing intelligence. Students will examine new and existing technologies for data mining and market information access to assist in strategic decision-making. The course will provide an understanding of the role of integrated marketing communications in the overall marketing program and its contribution to marketing strategy.

MKT623

Strategic Brand Management (3 cr. hours)

Prerequisite: MKT523

Course will address the strategic importance of branding and will focus on the design and implementation of marketing programs and activities to build, measure, and manage brand equity. It addresses 3 important questions: (1) How do you build brand equity? (2) How can brand equity be measured? (3) How do you capitalize on brand equity to expand your business?

MKT627**Global Marketing Management (3 cr. hours)**

Prerequisite: MKT523

This course will focus on the application of marketing principles in the globalized markets of the 21st Century. The combination of global free trade philosophies with local market conditions present an array of opportunities and concerns that need to be understood and managed throughout the world. The course will emphasize the global nature of these decisions and their impact on the management of products, services, brands and new market development.

MKT631**Marketing Field Analysis (3 cr. hours)**

Prerequisite: This course will be the last course in the marketing sequence.

The objective of this course is to develop analytical skills in the formulation and implementation of market driven strategies for selected products and/or services. Students will create a portfolio of their MBA Marketing activities in addition to any professional experience.

SMG532**Communication and Fund Raising in Sport (3 cr. hours)**

Students will recognize communication as integral to the management, marketing, and operational goals of sport organizations at all levels. Students will also recognize the needs of professional and volunteer fundraisers in an exploration of the tools, tips, and techniques used to fundraise through solicitation, events, and grants common in the sports industry.

SMG634**Business Strategies in Sport (3 cr. hours)**

The case study approach will be used in a critical analysis of business concepts related to decision making, leadership, ethics, communication, marketing, sponsorship, budgeting, policy development, public relations and fundraising in the sport industry.

SMG637**Personnel Management in Sport (3 cr. hours)**

This course provides a study of the principles of personnel management including recruiting, staffing, development of human resources, maintaining a favorable work environment, compensation administration, benefits, security, and system appraisal as they apply to sport agencies. The course emphasizes the value of diversity and inclusion in human resource practices of sport organizations.

SMG670**Sport Mentorship (3 cr. hours)**

Prerequisite: This course will be taken as the last course in the Sports Management concentration.

Students are required to participate in 200 contact hours of field experience under the direction of an approved mentor in the sports industry. To enroll in the mentorship, students must complete an online application the semester prior to the requested course enrollment period. Students will maintain an e-portfolio and engage in professional development / career management activities as part of their course requirements. Students must have completed a minimum of 12 graduate credit hours with a minimum GPA of 3.0 for eligibility to enroll in the mentorship.

MASTER OF EDUCATION (MEd)

EDU514

Higher Education Administration Writing and Processes (2 cr. hours)

Students will be able to effectively communicate their knowledge to others inside or outside their organization through researching, writing, and editing documents in a variety of genres pertaining to their profession. Documents examined include, but are not limited to: proposals; reports; and presentations.

EDU520

Issues in Student Affairs (2 cr. hours)

All colleges and universities center around students. This course focuses on issues that students face on campus, as well as issues that colleges and universities face as they try to help students live and learn in a higher education context. Topics include philosophies of student affairs, student success, organization, problems, and future directions of student affairs.

EDU532

Diversity in Education (2 cr. hours)

This course provides understanding of cultural, ethnic, economic, gender, and racial differences and similarities in American society; focuses on educational organizations implementing successful strategies of working successfully with the needs of diverse students to insure high quality educational outcomes.

EDU538

Information Literacy for Educators (2 cr. hours)

An introduction to information literacy: the ability to locate, evaluate and use information. Participants will learn techniques to improve their own and their students' research skills and will learn methods of infusing information literacy into their curricula. Information issues and their effects on society and education will also be discussed.

EDU541

Educational Research (2 cr. hours)

Introduces methods of research in education; emphasizes research strategies and analysis of descriptive and judgmental information for selecting, planning, and evaluating research problems; uses library resources, data gathering, and writing a research proposal.

EDU547

Technology for Educators (2 cr. hours)

This graduate level course will extend students' competence with advanced applications commonly found in educational settings; emphasize evaluation, utilization, and collaboration with digital communication tools' integration of microcomputer hardware and software, database, and word processing uses across the educational curriculum and administrative support programs. This course will begin with a self-evaluation of the student's own proficiency with diverse technologies, while keeping in focus the National Education Technology Standards for Teachers.

EDU550

Special Needs Learners (2 cr. hours)

Develops a curriculum rationale, philosophy, and skills in curriculum analysis; reviews selection, development, and adaptation of curricula, instructional plans, and materials fitting the goals of the school and the needs of exceptional learners in special and regular classrooms; emphasizes psychological, sociological, educational, philosophical, and ethical aspects of children and families with special needs (including gifted and talented). Covers such topics as legislative, assessment, and programming issues; risk indicators and risk assessment; tools and instruments for informal assessment; and interpreting standardized observational measures.

EDU552

Educational Leadership (2 cr. hours)

Emphasizes the philosophical, social, and political aspects of educational leadership; examines research on best practices in developing and adapting curriculum to impact positively students with disabilities; examines the varying models that support curriculum and instructional approaches with the aim of preparing educators for curricular leadership roles within their own school settings.

MASTER OF EDUCATION (MEd) *(continued)*

EDU572

World History of Education (2 cr. hours)

Surveys education from ancient Judaic schools to major contemporary education developments; emphasizes institutional developments and cultural events that have accompanied them; reviews historical background of contemporary theory, practice, and reform.

EDU585

Student Enrollment and Retention (2 cr. hours)

This course covers a systematic set of activities designed to enable educational institutions to exert more influence over their student enrollments, ways to attract and retain a pool of students based on the goals of the educational organization in selectivity in enrollment practices. The student will learn the procedures involved in the application process, methods of marketing the university and programs to attract applicants to the university. The course will also cover predictive models. The course will focus on undergraduate enrollment, covers both graduate and professional school enrollment. Students learn the roles involved in admissions and retention of students through academic, social and athletic integration.

EDU586

Instructional Design Principles (2 cr. hours)

This course covers the process of instruction through the analysis of learning needs and systematic development of learning materials. The course covers how technology and multimedia can be used as tools to enhance instruction, and to enhance the assessment of the learning process.

EDU590

Assessment and Student Learning (2 cr. hours)

This course introduces how to develop assessment programs to support student learning. Higher education administrators will need to understand assessment techniques. In addition, the student will learn how to employ the applicable assessment strategies to insure that the goals of the organization are ultimately attained. The student will learn to identify evidence and use this evidence for assessment of and improvement of program objectives. This course will contain assignments that will guide the student in performing effective, high quality assessment and program evaluations.

EDU591

Learning Management Systems (2 cr. hours)

Educators must successfully add to current curriculum by using learning management systems, with the goal of teaching students not only curriculum content, but also how to use technology to complete tasks necessary to the skills of all future employees. This course reviews the student perspective in learning, using learning managements systems inside and outside the classroom, using learning managements systems for students with special abilities and/or disabilities, and using learning management systems for total online learning within both educational organizations and in educational arms of other organizations.

EDU605

Game Based Learning and Analytics (2 cr. hours)

Digital game-based learning (DGBL) is an instructional method that incorporates educational content and learning principles into digital games. The student will learn to identify the components of quality digital games, integration of DGBL with other types of learning curriculum, designing DGBL, and using DGBL with special needs learners.

EDU613

Current Trends in Curriculum and Instruction (2 cr. hours)

Debates major curricular movements, principles of curriculum development, and recent trends including content area and national and state standards (specifically the Ohio Standards); considers recent theoretical and research developments related to classroom, current practices and innovations in educative process, and classroom tools including use of the internet and Ohio Link.

EDU615

Ethical & Legal Issues in Education (2 cr. hours)

Develops knowledge, skills, and attitudes essential for making responsible professional decisions based on legal and ethical principles relevant to curriculum, students, liability, and finance. Emphasis on case studies related to curriculum and instruction.

EDU617

Current Practices in Classroom Behavior & Management (2 cr. hours)

Analyzes and interprets data, design, and evaluation of behavioral treatment interventions related to the principles of applied behavior analysis; examines ways in which the classroom environment and set-up impact behavior; and examines ways in which special needs students may be better integrated into the inclusion setting.

EDU619

Challenges in the Use of Technology in Education (2 cr. hours)

This course discusses and analyzes the challenges facing educators in implementing technological advancements in technology in order to increase efficiency and efficacy in learning. Perspectives of educational challenges from the student, teacher, facilitator and administrator are covered.

EDU624

Crisis Prevention and Intervention in Education (2 cr. hours)

This course will cover effective institutional management of crises impacting students and the stability of the educational organization. The curriculum covers an overview of the types of threats and hazards facing higher educational institutions. The student will learn traditional crises models of response, but also identify models of prevention. Identification of risk factors impacting organizational security will be covered, including student and employee mental health issues, alcohol and other drug use, and campus violence. Students will learn to structure systems to manage immediate emergency situations, and use assessment tools to identify changes in processes to enable strengthened safety structures. Students will learn to engage with the community and law enforcement to prevent and manage campus crises.

EDU625

Functions of Web Based Apps in Education (2 cr. hours)

This course guides educators in transforming curriculum and courses through using web sources and applications. The course covers construction of curriculum delivery using apps. Both open web source apps and open source materials through app delivery are covered. The course will cover newly developed apps that can be used to support educational objectives.

EDU635

Human Resource Management in Educational Organizations (2 cr. hours)

This course focuses on the organizational systems and activities that colleges and universities can use to create effective management of both faculty and staff employees. Topics included in this course include information systems and management of employee information, strategic planning for organizational needs and productivity, human resource processes, legal regulation and unionism and collective bargaining.

EDU637

Legal and Regulatory Issues in the Use of Educational Technologies (2 cr. hours)

This course covers the legal framework that facilitates or constrains the use of technology for learning objectives. Legal principles covered include understanding academic freedom, fair use and copyright in technology; the Digital Millennium Copyright Act (DMCA) and its integration with Higher Ed Reauthorization Act, the TEACH Act, FERPA considerations in security and privacy, CFAA, international law, and regulation and conflict of laws.

EDU640

Higher Education Finance and Budgeting (2 cr. hours)

This course focuses on the language and processes in budget development and management. A study of budgeting models for public and private organizations. This course includes the factors involved in implementing institutional budgets. Application to case studies.

MASTER OF EDUCATION (MEd) *(continued)*

EDU642

Higher Education Athletic and Sports Management (2 cr. hours)

This course focuses on a general understanding of the administration of athletic programs in higher education. Topics covered include the legal and ethical aspects in athletic department management, recruitment, educational support programs for athletes, media communication, promotion, finance, and event management.

EDU643

Educational Measurements (2 cr. hours)

Refines test construction, item analysis, and statistics for test scores. Introduces sampling and probability; linear correlation and regression; tests of significance and effect size; reliability, validity, and measures of central tendency.

EDU646

Connecting Research, Theory, and Practice through Philosophy, Psychology, and Sociology (2 cr. hours)

Students will examine major philosophical theories in education and connect these concepts to pedagogical practices and student understanding. Psychological and sociological development are examined through a practitioner's lens and addresses issues that may impact future practice, such as: technological advances; current issues; and trends in American Education. This analysis will lead students to develop their own Personal Philosophy of Education, constituting as the final project for the course.

EDU654

Analysis of Common Core Standards (2 cr. hours)

Examines current research and trends in teaching and learning according to common standards set forth by the State Department of Education. Assignments and projects can be individualized allowing students to focus on particular licensure grade levels.

EDU680

ePortfolio Capstone Project (2 cr. hours)

Must be taken in final semester of program

This course is drawn from all courses in the TU graduate program as well as individual professional development credentials they may have completed during the degree program. Students will organize presentations around their individual themes. Each student will include a summative paper that explains how the degree program has changed his/her knowledge and helped prepare for a career, or complete a capstone experience.

MASTER OF HUMANITIES (MH)

ART515

Teaching College Art (3 cr. hours)

This course investigates the practical issues and challenges of teaching art in a college setting, including teaching studio art, art appreciation, and art history. Students will learn to develop effective syllabi, identify and articulate learning objectives, design effective projects, teach with artifacts and objects, facilitate engaging discussions, and methods of assessment in the arts and the critique process. Students will develop a portfolio that includes a teaching philosophy, syllabi, and sample lesson plans. Problem solving on the individual and group level will be stressed. Note: This course will require several scheduled live chat sessions.

ART524

Creativity and Its Development (3 cr. hours)

This course is a study of how artists, writers, composers, and scientists develop creativity and how to generate new ideas, considered from psychological, educational, and artistic points of view. Readings from psychologists, philosophers, artists, and student contributions will help examine this broadly defined field. In this seminar-style course, the creative process will be examined from various angles. Students will participate in the analysis of theories of creativity, experiments in their own creative processes, and through examination of the work of other artists. This course investigates artistic decision-making by involving students in the creative process and examining the psychology, sociology, and biology of creation. A combination of independent study and seminar, students design, research, and produce artistic work focused on their individual interest within the arts; collectively, the students examine the nature of creativity and art. Students analyze artistic choice by examining works of art, researching and discussing the artist and his/her context, and participating in workshops with visiting teaching artists.

ART525**History of Photography (3 cr. hours)**

This course surveys topics in the history and cultural uses of photography in Europe and the US in the 20th and 21st centuries. Starting with the origins of photography in Enlightenment and early Industrial Revolution Europe, students examine the role of the daguerreotype in the U.S., and photography's role within war, western expansion, and social Darwinism. There will be discussions on the establishment of elite art organizations in Europe and the U.S. by the 1890s concurrent with the flood of mass consumer photography and commercial production. The course will then examine major developments and uses of photography such as magazine journalism, advertising and fashion, and social documentary as well as photographic practices linked to art movements like constructivism, surrealism, documentary realism, and formalism. It will conclude with a look at the more contemporary postmodern practices, which foreground the question of photography's social and psychic operations. Special attention will be paid to the interrelations among photography's diverse cultural uses and the terms in which debates about the medium's unstable art status have played out.

ART530**Cult and Independent Film (3 cr. hours)**

This course examines various cult films and the cult film phenomenon. From the definition (or designation) of "cult" to the unusual yet vital role in society this non-genre fills, the cult film does not fit into traditional critical rhetoric. Instead, by being a marginalized area of film, the cult film and the audiences of this phenomenon deconstruct mainstream film entertainment and analysis.

ART533**Film Censorships (3 cr. hours)**

This course focuses on social and cultural aspects of film censorship while in its examination of key issues and events in the history of film censorship in the United States. Film clips and images will be available for viewing on the course site, but members of the class may be required to view several full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART534**Third Cinema (3 cr. hours)**

This course surveys the history and theory of what is currently understood as "Third Cinema." This course will concentrate on films and filmmakers from Africa, Latin America (Central and South America), the Indian Subcontinent, the Middle East, East and Southeast Asia, and Turkey. "Third Cinema" can be thought of in a number of ways, and its definition, like the world, is changing rapidly. Therefore, part of the task of this course is to critically and thoughtfully negotiate the slippery terrain of what "Third Cinema" might be. Briefly, broadly, and as a starting point, Third Cinema can be thought of as cinema produced in what is sometimes referred to as the "Third World": films that are politically or socially conscious (though not always) from these regions and countries; and/or a type of cinema from these regions or countries that is neither a Hollywood style entertainment cinema ("first cinema") or European style Art Cinema ("second cinema"). Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART535**Classic Hollywood Cinema (3 cr. hours)**

This course explores the popular reception, historical and technological advents, and narrative, aesthetic and cultural aspects of the "Golden Age" of cinema as it developed in the United States. The time period is roughly 1929-1945, though some consider it to extend through 1950 and even 1960. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

ART561**Survey of Western Art History (3 cr. hours)**

This course is an introduction to the art of the West from prehistory to the present. Works will be studied within their historical, religious, political, economic, aesthetic, and social contexts. Methodologies of the discipline of art history will be explored, as well as primary source texts from the cultures in which these works were created.

ART562**Film Theory (3 cr. hours)**

This course is required for all students in the Film Concentration.

It will explore the development of ways of thinking, talking, and writing about film in a manner that goes beyond movie reviews or personal evaluations. Students will engage film theory from early classic theory to contemporary forms of film analysis. Film clips and images will be available for viewing on the course site, but members of the class may be required to view some full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered. This course is required for all students in the Film Concentration.

ART563**Art and Culture of the Graphic Novel (3 cr. hours)**

This course will examine the form of the graphic novel and its critical and cultural impact. Comics and graphic novels have a significant influence on American popular culture but have only recently received serious scholarly attention. This course will explore the history of the graphic novel, some of the theories surrounding image-text sequential art, and the different uses of the graphic novel as a form of storytelling. We will examine the graphic novel as an art form, and analyze the role of the comic and graphic novel in American culture. Particular attention will be paid to the superhero genre, as well as to the contemporary trend of autobiographical and literary graphic novels and an investigation of graphic novels worldwide.

ART623**Aesthetics (3 cr. hours)**

This required core course provides students with an overview of aesthetics as it embraces a philosophy of art, beauty, and taste and investigates the ways in which humans create, experience, and evaluate the fine arts. Class discussions will focus on artistic masterpieces from a number of disciplines including music, drama, literature, painting, and sculpture. Throughout the course, students will analyze readings that explore philosophical issues and historical problems of various theoretical approaches to art and will include discussions on the nature and function of the artist, the intrinsic significance of an artistic object, and the concepts of aesthetic value, experience, attitude, and criticism. An emphasis will be placed on developing a personalized philosophy of art.

ART624**Women and Art (3 cr. hours)**

Art history as a discipline has expanded over the last thirty years to move beyond formalism and connoisseurship to include divergent perspectives in theory and visual culture. Feminism provides a framework to examine the intersections of race, gender, and sexuality to challenge the idea of art history as a unified discourse. This course will examine the impact of women on the arts in 3 ways. It will examine the theories of feminism, race, gender, and sexuality and explore how these theories are expressed in the visual arts. The course will also survey the lives and contributions of women artists from the Renaissance to the present, and the shifts in the portrayals of women, and criticism of female artists over that time period.

ART630**Topics In Non-Western Art (3 cr. hours)**

This is a comparative study of art from select regions, cultures and traditions from ancient times to modernity. Art from Asia, Africa, the Americas and the Middle East will be examined. We will examine how art in these regions played an integral part of culture. A discussion of Orientalism and contemporary art from these areas will challenge the notion of Modernism as a Western system, and demonstrate how art is a global practice.

COM520**Philosophy of Communication (3 cr. hours)**

This course is a survey of the genealogy of communication and how communication creates shared experiences between people. Through a collection of readings, students will examine how and why society thinks about communication the way it does. Philosophy of Communication is generally concerned with analytical, theoretical and political issues that cross different discipline boundaries. It explores how people live their lives and deal with the conflicts that are inevitable whenever communication occurs in a society, whether in person, in groups, electronically or through the mass media. Throughout the course, students are exposed to the broader study of the field and how it relates to contemporary philosophical arguments, positions and concerns. By studying the historical and social contexts for communication, students will come to understand and appreciate how meaning is created through human interaction, more about themselves and how they relate to others.

COM522**Logic, Reasoning, and Persuasion (3 cr. hours)**

This course studies the development of reasoning and formal logic and its relationship to persuasion and argumentation. It provides an overview of logical thinking, distinguishing rational inquiry from mythological inquiry and regulative thinking from associative thinking. Students will learn to articulate logical thinking or reasoning as a process of making logical argument and will discuss 3 basic modes of reasoning in persuasion and argumentation: deduction, induction, and abduction, explaining their practical applications in the studies of humanities. Students will also be introduced to possible world semantics and thought experiments, which help participants to build logical foundations for developing rational, independent, critical, and creative thinking.

COM531**Transmedia Storytelling (3 cr. hours)**

Transmedia storytelling engages audiences across media multi-dimensionally. Students learn to provide critical information, back story, and details of an ongoing narrative through multiple media means such as comic books, films, television programs, web content, mobile content, social networks, and games, creating a more expansive and immersive experience for the audience. The course examines the role and structure of narrative in audience engagement and the dynamic trends in media content development impact consumers. Students will analyze case studies, and upon completion of this course, evaluate and develop a transmedia story-strategy.

COM532**Documentary Film (3 cr. hours)**

Documentary films have emerged as a popular medium for non-fiction storytelling. This course will give a conceptual overview of the form, strategies, and conventions of documentary films and videos. We will screen historical and contemporary documentaries to examine questions of defining the genre, ethical dilemmas, the debate over objectivity, and the ways that documentaries can stimulate critical thinking about the construction of our social world. Students will need to join a movie subscription service to gain timely access to the films for each week. Please note that it will be very difficult to access these films outside of the U.S., and so students living internationally are advised to check on the accessibility of the films before registering for this course.

COM580**Politics and the News (3 cr. hours)**

Prerequisite: Completion of 12 hours in the Master of Humanities program

This course will critically analyze how the news media influenced public discussion of political and social issues in the 20th and 21st centuries, as well as examine how these issues were debated in the news. Drawing on readings from political science, communications, and history, students will also examine how political powers in mass democracies use the news media as a mechanism of persuasion and social control.

COM610**Teaching College Communication (3 cr. hours)**

This course explores theories, methods, and practices of teaching communication. Both practical strategies and theoretical paradigms will be covered. The goal of the course is to improve pedagogical skills and improve your understanding of teaching.

MASTER OF HUMANITIES (MH) *(continued)*

COM625

Philosophers and Philosophies of the Axial Age (3 cr. hours)

This course will examine the axial age, a period in history from 800 BC to 200 BC which, according to German philosopher Karl Jaspers, was a time when common precepts in philosophical principles appeared in China, India, the Middle East and the West. Jaspers saw this time as pivotal in human evolution in that the philosophical and spiritual principles emerging throughout these regions seeded the world's major religions and contemporary philosophical beliefs: Confucianism and Taoism in China, Hinduism and Buddhism in India, philosophical rationalism in Greece, and monotheism in Israel that formed the basis of Rabbinic Judaism, Christianity, and Islam. This was also a time of great violence and brutality, to which the axial sages spoke and uniformly called on people to be compassionate and ethical in their relations with others. The idea of the Golden Rule 'do unto others as you would like done to yourself' became a universal cornerstone of religious and philosophical teaching.

COM630

Issues in Cyberspace (3 cr. hours)

This course explores some of the social, cultural, legal and political issues associated with the evolution of the online world or Cyberspace. From its origins as a government sponsored communications network, the Internet has evolved to become the center of information society. This course examines the boundaries of online behavior and freedom of expression when it comes to issues such as privacy, piracy, copyright, anonymity, libel, cyberbullying, indecency, and social networking just to mention a few. Topics are covered through a series of readings, reflections, exploration of web sites, online exchanges and writing assignments that look at how the issues evolved and the different ways of addressing them.

COM631

New Media (3 cr. hours)

This course examines the origins and evolution of new media and its social, cultural, legal, and political implications. From social media such as Facebook and Twitter, to blogging, Wikipedia, YouTube, smart phones and tablets, online and new media are changing our culture and society in significant ways. As media technologies evolve, they are producing new contexts for engagement and raising important questions related to issues such as identity, community, civility, privacy and freedom of expression. How people relate to each other in this electronic environment is changing our culture and society in ways we are just now beginning to understand. Through a series of readings, online explorations, discussions, interactions and writing assignments, students will come to understand the characteristics and implications of new media and their impact on our society.

ENG515

Teaching College English (3 cr. hours)

This course will investigate both theoretical and practical issues related to teaching First-Year composition. Topics will include developing effective syllabi, identifying and articulating learning objectives, designing effective writing assignments, assessing college writing, understanding and creating rubrics, and developing an effective critique process. Students will develop a portfolio that includes a teaching philosophy, syllabi, and sample lesson plans. The final assignment will be the development of a syllabus with a paper explaining the rationale for that syllabus in terms of pedagogical goals for the course and best teaching practices.

ENG530

The Culture and Literature of Modernity (3 cr. hours)

Readings in cultural and literary identity: 1880-1920. Coming after Karl Marx, Charles Darwin, and Sigmund Freud, the style and traditions of literature, music, dance, and art took on a new reality that shattered old artistic conventions. The course will examine the novels of Virginia Woolf and James Joyce, the music of Igor Stravinsky and American jazz artists, the art of the cubists, the dance forms of Isadora Duncan and the evolution of modernism.

ENG531

Studies in Genre Fiction (3 cr. hours)

Prerequisite: HUM510

This course critically examines a variety of forms of genre fiction, including but not limited to science fiction and fantasy literature, gothic and horror fiction, young adult fiction, children's literature, romance and western literature. The characteristics, limits, and boundaries of genre will be explored along with a consideration of these literatures from theoretical and sociological perspectives.

ENG541**Creative Writing Workshop: Short Story (3 cr. hours)**

The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of short fiction.

ENG542**Creative Writing Workshop: The Novel (3 cr. hours)**

The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of a novel.

ENG543**Creative Writing Workshop: Poetry (3 cr. hours)**

The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of poetry.

ENG544**Creative Writing: Genre Writing (3 cr. hours)**

This creative writing course guides students through the methods of writing a variety of genre fictions, including but not limited to young adult fiction, children's literature, and creative nonfiction. The structure and conventions of a variety of forms of genre fiction will be studied along with mood, tone, point of view, and setting. This course will emphasize publication conventions and the writing of marketable work.

ENG545**Creative Writing: Performance Writing (3 cr. hours)**

This course develops skills in the art and craft of telling stories through performance media such as films and plays. Through writing scenes, scripts for short films, and tightly focused writing exercises, students will learn correct screenplay format, develop a "feel" for screenwriting style, enhance their powers of description, their skills in writing dialogue and action, and in constructing scenes and plot. The overarching emphasis is on learning how to translate mental moving images (the film or play that the writer sees in his or her head and all it encompasses or evokes), to words on the page in a way that those words create approximately the same moving images in the reader's mind.

ENG561**British Literature (3 cr. hours)**

This course surveys canonical texts in British literature from Beowulf to the twentieth century in a variety of genres, including but not limited to poetry, drama, short stories, novels, utopian literature, and manifestos. Authors and works may include, but are not limited to, Beowulf, Sir Gawain and the Green Knight, Chaucer, Sydney, Shakespeare, Dryden, Milton, Pope, Swift, Wollstonecraft, the Romantics, Austen, Dickens, the Brontës, the Brownings, the Rossettis, Wilde, and the Modernists.

ENG562**American Literature (3 cr. hours)**

This course studies canonical texts in American literature from the Native American period to the present in a variety of genres, including but not limited to poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, early Native American literature, literature from the period of Spanish colonization, British colonial-era literature, nineteenth-century literature, American modernism, sixties literature, and contemporary American literature. Authors and movements may include Bradstreet, Freneau, Emerson, Thoreau, Whitman, Twain, Cooper, Hawthorne, Melville, Eliot, Pound, H.D., Djuna Barnes, Salinger, Updike, Pynchon, Oates, Erdrich, Dillard, literature of the Puritan era, Transcendentalism, Realism, the Harlem Renaissance, Modernism, the Beat Poets, and 60s literature.

MASTER OF HUMANITIES (MH) *(continued)*

ENG563

World Literature (3 cr. hours)

This course focuses primarily on significant texts in World Literature from antiquity to the twentieth century in a variety of genres, including but not limited to mythology, creation stories, poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, Gilgamesh, continental European literature, literature from the Spanish Americas, Caribbean literature, Middle Eastern and Indian literature, African literature, Chicano/a literature, and Asian literature. Authors may include but are not limited to Homer, Virgil, Dante, Ibsen, Beckett, Dostoevsky, Tolstoy, Chekov, Paz, Borges, Marquez, Allende, Rushdie, V.S. Naipaul, Derek Walcott, Shani Mooto, Sushako Endo, Murakami, Amy Tan, Chinua Achebe, and others.

ENG564

Literary Theory (3 cr. hours)

Prerequisite: HUM510, ART623

This course studies selected texts and figures important to the history of textual interpretation from the classical era to the twentieth century, including works by Plato, Aristotle, Dante, Dryden, Wordsworth, Arnold, Nietzsche, and others, and contemporary approaches such as Marxist, psychological, structuralist, post-structuralist and postmodernist, feminist, postcolonial, and cultural studies. Contemporary theorists such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michael Foucault, and Jean-Francois Lyotard will be studied and their central concepts applied to literary texts. Students will learn to consider multiple interpretations of a text and learn to examine the assumptions underlying a variety of interpretive strategies. Students will also explore the interrelationships between writer, reader, and text.

ENG570

Ethnic Voices: Poetry (3 cr. hours)

Ethnic Voices: Poetry will examine the contributions of ethnic poets in the United States by closely analyzing various texts written by Asian Americans, African and Caribbean Americans, and Hispanic Americans. The course will focus upon a variety of issues and themes such as immigration, migration, exile, oppression, spirituality, storytelling, identity, self-representation, culture, and history. Major voices will be studied along with emerging writers. Multicultural literary theory and cultural criticism will be used to analyze the texts.

ENG571

Women in Literature (3 cr. hours)

This course examines perceptions of women and their roles in society as represented in a variety of genres of literature from different time periods and cultures. The course offers a number of works by significant American and European women authors as well as literature about women or in which the situation and position of women forms a major aspect of the text. This course also requires that students explore a variety of significant literary critical and theoretical approaches and articles about women in literature.

ENG583

Poetics of Western Drama (3 cr. hours)

Prerequisite: Completion of 12 hours in the MH program

Readings from ancient dramatic works including those of Sophocles, Euripides, Aeschylus, and Aristophanes. Exploration of the unique nature and continuing significance of Greek tragedy and Greek theater in the drama of Aeschylus, Sophocles, and Euripides. All discussion will stem from Aristotle's Poetics as the basis for western dramatic traditions and conventions. Topics of study from the texts will include such issues as the tragic voice, the role of women, the nature of heroism, human beings' relationship to the divine, and the role of the fate in human affairs.

HUM510

Introduction to Graduate Humanities (3 cr. hours)

This course, which is taken in the first semester of the program, orients students to humanities as a field of study, reviews graduate level writing and MLA documentation style, and reviews research methods. Students will also receive initial instruction in the use of various technologies needed to participate in Tiffin University's online programs, including but not limited to Moodle, Word, discussion boards, live chats, Turnitin.com, etc.

HUM531

Studies in History (3 cr. hours)

This course engages students in historical studies, including but not limited to medieval and early modern British history, restoration to Twentieth-century British history, the history of Africans in the Americas, and other topics.

HUM532**Studies in Philosophy (3 cr. hours)**

This course engages students in philosophical studies, including but not limited to culture and identity; mythologies in human experience; the history and philosophy of scientific exploration; and atheism, agnosticism, and skepticism.

HUM533**Studies in Social, Human and Political Sciences (3 cr. hours)**

This course engages students in social and human sciences in the fields of psychology, sociology, political science, and anthropology, including but not limited to development of government systems and social practice: How people behave and why.

HUM680**Capstone Project (3 cr. hours)**

Prerequisite: Completion of at least 21 hours of graduate level coursework

This course, co-taught by two faculty members, is available for students who wish to complete their course of study with a capstone project.

HUM681**Comprehensive Exams (3 cr. hours)**

This course, co-taught by two faculty members, is available to students who wish to complete their course of study at Tiffin University with a comprehensive exam. Due to the nature of this course, because it culminates in a two-week timed exam, students cannot take a grade of "I" under any circumstance. Students may withdraw, if necessary, and retake the course when able.

MASTER OF SCIENCE (MS)**CDS510****Introduction to Cyber Security (3 cr. hours)**

Introduction to Cyber Security teaches the basic concepts and principles of information security, and the fundamental approaches to secure computers and networks. Some of the topics covered in this course are security basics, security management and risk assessment, software security, operating systems security, database security, cryptography algorithms and protocols, network authentication and secure network applications, malicious malware, network threats and defenses, web security, and privacy.

CDS511**Introduction to Information Systems and Operating Systems (3 cr. hours)**

Introduction to Information Systems and Operating Systems addresses a broad range of topics in operating system design and implementation. Operating system structuring, synchronization, communication, and failure and recovery management will all be covered.

CDS512**Law and Ethics in Cyber Security (3 cr. hours)**

Law and Ethics in Cyber Security focuses on the ways that law, ethics and cyber security overlap and intersect. This course will also cover the laws related to intellectual property, civil litigation, criminal prosecutions, and privacy. An exploration of ethics and cyber security, as well as of workplace ethics will be covered in this course.

CDS513**Network Security (3 cr. hours)**

Network Security covers the theory and practice of network security from a tactical and strategic perspective. This course addresses various aspects of networking including configuration, communication, protocols, testing, operation, maintenance, firewalls, hardware, switches, router, proxy servers, and more.

CDS520**Cyber Threat Intelligence and Analysis (3 cr. hours)**

Cyber Threat Intelligence and Analysis introduces students to fundamentals of cyber threat intelligence. This course will cover the processes of enabling organizations to gather valuable insights based on analysis of contextual and situational risks. This course will teach students to identify and assess the capabilities of cyber security criminals.

MASTER OF SCIENCE (MS) *(continued)*

CDS522

Cyber Resilience GRC (3 cr. hours)

Cyber Resilience GRC will cover governance, risk, and compliance as they relate to cyber security. This course will cover the management aspects of governance in a cyber security setting, the process of risk identification, analysis, and management, and how to maintain corporate compliance. This course will also teach students how to identify, detect, respond to, and recover from a cyber attack. This course will cover key elements of a cyber resilience process, the principles behind effective cyber security, the elements of a robust business continuity management system, mitigating cyber risks and recovering from cyber attacks.

CDS620

Cyber Investigations and Incident Management (3 cr. hours)

Cyber Investigations and Incident Management will cover the collection, processes, preservation, analysis, and presentation of computer-related evidence. It will also cover the tactics, techniques, and procedures for a full range of investigative tools and processes. Responding to urgent situations and mitigating immediate threats will also be covered.

CDS622

Cyber Security Management (3 cr. hours)

Cyber Security Management addresses management issues surrounding information systems in today's enterprises including strategic, personnel, infrastructure, cloud, IoT, policy, emergency planning, security awareness, and more.

CDS630

Global Cyber Operations (3 cr. hours)

Global Cyber Operations will provide students with a solid background in the cyber global landscape. It will examine cyber operations in nation states, business, criminal organizations, and other organizations.

CDS640

Executive Cyber Leadership (3 cr. hours)

Executive Cyber Leadership examines the aspects of leadership in a cyber security setting. This course will cover a variety of topics including supervision, decision making, communication, conducting evaluations, and more. It will detail on how leaders in cyber security execute decision making and establish a vision and direction for an organization's cyber operations.

CSL510

Introduction to Addiction Theory and Practice (3 cr. hours)

This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

CSL520

Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)

This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

CSL525

Group Process and Techniques Working with Addicted and Disordered Populations (3 cr. hours)

This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

CSL535**Assessment and Diagnosis of Addictive and Behavioral Health Problems (3 cr. hours)**

Examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. Provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems with individuals and families in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Provides significant opportunity for hands-on practice in documentation and ethical decision-making required for counselors and therapists.

CSL540**Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)**

This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. Provides significant opportunity for case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

CSL545**Theory and Practice of Relationship Counseling in Addictions and Behavioral Health (3 cr. hours)**

An introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

ENF511**Crime Science Overview: Theories, Principles, and Methods (3 cr. hours)**

This course provides students with an overview of the field of Crime Science. It examines general theories of Crime Science including Routine Activity theory, Crime Pattern theory, and Rational Choice theory, among others. The course introduces students to the various aspects of Crime Science in practice, including situational crime prevention principles and techniques. Students will become acquainted with the various methods used in Crime Science including crime scripting, agent-based modeling, and social network analysis. Finally, the course offers explanations of the relationships between the Crime Science field and related fields such as Criminology, Law Enforcement, and Forensic Science, and many others.

ENF512**Theories of Crime Analysis (3 cr. hours)**

The course covers the three types of crime analysis. The focus of the class is an overview of the theory behind the crime analysis process and an outline of some of the major issues crime analysts and crime analysis units must face. Emphasis will be placed on the examination of how research supports the use of crime analysis theory to enhance the productivity of police departments.

ENF515**Crime Prevention Through Environmental Design (3 cr. hours)**

The purpose of this course is to examine Crime Prevention Through Environmental Design (CPTED) and its components. Through evaluation and discussion of a wide range of multidisciplinary topics and issues, students will gain an appreciation for the role of CPTED as a component of crime science. Students will also learn to identify and engage appropriate assets, capabilities and resources to apply CPTED to reduce crime. The course will review standards related to CPTED as part of community planning and physical security. The course will also compare CPTED to other crime prevention approaches.

ENF520**The Intelligence Community (3 cr. hours)**

Provides an examination of the creation and continuing evolution of the US Intelligence Community (IC) in the post 9/11 era. The IC's missions, responsibilities and legal authorities will be explored. Students will hold an in-depth discussion on the IC's successes, failures, and purported controversies. An assignment using the entire intelligence cycle will be developed throughout the course; students will present their findings and develop follow on intelligence requirements based on evaluations from their peers.

MASTER OF SCIENCE (MS) *(continued)*

ENF530

Emergency Management (3 cr. hours)

The course presents an introductory overview of emergency management. Students will synthesize the administrative, legislative, and operational elements of emergency management programs and processes, including assessment of emergency management policies, history, and concepts. The student will also analyze legal, political, social, technical, and natural factors that challenge or support emergency management operations. The perspective will include the public and private sector dimensions of the theory and practice of emergency management at the national, regional, state, and local levels.

ENF532

Computer Applications in Crime Analysis, Community Policing, and Investigations (3 cr. hours)

Prerequisite: ENF512

The focus of the class is a study of the crime analysis process through the utilization of applications software (Microsoft Office). The student will develop an understanding of the usefulness of the software and see how each component is applicable to crime analysis. Work will be collected, analyzed and presented through all aspects of the applications software, individually and in combination.

ENF570

Homeland Security Sectors (3 cr. hours)

This course is designed to challenge students to examine the concept of homeland security from a variety of important sectors. As part of this focus of study, students will look at different homeland security sectors and evaluate their impact on national security. During this course, emphasis will be placed on immigration, border security, transportation security, critical infrastructure protection, and public health issues among other topics. Each of these areas will be looked at on a spectrum from the protective factors currently being implemented, to the effect of a terrorist attack on each sector. Students will read multiple open source documents related to the homeland security sectors, and will be tasked with analyzing current security methodologies and offering new solutions to existing problems.

ENF575

Focus Areas in Homeland Security Administration (3 cr. hours)

The purpose of this course is to prepare Homeland Security professionals to analyze, interpret and understand various policies and procedures related to the management and administration of Homeland Security affairs. Through evaluation and discussion of a wide range of multi-disciplinary topics and issues, students will gain an appreciation for the threats, vulnerabilities and hazards which face Homeland Security practitioners. Students will also learn to identify and engage appropriate assets, capabilities and resources to mitigate and remediate these threats. Civil liberty protections guaranteed to us by the Constitution have a bearing on U.S. Homeland Security policy, and this course will examine the delicate balance of civil-military relations and the impact of Federalism, States' Rights and Tribal Sovereignty on the preparation for, response to and recovery from man-made and natural disasters. The course will review policies and procedures related to Homeland Security grants, disaster declarations and other financial and operational crisis response resources. Additionally, students will be introduced to the importance of the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) in the planning and preparation for all-hazards events. Finally, the course will examine assessment criteria and resources available to Homeland Security professionals responsible for Critical Infrastructure Protection activities.

ENF612

Criminal Intelligence (3 cr. hours)

Prerequisite: ENF512

Course is focused on the criminal intelligence process as a whole. This process defines problems, data collection and storage, data analysis and dissemination for action to be taken by appropriate personnel. Students will learn to consider relationships between individuals, between individuals and organizations and between organizations in developing pertinent analysis. Class will utilize both inductive and deductive logic.

ENF620

Policy Formulation & Analysis in Homeland Security (3 cr. hours)

This course details the research and planning process leading to the formulation of homeland security policy, which enhances the preparedness, protection and collaborative response efforts and capabilities between the local, state and federal government against terrorist based incidents. Participants will research, develop and evaluate homeland security policy that effect the U.S on a domestic and international level.

ENF621**Evidence-Based Policing (3 cr. hours)**

This course will introduce students to the body of knowledge and research in evidence-based policing. Evidence-based policing involves decision making through careful examination and evaluation of the best available evidence from multiple sources and applying critical thinking skills to successfully appraise the evidence while addressing answerable questions. This course will distinguish evidence-based practices from opinion and assumption in the field of policing. Students will gain an understanding of the need to develop their own evidence-based practices and learn to use the best available evidence to inform and challenge policies, practices, and decisions in their own professions.

ENF622**Geographic Information Systems: Applications in Criminal Justice (3 cr. hours)**

Prerequisite: ENF532; *There will be a lab fee associated with this course.*

The focus of the class is to provide an overview of Geographic Information Systems (GIS) and the techniques used in the study of criminal justice. This class will cover some of the major concepts that can aid law enforcement in becoming more efficient in the decision-making process in the areas of tactical, strategic, and operational functions. The course will focus on both the theoretical work, which will give a fundamental grounding in the work of environmental criminologists, and in practical application, giving students an understanding of how GIS is applied in law enforcement.

ENF625**Federal Budgeting for Homeland Security Administrators (3 cr. hours)**

Sound financial practices are crucial to managing increasingly scarce funds in homeland security organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to homeland security organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of the federal budgeting process, understanding that every federal agency uses slightly different processes, but all share common concepts. Students in this course will learn the Department of Homeland Security's Planning, Programming, Budgeting, and Execution (PPBE) process, which is modeled on the Department of Defense's PPBE process. Once learning the process from this perspective, students will be well-equipped to work with all other agencies' processes. Students will prepare a Federal Emergency Management Agency (FEMA) grant application and research a case study.

ENF627**Crime Analysis Project (3 cr. hours)**

As a capstone course utilizing the skills for other analysis courses, the student will work with an instructor to develop a crime analysis project. This project will describe a defined problem, set parameters for solving the problem, select tools and options for choosing a correct path for solving the problem. The project does not necessarily have to involve crime analysis but it must approach a significant problem that any police department might experience. To be taken in the last semester.

ENF631**Strategies for Reducing Crime (3 cr. hours)**

The course provides students with exposure to strategies, methods, and techniques used in Crime Science to tackle crime through manipulation of the opportunity structures. As Crime Science techniques have been applied primarily to curtail property and violent crime, it has also been used to address more complex criminal activity such as terrorism and human trafficking. In this course, students will focus their study on the various modern techniques used to address a wide range of criminal activity.

ENF640**Terrorism and Emerging Threats (3 cr. hours)**

This course will challenge students to examine the evolution of terrorism from Antiquity to modern day through multiple perspectives. Major emphasis will be focused on homegrown violent extremism and foreign terrorist organizations, their roots, goals and modus operandi in the post-9/11 era. Domestic terrorist organizations will also be evaluated. Students will review multiple counterterrorism strategies, laws, regulations, providing analysis and recommendations.

ENF665**Cyber Security and Technology in Homeland Security (3 cr. hours)**

This course examines the impact of cyber and technology on the Homeland Security Enterprise. Students will analyze laws, policies, and other governance structures for cyber security and technology. Students will review past, current and future technology typologies and deployments within the Homeland Security Enterprise. An examination of the cyber threat environment and cyber terrorism through a risk assessment and management process will allow students to quantify and mitigate cyber risk. The course analyzes past, current, and future trends in data management, including interoperable communication systems, information sharing initiatives and technologies, and standards and their importance to the Homeland Security Enterprise. Finally, an examination of the interdependencies of technology and cyber systems as they relate to critical infrastructure.

ENF675**Problem Solving in Crime Analysis (3 cr. hours)**

Students will examine the fundamental objectives of policing and its relationship with crime analysis. Students will study crime problems and offenders, related criminological theories, the SARA approach to problem-solving, the 80/20 Rule, and the Problem Analysis Triangle. Students will also study the styles of policing, data collection and analysis for problem solving, offender motivations, the principles of crime opportunity, and research and related literature which inform effective policing strategies and responses. This will include exploring the diverse and evolving resources necessary to devise such plans and strategies that will reduce crime and disorder.

ENF680**Practical Application of Policy in Homeland Security (3 cr. hours)**

This course is intended to provide students with the opportunity to evaluate how homeland security policy development and public administration lead to and shape decisions in the homeland security enterprise. Students will synthesize the knowledge they have acquired through the balance of the program, assessing how policy development and program administration directly effect and impact the reality of homeland security operational and management decision making. Through a case study approach, course participants will analyze how homeland security authorities, risk assessment, strategic planning, management and evaluations have shaped past and current decision making by homeland security managers at all levels of government on a variety of issues, including counterterrorism operations, intelligence gathering, incident response, critical infrastructure protection, and border security. Through such analysis, students will assess the critical role that policy and management play in decision making, the requirements of managers for policy development and public administration when they are crafting their decisions, and the problems and limitations that poorly developed or managed policy can create. Finally, through a capstone project, students will be given a leadership scenario and asked to evaluate its resulting policy and public administration issues, and then synthesize a proposal for a programmatic solution for a leader to adopt.

ENF681**Practical Application of Crime Science – Capstone (3 cr. hours)**

The course is intended to provide students with the opportunity to apply Crime Science knowledge obtained throughout the program to a real-world environment. Using a case study approach, students will take on the role of Crime Scientists to assess, evaluate, strategize, collaborate, and design environments consistent with the theories, principles, and methods of modern-day Crime Science. Students will synthesize the skills gained in the program to formulate a capstone project involving the intentional design of an environment optimized to thwart crime.

ENF685**Leadership and Practical Application in Homeland Security Administration (3 cr. hours)**

This course will provide students the opportunity to demonstrate their ability to synthesize the knowledge gained through the balance of the program in a capstone seminar. Students will be provided a series of contemporary case studies for their analysis, in critical areas such as homeland security legal and regulatory authorities, risk assessment, strategic planning, budget formulation, program planning, and program assessment with the intent of understanding how such functional areas of administration are currently applied in the homeland security enterprise, to what effect, and under what limitations. They will then pursue a capstone project in which, as individuals or teams, they will evaluate a pressing homeland security policy issue, and conduct analysis required to develop a comprehensive proposal for operational application, including all aspects of its implementation and management. In general, this course is intended to provide students the opportunity to evaluate the reality of homeland security policy development and administration, and how it exists in an open, ill-defined, and still maturing environment. Through their own original analysis, writing and oral presentation, the students will also gain an appreciation for how such open questions of homeland security policy development can be addressed through innovation, collaboration, and persistence.

JUS510

Contemporary Criminal Justice: Issues and Trends (3 cr. hours)

Provides a contemporary overview of the criminal justice system with a focus on current trends, major crime problems and statistics, crime control issues, the nature and causes of crime, justice agencies and personnel, key decision-making by justice agents, and the changing features of the American legal system and criminal justice agency management which impact the quality of service to community residents.

JUS515

Research Design and Analysis (3 cr. hours)

Prerequisite: JUS520

Examines various research design models applied to the study of crime, and agency administration issues. The course concludes a discussion of the philosophy of scientific inquiry, the discovery and conceptualization of research questions (descriptive, relational, and casual), the operationalization of project concepts and variables, conduct of the study, data analysis, formulating conclusions, and generalization of findings. This course will allow students to analyze various research designs such as historical, legal, action, quasi-experimental, experimental, content analysis, polling, meta-analysis, data mining, citation analysis, policy analysis, investigative reporting, action research, comparative method, observer, participant-observer, micro history, ethnography, oral history, symbolism, photographic analysis, geographic information systems, program evaluation, evaluation, survey research, and other designs and methods. Students will also read and practice policy decisions from report research.

JUS520

Statistical Applications in Criminal Justice (3 cr. hours)

Explores and applies practical statistical methods to the relevant work of criminal justice agents, managers, and executives. The course will focus on statistical methods to prepare students to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report criminal justice agency performance results, and to identify and use various criminal justice statistical data sources in print and electronic form.

JUS525

Legal and Ethical Issues in Criminal Justice (3 cr. hours)

The course examines ethical systems/models and their application to the multitude of criminal procedure, ethical, and civil liability issues in criminal justice such as substantive/procedural justice, legal paternalism, moral paternalism, punishment of the mentally ill/juveniles/white collar criminals, authority, power, discretion, duty, discrimination, gratuities, on-duty use of drugs/alcohol, graft, sexual harassment, excessive/deadly force, undercover work, media, investigation/interrogation, loyalty/whistle-blowing, professionalism, and corruption.

JUS526

Legal and Ethical Issues in Homeland Security (3 cr. hours)

This course will begin with an examination of the Common Law, Constitutional and other legal framework of the separate branches of government having shared national security powers. Then, the focus will shift to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, consequence management, and trying international terrorists in an effort to fight terrorists and international criminals. Finally, the course will examine the law and ethics surrounding public access to national security information and restraining leaks of that information in an effort to protect same.

JUS531

Human Resource & Personnel Management in Criminal Justice - Law & Theory (3 cr. hours)

Provides a background of law and theory of the administration and substance of the human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

JUS532**Human Resource & Personnel Management in Criminal Justice Application (3 cr. hours)**

Prerequisite: JUS531

Provides a thorough examination and application of the administration and substance of the human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

JUS610**Justice Administration Policy Formulation & Analysis (3 cr. hours)**

Details the research and planning process leading to the formulation of policy to guide criminal justice agencies and practitioners, including the introduction and practice of skills necessary to evaluate the effectiveness of policy in police, court, and corrections agencies. Participants research, develop, and evaluate policies that affect criminal justice practice.

JUS612**Strategic Planning, Cooperation & Coordination (3 cr. hours)**

In an increasingly complex world, leaders and administrators in criminal justice and homeland security agencies need skills that will enable them to successfully prepare and use a strategic plan. Students in this course will address the fundamentals of strategic planning: what it is, why it is important, how it is done, who should be involved, and why many organizations struggle with it. The focus will be on community and interagency strategic planning because a successful strategic plan for a criminal justice agency is firmly rooted in community needs and priorities. The course will also focus on the importance of mission-focused collaboration in the strategic planning process as it specifically relates to the Department of Homeland Security (DHS). DHS was created through the integration of all or part of 22 different federal departments and agencies into a unified integrated department. The concepts of cooperation, coordination, and collaboration will be used to address alignment of people, resources, and processes to the agency mission, vision and purpose of the organization.

JUS618**Budget and Finance for Criminal Justice Administrators (3 cr. hours)**

Sound financial practices are crucial to managing increasingly scarce funds in criminal justice organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to criminal justice organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of budgeting and related areas of fiscal administration, including line item budget format, financial forecasting, performance budgeting, budget development, budget implementation, internal controls, and cost analysis. Students will read, analyze and create budgets, financial statements, and reports.

JUS630**Pro-Seminar in Criminal Justice I (1 cr. hour)**

The Pro-Seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

JUS631**Pro-Seminar in Criminal Justice II (1 cr. hour)**

The Pro-Seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

JUS632**Pro-Seminar in Criminal Justice III (1 cr. hour)**

The Pro-Seminar in Criminal Justice is designed to provide graduate students in criminal justice the opportunity to hear, interact with, and critique the ideas of major executives, managers, leaders, and scholars in criminology, law, and criminal justice. Presentations of two featured speakers will be done primarily online or in-person at designated locations. Students are required to critique the ideas and commentary of leaders in criminology, law, criminal justice, and/or related fields.

JUS635**Leadership & Practical Application in Justice Administration (3 cr. hours)**

This course is intended to provide students the opportunity to expand their ability to enact the knowledge and learning acquired in the courses leading up to this course. The purpose is to demonstrate critical thinking, research, and inquiry skills to produce a capstone project. The capstone project will synthesize and integrate previous Justice Administration course content to complete a capstone practical application as related to the student's professional experience. The capstone project will require a proposed-way-forward recommendation that reflects the policy interests and needs of the criminal justice community. The goal is to support the degree objectives of the graduate program. In addition, course content will include a strong leadership focus in criminal justice that practitioners require to promote criminal justice initiatives and direction.

PSY501*Professional Practices in Psychology (3 cr. hours)**

Cannot be used to fulfill graduation requirements

This course will introduce students to professional socialization into the field of psychology. Students will critically examine the methods, problems, critical thinking styles, as well as the career opportunities, in the field of psychology. Students will participate in the debates on topics of current concern in contemporary psychology. Students will also practice the writing style of the American Psychological Association with the development of the required knowledge and skills needed for the advanced study of psychology.

PSY511**Psychology and Law (3 cr. hours)**

This class examines the theoretical and empirical bases for the field of forensic psychology. Students will explore how psychologist interacts with offenders, victims, and criminal justice agencies. Topics will also include the role of psychologist in mental health law and family law.

PSY512**Introduction to Forensic Psychology (3 cr. hours)**

The class is designed to present students with a broad overview of the field of Forensic Psychology. The course will explore the various applications of theories and research in psychology to aspects of the criminal justice system.

PSY515**Research Design and Analysis in Forensic Psychology (4 cr. hours)**

Prerequisite: PSY511 or PSY520

Students in this course will receive an in-depth examination of the application, construction and design of research as it applies to Forensic Psychology. Content includes discussion of philosophy of science, reliability, validity, questionnaire construction, sampling, and a variety of research designs commonly found in Forensic Psychology research. Each student would be responsible for designing and implementing an original, empirical research project.

PSY520**Statistical Applications in Forensic Psychology (4 cr. hours)**

Students in this course explore the principles and application of statistical models and techniques that are of value in the criminal justice system. All types of social science statistical uses will be explored from descriptive to inferential, to sophisticated statistical measurement. Particular emphasis will be placed on the application of statistical techniques to research in Forensic Psychology and criminal justice.

PSY521**Statistical Procedures I (2 cr. hours)**

This course provides a foundation on the basic principles of statistics. Students will focus on methods of summarizing and describing data and will be introduced to the concepts of inferential statistics and hypothesis testing. The course provides an introduction to the use of electronic statistical software such as Microsoft Excel and SPSS.

PSY522**Statistical Procedures II (2 cr. hours)**

Prerequisite: PSY521

This course explores and applies practical statistical methods to the relevant work of psychologists as well as social service and mental health professionals, managers, and executives. We will focus on statistical methods to prepare you to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report agency performance results, and to identify and use various statistical data sources in print and electronic form.

PSY525**Victimology (3 cr. hours)**

This course will cover the broad views of the study of victims at the social, legal, individual, and psychological level. The course is designed to broaden the understanding of victims. The student will be given the history of how victims have been treated over time, how the interface of victim-offender dynamics has changed in the criminal justice system, how society treats victims, and the psychological processes, services, and therapeutic remedies that are available for victims. Various types of victims/crimes will be covered. Legislative and social movements geared at advancing public awareness for victims will be discussed.

PSY530**Legal and Ethical Issues in Forensic Psychology (3 cr. hours)**

Prerequisite: PSY511

Forensic Psychologists encounter ethical conflicts when called upon to function in the criminal justice system. This course will focus on various ethical, legal, and professional controversies and dilemmas. Analysis and resolution of these controversies and dilemmas will be explored. Topics include the psychologist-examinee relationship, the retaining party-examiner relationship, legal limits on confidentiality, the psychologist as expert witness, forensic psychology records, etc.

PSY533**Research Design and Analysis I (2 cr. hours)**

Research Design and Analysis I is an introduction to research. The student will learn the basics of research methods and the language by which research is conducted in various disciplines around the world. Students will be introduced to basic concepts in research and learn the conceptual basis for the application of statistical techniques (the joining of statistics to research concept). Students will develop a working hypothesis, derived from an empirical theory to create their own original empirical research. Students will learn to transform that idea into a measurable research design. Students will learn ethical guidelines and measurement construction for their research. Students will write an IRB proposal and submit it for approval.

PSY534**Research Design and Analysis II (2 cr. hours)**

Prerequisite: PSY533

Research Design and Analysis II is meant to continue from PSY 533, Research Design and Analysis I. Upon IRB approval of the proposal written in PSY533, students are to conduct, analyze, write, and present their own original empirical research. Students should be able to apply correct statistical techniques to their data and draw scientifically valid findings. Students will be encouraged to present their research at regional or national conferences, or to seek publication in scholarly journals. Finally, students should be able to create additional research that will answer questions empirically in the field, at their place of employment, or to create professional programming.

PSY541

History and Systems of Psychology (3 cr. hours)

This graduate level course will explore and describe the historical and systemic foundations of psychology through the lenses of philosophy, literature, medicine, and art in a lecture/seminar format. Emphasis will be placed on exploring views from other cultures and how the history of psychology continues to influence the field today. Students will engage in online debates, conduct historical research, and present findings in a manner supported by the American Psychological Association's Publication Manual.

PSY543

Developmental Psychology (3 cr. hours)

This course takes a life span approach in studying human development from conception through death. Students will examine the physical, cognitive, social, and emotional growth in the human being. Emphasis will be on exploring and describing human growth and development in terms of cultural and ecological systems as supported by relevant peer reviewed data.

PSY545

Advanced Theories of Personality (3 cr. hours)

This course will critically examine the research in historical, contemporary, and emerging theories regarding personality formation and development. The methods of measuring personality will also be addressed. Students will develop an integrated and advanced theory of personality.

PSY546

Psychopathology (3 cr. hours)

This course will provide an overview of the history of psychopathology as well as current views and approaches to psychopathology. Behavioral, developmental, biological/neurological, and social/cultural aspects of psychopathology will be examined as will the theories of the etiologies of psychopathology. The role of assessment and diagnosis tools, the DSM and its framework as well as the ICD system, and treatment approaches, including psychopharmacology, will be considered.

PSY547

Mental Health Law in Forensic Psychology (3 cr. hours)

Prerequisite: PSY530

This course will introduce students to the psycholegal issues in mental health law. The course will study the needs and rights of individuals with mental illness and/or intellectual developmental disorders, the historical evolution and philosophical underpinnings of mental health law, the delivery of mental health services, the regulation of mental health professions, and the attitudes of society for persons with mental illness and /or intellectual disability. Other topics to be considered include forensic competencies, civil commitment, the right to treatment, the Americans with Disability Act, violence risk assessment, and the management and treatment of offenders with mental illness.

PSY548

Mental Health Law in Criminal Behavior (3 cr. hours)

This course will introduce students to the psychology related legal issues in mental health law. The course will study the needs and rights of individuals with mental health disorders and intellectual developmental disorders, the delivery of mental health services, the regulation of mental health professions, and the societal concerns for persons with mental health or intellectual developmental diagnoses. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community.

PSY551

Psychopathology and Criminal Behavior (3 cr. hours)

Prerequisite: PSY511

This course explores the link between psychological disorders and different types of criminal behavior. It will provide an in-depth examination of the etiology, symptomology, and dynamics involved in personality deviation and emotional disorder. Disorders from DSM will be covered. Psychological assessment using the DSM and intensive case material will be used.

PSY552**Criminogenic Psychopathology (3 cr. hours)**

Prerequisite: PSY512

This course explores the link between psychopathology and criminal behavior. Students in the class will review research on the relationship between psychological disorders and criminal violence. The class explores the various historical trends of forensic views on the role of mental illness on interpersonal and criminal violence.

PSY611**Professional Issues I: Law and Ethics (2 cr. hours)**

This graduate level course will explore and describe how legal and ethical considerations develop in psychology and the helping professions; how practitioners respond to these issues; and consequences of such decisions. Emphasis will be placed on the American Psychological Association's Code of Ethics, the Ohio Revised Code, and best practices in the helping professions as supported by peer reviewed data.

PSY612**Professional Issues II: Cross Cultural Issues in Psychology (2 cr. hours)**

Prerequisites: PSY541, PSY546, and PSY611

This course will provide a comparative overview of cultural aspects and effects and their impact on human psychology. It will examine psychological diversity and the links between cultural norms and behavior. It will also review the ways in which particular aspects of human thoughts, feelings, and behaviors are influenced by social and cultural forces. In addition, this course will focus on the cultural influences that shape the personality, identity development, mental health, wellness, and pathology, and help-seeking practices and access and barriers to treatment. Cross-cultural research practices in the field of psychology will be presented and discussed.

PSY613**Professional Seminar in Advanced Clinical and Experimental Forensic Psychology (3 cr. hours)**

Prerequisites: PSY515 and PSY530

This course provides an in-depth examination of the areas of Advanced Clinical and Experimental Forensic Psychology. Students will conduct analyses of contemporary topics in these two areas as they impact the criminal justice system. The course would include both intensive small group analysis, as well as individual examination of topics.

PSY614**Substance Abuse (3 cr. hours)**

Prerequisite: PSY551

Examines the types of abusable substances, the symptomology, etiology, and treatment of substance abuse. The relationship of substance abuse to criminal behavior and emotional functioning are examined. Regulation, prevention strategies, and treatment strategies are examined. The entire spectrum of substance abuse is examined.

PSY615**Drug Abuse and Society (3 cr. hours)**

This course covers information regarding drug abuse and society, more specifically; it examines the social, legal, economic, and psychological effects of drugs on individual behavior as well as the impact on society as a whole. This is a very comprehensive area, and the course will be reading/writing intensive. This course examines the various types of drugs, their dynamics of use, abuse, addiction, and recovery. A historical view of drug use, and legal and social responses are covered. Current trends in crime and drug control are examined, including the connection between drugs and crime, the illicit drug industry, law enforcement, drug courts, legalization, and decriminalization. Additionally, prevention, diagnosis, and treatment of drug abuse are also covered.

PSY620**Sex Crimes and Paraphilias (3 cr. hours)**

Prerequisite: PSY547

This course explores the wide net that the term sex crime casts. In exploring the many different types of sex crimes that exist, detailed focus will be placed on the typology and etiology of the offenders who commit these various crimes and the effect that these crimes have on their victims. The legal system has put in place many policies governing sex offenders based upon an underlying assumption that sex offenders pose a greater risk to society than other types of criminals. We will discuss the various legal issues that surround sex offenders and explore empirical research to determine if this underlying assumption is valid. Topics of treatment effectiveness, therapeutic jurisprudence, and the challenges of managing sex offenders in the community will also be discussed.

PSY621**Social Psychology (3 cr. hours)**

This course is intended to provide a graduate level survey of the content, theories, research paradigms, and findings of the field of social psychology. After completing this course, students will understand the types of questions social psychologists address and the current state of knowledge in the field. The class will be conducted in a lecture/discussion format.

PSY622**Cognitive Psychology (3 cr. hours)**

This course is an in-depth study of the key areas of cognitive psychology, a sub-discipline of psychology, which examines the mental processes that underlie human thought and behavior such as perception, attention, representation, memory, reasoning, language, and expertise.

PSY625**Applied Advanced Psychological Assessment (4 cr. hours)**

Prerequisite: PSY551

This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

PSY626**Advanced Psychological Assessment Theory (3 cr. hours)**

Prerequisite: PSY552

This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

PSY630**Lifestyles and Career Development (3 cr. hours)**

Students will holistically explore the interrelationships among personality, lifestyle, career choice and career development, and considers the ethical implications of these issues, especially as a person's career affects the lives of other people. Participants will be involved in a variety of individual and group experiences designed to raise and promote a personal commitment to self-awareness and an understanding of how this affects lifestyle and career development.

PSY631**Neuropsychology (3 cr. hours)**

This course covers knowledge of neuropsychology, a branch of psychology that concerns itself with relationships between the brain, nervous system, cognition, affect, and behavior. This course is designed to provide a student with an in-depth overview of the field neuropsychology with special emphasis on behavioral impairments.

PSY635**Cultural Competence in Professional Practice in Forensic Psychology (3 cr. hours)**

Prerequisite: PSY530

Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies.

PSY636**Cultural Competence in Professional Practice (3 cr. hours)**

Prerequisite: JUS525

Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies, create a culturally competent agency.

PSY637**Forensic Counseling (3 cr. hours)**

Prerequisite: PSY625

This course will cover the theories and practice strategies involved in counseling juvenile and adult offenders. Emphasis is on the evaluation and the development of effective models and treatment oriented interventions for counseling clients in a correctional or community environment. Focus is on development of effective knowledge and skills in working with legally involved and court committed adult and juvenile offenders.

PSY640**Thesis (3 cr. hours)**

Prerequisite: PSY515; *Students must register for this course in their 4th semester. In order to register for the Thesis, students must not have received a final grade lower than a "B" in any of their courses. Students who have received a final grade in any course lower than a "B" should register for the Intercession.*

Thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychological Association and the Tiffin University School of Criminal Justice and Social Sciences. Students must register for this course in their 4th semester.

PSY640-1**Thesis Extension (1 cr. hour)**

Prerequisite: PSY640

This course is the final semester that a student is given to complete their thesis. The thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychological Association and the Tiffin University School of Criminal Justice and Social Sciences.

PSY641**Capstone Research I (2 cr. hours)**

The goals of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Capstone I: Students will design a research project and complete a documented literature review for proposed research project. Projects must demonstrate explicitly, through scholarship consistent with the field and should be based on a meaningful integration of the student's course of study to date. This course is a completion of a project research proposal.

PSY642**Capstone Research II (2 cr. hours)**

Prerequisite: PSY641

The goals of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Students will implement the research plan as proposed in Capstone I. This will include ethical data gathering (as approved by faculty and where appropriate IRB) in a chosen and approved proposal topic consistent with the field. The topic should be based on a meaningful integration of the student's course of study to date. Communication and interpretation of the results will be required.

DOCTOR OF PHILOSOPHY (Ph.D.)

RES710

Academic Writing (3 cr. hours)

This course will develop the skills needed to successfully write in the academic environment. The student will learn to review and analyze research to develop ideas that are supported by the existing academic literature. Students will learn how to convey evidence-based meaning concerning complex ideas or concepts in the areas of global leadership and change. The course will include argumentative/persuasive essay elements. Application of APA format within the academic writing process will be featured.

RES720

Qualitative Research Methods (3 cr. hours)

This course is designed to introduce doctoral students to research techniques to demonstrate how qualitative research methods differ from those of quantitative research. Students will be able to define emergent themes based on research analysis and data collection.

RES722

Quantitative Research Methods (3 cr. hours)

This course requires students to become familiar with the characteristics, language and logic of quantitative research. A component of this course is to understand the available techniques for quantitative data analysis by the reading and evaluation of research methods within the student's area of interest.

RES730

Statistical Modeling (3 cr. hours)

Students will learn how to apply appropriate statistical models to address research questions of interest in a methodologically sound way. They will analyze parametric and non-parametric statistical methods. This course will interpret data finding while examining the challenges of reliability and validity in cross-cultural research.

RES810

Research Prospectus Seminar (3 cr. hours)

Under the principle guidance of the course professor, students develop the research prospectus materials and complete the Institutional Review Board (IRB) application for approval. Invitations to and forming of the Research Prospectus Committee is completed.

RES811

Research Prospectus Completion (1-6 cr. hours)

Students are registered in the RES811 section by their research prospectus chairperson, if necessary. Used during continuation of work on the research prospectus, if needed. To receive a passing grade (P) with each enrollment in RES811, students must demonstrate sufficient progress toward completion of the research prospectus. A maximum of 6 credits of RES811 may be taken.

RES820

Research Methods and Design (pre-dissertation) (3 cr. hours)

Prerequisite: Completion of all coursework

This course offers critical concepts to apply research paradigms, study designs, and methods of inquiry. Students will formulate and respond to research questions. The course is designed to prepare the student to select valid and defensible research design choices in order to gather and interpret findings.

GLC710

Leadership and Change Theory and Practice (3 cr. hours)

The course evaluates leadership and management theories/concepts that have emerged within the global environment. The course will focus on contemporary global perspectives related to culture and leading change. Theories and applications will be explored related to cross-cultural behaviors for individuals, groups and organizations.

DOCTOR OF PHILOSOPHY (Ph.D.) *(continued)*

GLC715

Strategic Management Analysis (3 cr. hours)

This course analyzes how organizations around the world develop and sustain competitive advantage. Students will analyze emerging global leadership practices designed to develop organizational agility and responsiveness. Emphasis is placed on how organizations develop creative, adaptive, and flexible organizational approaches. The course integrates theoretical and practical applications for effectively leading organizations in a constantly changing world.

GLC720

Organizational Theory and Design (3 cr. hours)

The course explores the theoretical foundation for organizational learning and system-wide design in culturally diverse organizations. Analysis of organizational culture and innovative change will create awareness of cross-cultural differences. Students will evaluate the influence of power and politics on decision making and leadership practice.

GLC725

Marketing Strategy: Concepts and Practice (3 cr. hours)

This course will explore marketing theories and strategies that formulate practical application within the global environment. Students will analyze the differences necessary to create marketing strategies in cross-cultural environments. The focus of the course will examine competitive dynamics, technology and influence that impact organizational marketing practices.

GLC730

Statistical Modeling (3 cr. hours)

Students will learn how to apply appropriate statistical models to address research questions of interest in a methodologically sound way. They will analyze parametric and non-parametric statistical methods. This course will interpret data findings while examining the challenges of reliability and validity in cross-cultural research.

GLC735

Ethics and Sustainability Issues (3 cr. hours)

The course provides an overview of the current state of sustainable business theory and practice within the context of global business strategies. Students will discuss opportunities of leading change in the development of environmental integrity and enhancing social equity while improving economic vitality, as well as examine emerging conceptual frameworks and techniques of moral reasoning and argumentation.

GLC740

Change, Innovation, and Entrepreneurial Motivation (3 cr. hours)

This course explores innovative and entrepreneurial opportunities for organizational change strategies from a global perspective. Students will analyze how the multi-national organization depends on technological and related skills to achieve strategic innovation and change objectives. Assessment of theories and models of effective exchange, innovation and entrepreneurial motivation will allow students the opportunity to examine and apply practical tools for individual and organizational change. Key elements of the course include globalization, individual and group behaviors, organizational culture and change, systems thinking, innovation, entrepreneurial motivations and social responsibility.

GLC745

Digital Cultures and Social Media (3 cr. hours)

This class will explore the advancement and changes of digital culture and social media. Student will assess how information and culture are shared and organized and make meaningful assessments of participation in virtual communities. Examination of the global nature of digital access and availability will allow students to acquire new technological skills and cultural insights to develop effective virtual communities.

GLC750

Communication Theories and Issues (3 cr. hours)

This course examines organizational communication theory and research dealing with global communication issues. Students will contrast Western and international perspectives of communication in today's information-postindustrial society. Communication theories are discussed in relationship to change management and innovation in the global environment.

GLC755**Global Leadership Theory and Practice (3 cr. hours)**

This course offers an in-depth study of problems in operating across multiple political and cultural boundaries. Students examine current literature about cross-cultural leadership and the conceptual foundations on which it is based. Special emphasis will be placed on understanding globalization and its impact on how leadership is exercised in today's world. This course explores challenges facing modern corporations in organizing cross-border activities.

GLC810**Human Resource Development (3 cr. hours)**

The course examines core theoretical principles related to the concept of Human Resource Development (HRD), Talent Development (TD), and Reskilling. Students will examine and critique contemporary research literature and theory across a continuum of human resource and talent development and reskilling topic areas. Emphasis will be placed on theory and practice in contemporary organizations and institutions with focus on incorporating cross-cultural application within a global environment.

GLC815**Advanced Topics in Global Leadership Research (3 cr. hours)**

This course involves the review of current research issues in global leadership and change. The research process and structure will be emphasized and linked to relevant topics will be explored to emphasize challenges in the global environment. Students will use various research applications to explore these advanced topics.

GLC820**International Leadership Experience (3 cr. hours)**

This is an optional course that can be contracted to substitute for another course completion requirement.

This course is intended to immerse students in a global practicum opportunity. The course requires a student to interact with organizations and leaders outside of the North America environment. The experience will allow for development of individual student research experience. Actual trip and locations must be approved by the Program Director. This course is not mandatory, but highly encouraged.

DIS895**Dissertation Proposal Development (3 cr. hours)**

Prerequisite: Completion of all coursework

Students who have completed all coursework can enroll in DIS895 under their dissertation chair's direction and develop the dissertation proposal. A dissertation proposal includes the completed first three chapters of the dissertation.

DIS896**Dissertation Research and Completion (1-6 cr. hours)**

Prerequisite: Completion of DIS895

This course will be a continuation and completion of the dissertation. This course is necessary to comply with the continuous registration requirement of the degree program. To receive a passing grade (P) with each enrollment in DIS896, students must demonstrate sufficient progress toward completion of the dissertation. A maximum of 6 terms of DIS896 may be taken.

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Nancy Sullivan, Professor Emeritus
Susan Treece, Professor Emeritus
Phyllis Watts, Professor Emeritus

Emeritus Staff

Fran Fleet
Nancy Gilbert
Alice Nichols
Robert Watson

2020-2021 Calendar

UNDERGRADUATE – TIFFIN CAMPUS

SUMMER 2020

Summer Term I – 6 week session

Classes Begin	Monday, May 4
Memorial Day Break	May 25
Last day WD Without Failing Grade	May 27
Final Examination Period	June 10-11
Final Grades Due	June 16

Summer Term II – 6 week session

Classes Begin	Monday, July 6
Last day WD Without a Failing Grade	July 29
Final Examination Period	August 12-13
Final Grades Due	August 18

FALL SEMESTER 2020

Move-In & Welcome Weekend	August 14-16
Convocation	Friday, August 14
Classes Begin	Monday, August 17
Last Day to Add a Class to an Existing Schedule	August 19
Labor Day (No classes)	September 7
Athletic Progress Reports	September 9
Midterm	Week of September 28
Midterm Grades Due	October 6
Fall Break	October 8-9
Last Day to Withdraw Without a Failing Grade	October 21
Registration for Spring 2021:	
Seniors	October 19
Juniors	October 21
Sophomores	October 26
Freshmen	October 28
Athletic Progress reports	November 4
Last Day of Class	November 24
Thanksgiving Recess	November 25-27
Virtual Exam Week	November 30-December 3
Final Grades Due	December 8

Winter Break December 4, 2020 - January 16, 2021

SPRING SEMESTER 2021

Classes Begin (Virtual)	Sunday, January 17
MLK, Jr. Day (No Classes)	Monday, January 18
Last Day to Add a Class to an Existing Schedule	January 20
Move-In & Welcome Weekend	January 30-31
Week 3 Begin Face-to-Face Campus Classes	Monday, February 1
Athletic Progress Reports	February 10
Midterm	Week of February 26
Midterm Grades Due	March 9
Spring Break	March 11-12
Last Day to Withdraw Without a Failing Grade	March 29
Registration for Summer and Fall 2021 Begins:	
Seniors	March 22
Juniors	March 24
Sophomores	March 29
Freshmen	March 31
Athletic Progress Reports	April 7
Last Day of Class	April 23
Final Examination Period	April 26-29
Commencement	Saturday, May 1, 2021
Final Grades Due	May 4

(TUUG) SUMMER 2021

Term I	May 3
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2020-2021 Calendar

UNDERGRADUATE ONLINE & EXTENDED LEARNING PROGRAMS

SUMMER SEMESTER 2020

Term I - May Classes:	May 11 to June 28
Last Day to Withdraw Without a Failing Grade	June 9
Final Grades Due	June 30
Term II - July Classes	June 29 to August 16
Last Day to Withdraw Without a Failing Grade	July 31
Final Grades Due	August 18

FALL SEMESTER 2020

Term I - August Classes	August 24 to October 11
Last Day to Withdraw Without a Failing Grade	September 25
Final Grades Due	October 13
Term II - October Classes	October 18 to December 6
Last Day to Withdraw Without a Failing Grade	November 19
Final Grades Due	December 8

SPRING SEMESTER 2021

Term I - January Classes	January 11 to February 28
Last Day to Withdraw Without a Failing Grade	February 10
Final Grades Due	March 2
Term II - March Classes	March 7 to April 25
Last Day to Withdraw Without a Failing Grade	April 6
Final Grades Due	April 27
Commencement	Saturday, May 1, 2021

2020-2021 Calendar

GRADUATE – MBA TIFFIN CAMPUS

SUMMER SEMESTER 2020

Term I - May Classes	May 11 to June 28
Last Day to Withdraw Without a Failing Grade	June 9
Final Grades Due	June 30

FALL SEMESTER 2020

Term I - August Classes	August 24 to October 11
Labor Day (No classes)	September 7
Last Day to Withdraw Without a Failing Grade	September 25
Final Grades Due	October 13

Term II - October Classes	October 18 to December 6
Last Day to Withdraw Without a Failing Grade	November 19
Thanksgiving Recess	November 25-26
Final Grades Due	December 8

SPRING SEMESTER 2021

Term I - January Classes	January 11 to February 28
Last Day to Withdraw Without a Failing Grade	February 10
Final Grades Due	March 2

Term II - March Classes	March 7 to April 25
Last Day to Withdraw Without a Failing Grade	April 6
Final Grades Due	April 27

Commencement	Saturday, May 1, 2021
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2020-2021 Calendar

GRADUATE – MS/CRIMINAL JUSTICE: FORENSIC PSYCHOLOGY TIFFIN CAMPUS

SUMMER SEMESTER 2020

Summer Intersession.....	May 4-8
Summer Semester Classes.....	May 9 to August 15
Independence Day Recess.....	July 4
Last Day to Withdraw Without a Failing Grade.....	July 11
Final Grades Due.....	August 18

FALL SEMESTER 2020

August Classes.....	August 29 to December 12
Fall Break (No Classes).....	October 10
Last Day to Withdraw Without a Failing Grade.....	November 2
Thanksgiving Recess.....	November 28
Final Grades Due.....	December 15

SPRING SEMESTER 2021

January Classes.....	January 9 to April 24
Spring Break (No Classes).....	February 27
Last Day to Withdraw Without a Failing Grade.....	March 7
Final Grades Due.....	April 27
Commencement.....	Saturday, May 1, 2021

2020-2021 Calendar

GRADUATE – ONLINE MBA, MEd, MS ONLINE

SUMMER SEMESTER 2020

Term I - May Classes **May 11 to June 28**
 Last Day to Withdraw Without a Failing Grade June 9
 Final Grades Due: June 30

Term II - July Classes **June 29 to August 16**
 Last Day to Withdraw Without a Failing Grade July 31
 Final Grades Due: August 18

FALL SEMESTER 2020

Term I - August Classes **August 24 to October 11**
 Last Day to Withdraw Without a Failing Grade September 25
 Final Grades Due October 13

Term II - October Classes **October 18 to December 6**
 Last Day to Withdraw Without a Failing Grade November 19
 Final Grades Due: December 8

SPRING SEMESTER 2021

Term I - January Classes **January 11 to February 28**
 Last Day to Withdraw Without a Failing Grade February 10
 Final Grades Due March 2

Term II - March Classes **March 7 to April 25**
 Last Day to Withdraw Without a Failing Grade April 6
 Final Grades Due April 27

Commencement **Saturday, May 1, 2021**

2020-2021 Calendar

GRADUATE – MH ONLINE

SUMMER SEMESTER 2020

May Classes: **May 11 to August 16**
Last Day to Withdraw Without a Failing Grade: July 17
Final Grades Due: August 18

FALL SEMESTER 2020

August Classes: **August 24 to December 6**
Last Day to Withdraw Without a Failing Grade: November 6
Final Grades Due: December 8

SPRING SEMESTER 2021

January Classes: **January 11 to April 25**
Last Day to Withdraw Without a Failing Grade: March 26
Final Grades Due: April 27

Commencement: **Saturday, May 1, 2021**

2020-2021 Calendar

Ph.D. ONLINE

SUMMER SEMESTER 2020

Term I - May Classes	May 11 to June 28
Last Day to Withdraw Without a Failing Grade	June 9
Final Grades Due	June 30
Term II - July Classes	June 29 to August 16
Last Day to Withdraw Without a Failing Grade	July 31
Final Grades Due	August 18

FALL SEMESTER 2020

Term I - August Classes	August 24 to October 11
Last Day to Withdraw Without a Failing Grade	September 25
Final Grades Due	October 13
Term II - October Classes	October 18 to December 6
Last Day to Withdraw Without a Failing Grade	November 19
Final Grades Due	December 8

SPRING SEMESTER 2021

Term I - January Classes	January 11 to February 28
Last Day to Withdraw Without a Failing Grade	February 10
Final Grades Due	March 2

***RESIDENCY DATES: TBA

Term II - March Classes	March 7 to April 25
Last Day to Withdraw Without a Failing Grade	April 6
Final Grades Due	April 27
Commencement	Saturday, May 1, 2021

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