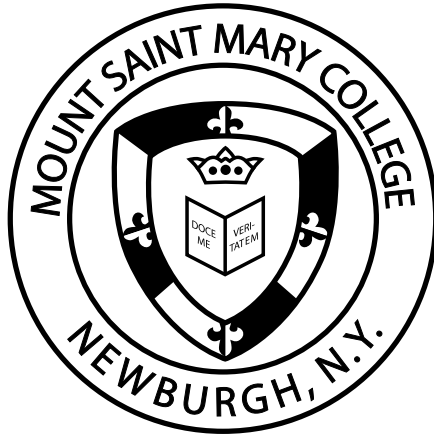


# UNDERGRADUATE CATALOG

2016-2017



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# **MOUNT SAINT MARY COLLEGE**

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Mount Saint Mary College does not discriminate in its operations, programs and services on the basis of race, age, creed, national origin, gender or disability. Students who believe they have been discriminated against are encouraged to contact the Dean of Student Affairs.

This catalog is not a contract; it merely presents the offerings and requirements in effect at the time of publication and in no way guarantees that the offerings and requirements will remain the same.

For education and/or financial reasons, the college reserves the right to change at any time any of the provisions, statements, policies, curricula, regulations, fees or other financial charges found in this catalog. Such change or notice of same will be published and made available to students.

Traditional students are required to participate in Orientation before the start of classes in the fall term, to ensure they obtain current information regarding policy changes.

Each Mount student is assigned a college email account. The use of this account is subject to the college's Appropriate Use Policy. The Mount uses this email address and account as an official means of communication between the college and the student.

Students are ultimately responsible for knowing and observing all regulations that may affect their status in the Mount Saint Mary College undergraduate program. For this reason, they are expected to acquaint themselves with the contents of this catalog, consult the web portal, and to read notices posted on divisional bulletin boards.

Students with disabilities should report to the Coordinator of Services for Students with Disabilities to determine policies and procedures relative to available assistance. Only students registered with the coordinator will be eligible to participate in the assistance program. Mount Saint Mary College is an equal opportunity/affirmative action institution.



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# TRADITIONAL ACADEMIC CALENDAR

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## FALL 2016

### August 2016

28	Sunday	Resident Halls Open/New Freshmen and Returning Students
29	Monday	Classes Begin

### September 2016

2	Friday	Last Day for Registration & Course Drop with 100% Refund
5	<b>Monday</b>	<b>Labor Day Holiday - No Classes</b>
13	Tuesday	Last Day for 60% refund
14	Wednesday	AW grades due
20	Tuesday	Last Day for 30% Refund
21	Wednesday	Start of No Refund Period

### October 2016

3	Monday	Intent to Graduate Form Due For December 2015 Graduation
10	<b>Monday</b>	<b>Columbus Day - No classes</b>
19	Wednesday	Mid-Semester
25	Tuesday	Midterm grades due by Noon

### November 2016

9	<b>Wednesday</b>	<b>Last Day to Withdraw Without Academic Penalty</b>
22	Tuesday	Monday classes will meet instead of Tuesday classes
23-25	<b>Wednesday - Friday</b>	<b>Thanksgiving Recess</b>
28	Monday	Classes Resume

### December 2016

1	Thursday	Intent to Graduate Form Due for May 2016 Graduation
9	Friday	Last Day of Classes
12 - 16	Monday - Friday	Final Examination Period
17	Saturday	Final Exam Make-up Date, if needed
20	Tuesday	Final Grades Due by Noon

## JANUARY INTERIM 2017

### January 2017

3	Tuesday	Classes Begin
4	Wednesday	Last Day for Registration & Course Drop with 100% Refund
5	Thursday	AW grades due
9	Monday	Mid-Semester
11	Wednesday	Last Day to Withdraw Without Academic Penalty
16	Monday	Last Day of Class or Final Examination
18	Wednesday	Final grades due by noon

## SPRING 2017

### January 2017

22	Sunday	Residence Halls Open
23	Monday	Classes Begin
27	Friday	Last Day for Registration & Course Drop with 100% Refund

### February 2017

3	Friday	Last Day for 60% Refund
6	Monday	AW Grades Due
10	Friday	Last Day for 30% Refund
11	Saturday	Start of No Refund Period

### March 2017

13-17	Monday - Friday	Spring Break
20	Monday	Classes Resume
22	Wednesday	Mid-Semester
28	Tuesday	Mid-Term Grades Due by Noon

### April 2017

3	Monday	Intent to Graduate Form Due for August 2017 Graduation
5	Wednesday	Last Day to Withdraw Without Academic Penalty
14 - 17	Friday - Monday	Easter Recess
18	Tuesday	Classes Resume

### May 2017

9	Tuesday	Last Day of Classes - <b>Friday classes meet</b>
10	Wednesday	Reading Day
11 - 17	Wednesday - Tuesday	Final Exam Period
19	Friday	Final Grades Due by Noon
20	Saturday	Commencement

## FIRST SUMMER SESSION 2017

### May 2017

22	Monday	First day of Class (laboratory science only)
23	Tuesday	Classes Begin (all others)
24	Wednesday	Last Day for Registration & Course Drop with 100% refund
<b>29</b>	<b>Monday</b>	<b>Memorial Day Holiday - No Classes</b>
30	Tuesday	AW Grades Due

### June 2017

2	Friday	Make-Up for Laboratory Science Only
8	Thursday	Mid-Semester
15	Thursday	Last Day to Withdraw Without Academic Penalty
22	Thursday	Last Day of Class or Final Examination
27	Tuesday	Final Grades Due by Noon

## SECOND SUMMER SESSION 2017

### June 2017

26	Monday	Classes Begin (laboratory science)
27	Tuesday	Classes Begin (all others)
28	Wednesday	Last Day for Registration & Course Drop with 100% Refund

### July 2017

<b>4</b>	<b>Tuesday</b>	<b>Independence Day Observed – No Classes</b>
5	Wednesday	AW Grades Due
7	Friday	Make-Up Day for Independence Day Holiday
13	Thursday	Mid-Semester
20	Thursday	Last Day to Withdraw Without Academic Penalty
27	Thursday	Last Day of Class or Final Examination
August 1	Tuesday	Final Grades due by Noon

## FALL 2017

### August 2017

27	Sunday	Residence Halls Open /New Freshmen & Returning Students
28	Monday	First Day of Class

### September 2017

1	Friday	Last Day for Registration & Course Drop with 100% Refund
<b>4</b>	<b>Monday</b>	<b>Labor Day - No Classes</b>
11	Monday	Last Day for 60% refund
12	Tuesday	AW Grades Due
18	Monday	Last Day for 30% Refund
19	Tuesday	Start of No Refund Period

### October 2017

2	Monday	Intent to Graduate Form Due for <b>December 2017</b>
		<b>Graduation</b>
<b>9</b>	<b>Monday</b>	<b>Columbus Day - No Classes</b>
18	Wednesday	Mid-Semester
24	Tuesday	Mid-Term Grades Due by Noon

### November 2017

1	Wednesday	Last Day to Withdraw Without Academic Penalty
21	Tuesday	Monday classes will meet instead of Tuesday classes
<b>22 - 24</b>	<b>Wednesday – Friday</b>	<b>Thanksgiving Recess</b>
27	Monday	Classes Resume

### December 2017

1	Friday	Intent to Graduate Form Due for <b>May 2018 Commencement</b>
8	Friday	Last Day of Classes
11 - 15	Monday - Friday	Final Exam Period
16	Saturday	Final Exam Make-up Date, if needed
19	Tuesday	Final Grades Due by Noon

# JANUARY INTERIM 2018

## January 2018

2	Tuesday	First Day of Classes
3	Wednesday	Last Day for Registration & Course Drop with 100% Refund
4	Thursday	AW Grades Due
8	Monday	Mid-Semester
10	Wednesday	Last Day to Withdraw Without Academic Penalty
<b>15</b>	<b>Monday</b>	<b>Martin Luther King Day - No Classes</b>
16	Tuesday	Last Day of Classes
18	Thursday	Final Grades Due by Noon

# SPRING 2018

## January 2018

21	Sunday	Residence Halls Open
22	Monday	First Day of Class
26	Friday	Last Day for Registration & Course Drop With 100% Refund

## February 2018

2	Friday	Last Day for 60% refund
5	Monday	AW Grades Due
9	Friday	Last Day for 30% Refund
10	Saturday	Start of No Refund Period

## March 2018

9	Friday	Mid - Semester
15	Thursday	Mid-Term Grades Due by Noon
26-30	Monday - Friday	Spring Break

## April 2018

2	<b>Monday</b>	<b>Easter Monday - No Classes</b>
3	Tuesday	Classes Resume
5	Thursday	Last Day to Withdraw Without Academic Penalty
6	Friday	Intent to Graduate Form Due for <b>August 2018 Graduation</b>

# MAY 2018

7	Monday	Last Day of Classes
8	Tuesday	Reading Day
9 - 15	Wednesday - Tuesday	Final Exam Period
<b>19</b>	<b>Saturday</b>	<b>Commencement</b>
22	Tuesday	Final Grades Due by Noon

# EVENING, ONLINE AND WEEKEND ACADEMIC CALENDAR

## FALL 2016

<i>Session</i>	<i>Begin Date</i>	<i>Last Day to Add/Drop</i>	<i>AW Grades Due</i>	<i>Last Day to Withdraw (without academic penalty)</i>	<i>End Date/ Final Exam</i>	<i>Grades Due</i>	<i>Holiday/ Make Up Required</i>
<b>Session C</b>	Aug. 15	Aug. 22	Aug. 29	Oct. 17	Nov. 3	Nov. 8	Sept. 5, Oct. 10
<b>Session U</b>	Aug. 29	Sept. 6	Sept. 12	Oct. 3	Oct. 22	Oct. 22	Sept. 5, Oct. 10, Oct. 10, Oct. 10
<b>Session D</b>	Sept. 26	Oct. 3	Oct. 11	Nov. 28	Dec. 15	Dec. 20	Nov. 23, Nov. 24
<b>Session V</b>	Oct. 24	Oct. 31	Nov. 7	Nov. 28	Dec. 15	Dec. 20	Nov. 23, Nov. 24

## SPRING 2017

<i>Session</i>	<i>Begin Date</i>	<i>Last Day to Add/Drop</i>	<i>AW Grades Due</i>	<i>Last Day to Withdraw (without academic penalty)</i>	<i>End Date/ Final Exam</i>	<i>Grades Due</i>	<i>Holiday/ Make Up Required</i>
<b>Session F</b>	Jan. 9	Jan. 17	Jan. 23	March 13	March 30	April 4	Jan. 16, Mar. 13-17
<b>Session X</b>	Jan. 16	Jan. 23	Jan. 30	Feb. 20	March 11	March 14	Jan. 16, Mar. 13-17
<b>Session G</b>	Feb. 20	Feb. 27	March 6	April 24	May 11	May 16	Mar. 13-17
<b>Session Y</b>	March 20	March 27	April 3	April 24	May 12	May 16	Mar. 13-17

## SUMMER 2017

<i>Session</i>	<i>Begin Date</i>	<i>Last Day to Add/Drop</i>	<i>AW Grades Due</i>	<i>Last Day to Withdraw (without academic penalty)</i>	<i>End Date/ Final Exam</i>	<i>Grades Due</i>	<i>Holiday/ Make Up Required</i>
<b>Session A</b>	May 22	May 30	June 5	June 26	July 15	July 18	May 29, July 3, July 4
<b>Session Z</b>	May 22	May 30	June 5	June 24	Aug. 12	Aug. 15	May 29, July 3, July 4
<b>Session B</b>	July 3	July 12	July 17	Aug. 7	Aug. 26	Aug. 29	July 3, July 4



## FALL 2017

<i>Session</i>	<i>Begin Date</i>	<i>Last Day to Add/Drop</i>	<i>AW Grades Due</i>	<i>Last Day to Withdraw (without academic penalty)</i>	<i>End Date/ Final Exam</i>	<i>Grades Due</i>	<i>Holiday/ Make Up Required</i>
<b>Session C</b>	Aug. 21	Aug. 28	Sept. 5	Oct. 23	Nov. 11	Nov. 14	Sept. 4, Oct. 9
<b>Session U</b>	Aug. 28	Sept. 5	Sept. 11	Oct. 2	Oct. 21	Oct. 24	Sept. 4, Oct. 9
<b>Session D</b>	Sept. 25	Oct. 2	Oct. 10	Nov. 27	Dec. 16	Dec. 19	Sept. 4, Oct. 9
<b>Session V</b>	Oct. 23	Oct. 30	Nov. 6	Nov. 27	Dec. 16	Dec. 19	Nov. 22, Nov. 23

## SPRING 2018

<i>Session</i>	<i>Begin Date</i>	<i>Last Day to Add/Drop</i>	<i>AW Grades Due</i>	<i>Last Day to Withdraw (without academic penalty)</i>	<i>End Date/ Final Exam</i>	<i>Grades Due</i>	<i>Holiday/ Make Up Required</i>
<b>Session F</b>	Jan. 15	Jan. 23	Jan. 29	March 19	April 14	April 17	Jan. 15
<b>Session X</b>	Jan. 15	Jan. 23	Jan. 29	Feb. 19	March 10	March 13	Jan. 15
<b>Session G</b>	Feb. 12	Feb. 26	March 5	April 23	May 12	May 15	Mar. 26-30, April 2
<b>Session Y</b>	March 12	March 19	April 3	April 23	May 12	May 15	Mar. 26-30, April 2

## SUMMER 2018

<i>Session</i>	<i>Begin Date</i>	<i>Last Day to Add/Drop</i>	<i>AW Grades Due</i>	<i>Last Day to Withdraw (without academic penalty)</i>	<i>End Date/ Final Exam</i>	<i>Grades Due</i>	<i>Holiday/ Make Up Required</i>
<b>Session A</b>	May 21	May 29	June 4	June 25	July 14	July 17	May 28, July 4
<b>Session Z</b>	May 21	May 29	June 4	July 23	Aug. 11	Aug. 14	May 28, July 4
<b>Session B</b>	July 2	July 9	July 16	Aug. 6	Aug. 25	Aug. 28	July 4

# THE COLLEGE

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## WELCOME

Welcome to Mount Saint Mary College! Whether you are a full-time student, or just taking a course or two, we hope your experience will be a satisfying one.

Mount Saint Mary College is an independent, co-educational, institution of higher education with more than 2,500 students. With a student-to-faculty ratio of 14 to 1, the Mount community is a close and supportive one. In all of the College programs, faculty work closely with students in the classroom and in independent research.

The College is proud of the academic excellence of its faculty, who have distinguished themselves in many fields. They contribute to the quality of life in the Hudson Valley community, sharing their expertise and vitality in numerous ways, including membership in professional and service organizations.

The Mount's curriculum aims at educating the total person, offering varied and stimulating academic opportunities in which liberal arts courses balance professional training to give graduates a variety of career options. The College is interested in the development of sound values, goals, and commitment in its students, and prepares them to assume responsible roles in society.

We are confident you will find everyone connected with the Mount — students, faculty, staff, and administrators — helpful and friendly. If you have a question or problem, please contact the Office of Student Affairs, and you'll be directed to the right office.

## HISTORY

The Dominican Sisters of Newburgh established Mount Saint Mary College in 1959, but the Sisters had established an academic presence in Newburgh since 1883 with Mount Saint Mary Academy. The College grew out of the Dominican Sisters' school for teacher training, founded in 1930. Since opening its doors in 1959, the College's goals have been the pursuit and dissemination of truth and the development of the capacity to discern and use it.

Mount Saint Mary College maintains a firm belief in the value of a liberal arts education and a commitment to the Judeo-Christian traditions upon which it was founded. It retains the spirit of the intellectual, cultural, ethical, spiritual, and social philosophies of its founders.

The College remains on sound footing, supported by meaningful academic programs, prudent fiscal management, and a commitment to serving the Hudson Valley. Mount Saint Mary College has a respected position in the region.

## PREAMBLE TO THE MISSION STATEMENT

Mount Saint Mary College is an institution of higher education guided by the Catholic and Dominican traditions of academic rigor, pursuit of truth, social justice, leadership, and service. The College Bylaws indicate that Mount Saint Mary College "aims to give its students a Catholic cultural-professional education in the liberal arts tradition."

This distinctive approach provides the philosophy for our commitment to educating the whole person and to cultivating intellectual achievement, religious and spiritual growth, and the development of moral character.

Consistent with these principles, Mount Saint Mary College endeavors to graduate students who

- are inquisitive and value the free exchange of ideas in pursuit of truth
- are analytical in their approach to problem solving

- are motivated toward self-improvement
- have developed an aesthetic sense
- possess effective leadership and communication skills
- respect the values and ethics of the Catholic and Dominican traditions
- embrace civic responsibility and community service.

The deepening of Mount Saint Mary College's commitment to these principles will involve the leadership efforts of the entire community, within a culture of academic excellence.

The College's Strategic Plan aims to advance our legacy of excellence, leadership and service in light of our brand identity as a Catholic and Dominican college, as communicated in our name and through the college's motto "Doce Me Veritatem" (Teach Me the Truth). The Plan will augment our attributes, shaped by signature programs, and demonstrated by Mount students and graduates who think critically, communicate effectively, and exemplify virtues of leadership and service.

## MISSION

As reflected in its motto "Doce Me Veritatem" (Teach Me the Truth) Mount Saint Mary College, founded by the Dominican Sisters of Newburgh, is an independent, coeducational institution committed to providing students with a liberal arts education to prepare them for lives of leadership and service. Through a variety of majors and professional programs, students are also prepared for career entry or graduate and professional studies.

Consistent with Judeo-Christian values and the Dominican tradition of education that values the inherent worth of the individual, the mission of Mount Saint Mary College is to create an environment which fosters close student-faculty interaction that enables students to reach their full potential as lifelong learners. Mount Saint Mary College strives to provide a stimulating environment that promotes the intellectual and personal growth of undergraduate and graduate students.

## MOUNT SAINT MARY COLLEGE VISION

Mount Saint Mary College will be a pre-eminent college for the liberal arts, sciences, and pre-professional programs in the Northeast, recognized for its excellence in teaching, learning, scholarship, and community. The College will be a vibrant community celebrating in all its activities the values and traditions expressed in its mission.

## GOVERNANCE AND ACCREDITATION

Under the Education Law of the State of New York, a Board of Trustees governs and bears full responsibility for Mount Saint Mary College, an incorporated institution. The Board of Regents of the University of the State of New York has chartered Mount Saint Mary College.

The following have accredited Mount Saint Mary College:

- The New York State Department of Education
- The Middle States Commission on Higher Education (MSCHE)
- The Commission on Collegiate Nursing Education (CCNE)
- The National Council for Accreditation of Teacher Education. (NCATE)
- The International Assembly for Collegiate Business Education (IACBE)

Accrediting and licensing documents may be reviewed in the Office of Academic Affairs.

## **INSTITUTIONAL AFFILIATIONS**

American Association of Colleges of Nursing (AACN)  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
American Library Association (ALA)  
Association of American Colleges and Universities (AAC&U)  
Association of Catholic Colleges and Universities (ACCU)  
Association for General and Liberal Studies (AGLS)  
Association of Governing Boards of Universities and Colleges (AGB)  
Association of Physical Plant Administrators of University and Colleges (APPA)  
College and University Professional Association for Human Resources (CUPA-HR)  
Commission on Independent Colleges and Universities of the State of New York (CICU)  
Cooperative Education and Internship Association, Inc.(CEIA)  
Council for Advancement and Support of Education (CASE)  
Council on Independent Colleges (CIC)  
Eastern Association of Colleges and Employers (EACE)  
Eastern Collegiate Athletic Conference (ECAC)  
EDUCAUSE  
Lower Hudson Valley Catholic Colleges & Universities Consortium  
Mid-Hudson Career Consortium  
National Association for College Admission Counseling (NACAC)  
National Association of College and University Business Officers (NACUBO)  
National Association of Colleges and Employers (NACE)  
National Association of Independent Colleges and Universities (NAICU)  
National Collegiate Athletic Association (NCAA)  
New York Association of Colleges for Teacher Education (NYSACTE)  
New York State Cooperative and Experiential Education Association  
Orange County Citizens Foundation  
Pattern for Progress  
Planned Giving Group of New York  
Skyline Conference  
Southeastern New York Library Resource Council  
Tech Valley Chamber Coalition  
Various regional Chambers of Commerce

## **COLLEGE ADVANCEMENT, ALUMNI AFFAIRS, AND ANNUAL GIVING**

The Office of College Advancement plans, directs, and coordinates all activities related to philanthropic support of the College with internal and external audiences in support of institutional goals and priorities. These activities include securing unrestricted financial support for annual operations and restricted financial support for scholarships, programs, endowment, and capital projects.

The Office of College Advancement includes the offices of Alumni Affairs and Annual Giving.

The Office of Alumni Affairs is the liaison between the College and all individuals who have been accepted for active, honorary, and associate membership in the Mount Saint Mary College Alumni Association. It is responsible for the coordination of all communication, events and activities relating to alumni.

The Office of Annual Giving is responsible for efforts to secure unrestricted operating support through the MSMC Annual Fund, as well as restricted support for scholarships and programs.

# STUDENT AFFAIRS

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Mount Saint Mary College recognizes each student's right to an education that extends beyond the classroom into all areas of experience. The College provides a rich opportunity for positive growth, personal enjoyment, and individual fulfillment. Each person's college experience involves learning to think, explore, question, understand, and cope. Programs and services within the Office of Student Affairs have been designed to support the personal growth and development of every student, and to enhance and complement the academic programs of the institution.

Those who are responsible for providing support services and activities attempt to:

- assist each student to reach his/her potential;
- provide services necessary to enable students to pursue their academic programs;
- work closely with faculty and other personnel to develop an atmosphere conducive to intellectual growth;
- coordinate an active extracurricular program that provides ample opportunities for involvement by students of diverse interests; and
- implement a student development program that will enable students to develop interpersonal and leadership skills.

The Dean of Student Affairs assumes responsibility for the overall management of the Student Affairs program and its staff. Often, the Dean serves as an advisor to students on an individual and group basis. The Dean works with student leaders and other College officials to develop appropriate student life policies and procedures.

The Dean of Student Affairs also works to strengthen collaborative efforts between student affairs and academic affairs by designing and implementing retention programs targeted to the social and academic needs of students. The Dean cultivates the student leadership pool through curriculum infusion of both ethical and principled leadership development opportunities on campus, as well as service leadership activities off-campus.

## STUDENT GOVERNMENT

Through the Student Government Association (SGA), Mount Saint Mary College provides opportunities for full time undergraduate students to participate in a variety of co-curricular activities. The student activity fee, administered by SGA, makes it possible to offer events at reduced rates or free of charge to full-time traditional undergraduate students. Through their efforts, SGA strives to foster and provide an inclusive, respectful and safe environment for all students. Students may also participate in the various organizations and committees that constitute SGA. The Executive Branch of SGA is the Executive Council. This council oversees the structure and function of the entire association. All operating policies of the association are executed by this branch. The members of the Executive Council are the President of SGA, Executive Vice President, Vice President of Student Activities, Vice President of Finance, and the Secretary of SGA. The Legislative Branch of SGA is the Student Senate. Student representatives sit on major faculty committees and participate in ad hoc committees formed during the year.

## STUDENT ACTIVITIES

Student Activities assists students in developing a well-balanced extracurricular experience while implementing a wide variety of social, cultural, service, diverse, educational, and spiritual programs. The office welcomes input and involvement from all commuter and resident students. Through the SGA, the Mount provides opportunities

for full-time undergraduate students to participate in a variety of activities. The program invites all students to participate in a variety of annual events, as well as a weekly variety of co-curricular activities such as Broadway shows, lectures, and museum trips. The student activity fee, administered by SGA, makes it possible to offer events at reduced rates or free of charge for all full-time undergraduate students.

The College provides a shuttle to transport students to local shopping areas and the Beacon train station. The shuttle is a free service, available on a first-come, first-served basis, with a Mount identification card. Students may access all student activities information online at the student activities webpage, the portal, the Knight Access App (available as a FREE download for smartphones) or via the **Student Activities Hotline** (845-569-3117).

Involvement in extracurricular activities provides students with an opportunity to put classroom theory in practice, thus contributing to a well-rounded and holistic education. Students have the opportunity and are encouraged to participate in and contribute to all aspects of campus life.

## ATHLETICS

The College sponsors sports for men in soccer, cross country, track and field, basketball, swimming, baseball, tennis, lacrosse, and golf. Women's teams include soccer, volleyball, cross country, track and field, tennis, basketball, swimming, softball, cheerleading, and lacrosse. Information regarding our intercollegiate teams and other athletic programs may be found at [www.msmcknights.com](http://www.msmcknights.com).

The Elaine and William Kaplan Recreation Center is the official home of Mount Saint Mary College athletics. The center includes a 1,200 seat gymnasium with NCAA-regulation size basketball and volleyball courts, a swimming pool, an elevated running track, fitness centers, and a functional training room. Additionally, Kaplan Field is a synthetic turf field for men's and women's soccer, as well as men's and women's lacrosse. There are six regulation tennis courts and a practice/intramural field for college community use. The College also provides an extensive intramural and recreation program for the enjoyment of MSMC students. Events such as basketball, dodge-ball, flag football, soccer, plyometrics and boot camp classes are just a few examples.

Sports and recreational activities are a vital component of the educational process. The intercollegiate athletics and recreation program is mindful of the students' academic life, physical health, and social maturity. Academic success is of the highest priorities. Athletes, per NCAA rules, must be in good academic standing and be enrolled in a minimum course load of full-time studies. Additionally, they must be making satisfactory progress toward a degree. A student athlete on academic probation is not eligible to compete on a team during the time period of probation.

The athletic department aims to educate students in areas of sportsmanship, alcohol and drug education, gambling and hazing. These important societal issues are relevant to today's students. The college, the NCAA, and our conference affiliations maintain positive programs to help in this education. Additionally, a student's health and well-being is of utmost importance. The college employs NYS license/BOC certified athletic trainers to oversee health and wellness and this group works closely with the college's Health Services.

For more information regarding Mount Saint Mary College athletics, including summer camps, our annual golf tournament, recruiting information, statistics, and updates, please visit our website at [www.msmcknights.com](http://www.msmcknights.com).

## **CAMPUS MINISTRY**

Campus Ministry is at the service of all faculty, staff, and students. The offices are located in Hudson Hall. Rooted in our rich Catholic tradition, Campus Ministry helps to build a community of faith through prayer, community, and service, helping all to realize that as children of God, we are called to create a culture of justice, peace, and charity. Campus Ministry offers a variety of activities such as prayer services, retreats, and service programs.

Campus Ministry collaborates with other departments on campus both within and outside of Student Affairs. In keeping with the Dominican heritage of Mount Saint Mary College, there are a variety of programs that help the students come to know and appreciate the Mount's history and mission. The sacramental life of the Catholic Church is offered to all through Mass, Sacrament of Reconciliation, and an available RICA, Rite of Initiation of Christian Adults program.

## **COMMUNITY SERVICE**

Students have many opportunities to engage in volunteer service work and social outreach activities. Habit for Humanity members have gone to Mississippi, South Carolina, and Texas to build homes. Locally, students tutor in after-school programs, work at Habitat for Humanity sites; work as Big Brothers and Big Sisters; and conduct food, clothing, and toy drives.

## **COMMUTER LIFE**

Almost half of the student body consists of commuting students. There is a Student Government Association Commuter Council elected by the commuting students and participation is open. Student activities, health services, and counseling are available to all students, and commuting students participate in all programs and extracurricular activities.

## **GENERAL POLICIES AND REGULATIONS**

Students are expected to abide by the regulations stated in this catalog, the Student Handbook, and any other College publications. A campus-wide judicial system exists to deal with violations of College regulations. Violations of College regulations may result in penalties up to and including suspension or dismissal from the College.

## **HEALTH SERVICES**

Mount Saint Mary College has a Health Services and Wellness Center located in Guzman Hall that is open during the day on weekdays. It is available to all full-time undergraduate students. Staffing includes registered nurses, a part-time nurse practitioner, a receptionist, and two on-call consulting physicians. The physicians also hold office hours on Friday afternoons. No appointment is necessary for routine care.

Health Services maintains student health records for all students. The MSMC Health Form should be downloaded from the college's Health Services website, completed and returned to Health Services before the student registers. The college requires full-time students to submit documentation of a current physical and PPD (TB test), performed within the past year, which can be recorded on the health form. Students must also submit an official immunization record from their health care provider or complete an MSMC Immunization Record. The immunization record must be signed and stamped by the student's health care provider. New York State Public Health laws require that all students born on or after January 1, 1957, who wish to enroll for six or more credits in

any one semester, provide proof of immunity to measles, mumps and rubella (MMR). In addition, all students, regardless of age, must sign and return the Meningitis Information Response Form stating that they either have had or wish to waive the Meningococcal vaccine. These records must be submitted prior to the beginning of the semester or session. Students who do not comply may be subject to withdrawal from the college.

All full-time undergraduate students pay a Health Service Fee and an Accident Insurance Fee. The Health Service Fee covers all routine in-office care provided by the nurses, nurse practitioner and physicians, as well as over-the-counter medications. Laboratory tests (strep test, mono test, PPD, urinalysis) and many prescription medications are also available, and have a minimal co-pay which is billed to the student's account. In some circumstances, a referral may be made to an appropriate off-campus medical facility. In this case, costs are the responsibility of the student or guardian. Students are encouraged to have medical insurance coverage, to carry a copy of their insurance card and to know how to access care if needed. The college is located within four blocks of St. Luke's Cornwall Hospital, where students can receive urgent care after hours.

The Health Services Clinic is designed to provide treatment for acute illness and injury, and is not designed to take the place of the student's personal physician or to treat illness or injury of a serious or lasting nature.

The Accident Insurance Fee covers loss resulting from accidental bodily injuries sustained during the policy period. The insurance plan provides coverage 24 hours a day, whether the student is in college activities, vacationing or traveling. Claim forms are available in Health Services. It is the student's responsibility to submit bills and to respond to correspondence from the insurance company.

The Health Services and Wellness Center also offers Wellness Programs throughout the year and encourages students to learn about and participate in healthy lifestyles. Topics include stress management, smoking cessation, healthy eating, and exercise, among others. This information is provided through individual student visits, collaborative presentations with Residence Assistants in the residence halls, bi-monthly wellness tables, and an annual Health Fair.

For further information about Health Services call 845-569-3152, or email [healthservices@msmc.edu](mailto:healthservices@msmc.edu).

## RESIDENCE LIFE

The Mount offers a variety of residence life settings. The College's residential facilities (Sakac Hall, Guzman Hall, Dominican Center, Garden Apartments, College Courts and 35 Elmwood) consists of 15 buildings, each housing between 24 and 252 students. Specific buildings are reserved for first year students in single sex facilities. Other buildings house sophomores, juniors and seniors together and are single sex or co-ed by floor.

Each building has a kitchen and at least one lounge for students' use. It is the responsibility of the residence community to maintain basic cleanliness of both areas. Housekeeping services will maintain overall upkeep and sanitation of these areas and bathrooms. No housekeeping is provided for personal rooms. Sakac Hall, Guzman Hall, and the Dominican Center contain suite rooms complete with bathrooms. Resident students are responsible for the upkeep of the suite rooms, the bedrooms, and the bathrooms in Sakac Hall, Guzman Hall, and the Dominican Center. The Director of Facilities oversees housekeeping services.

Sakac Hall (female) and Guzman Hall (male) house freshmen students only, in single sex buildings. Freshmen must abide by the regulations consistent with their living arrangements which include both a visitation and curfew policy. **(Please see the Student Handbook for details)** These policies emphasize learning to adjust to group living away



from home and to accept the responsibilities of being a college student. Residents are required to sign a housing agreement before occupancy.

The Director of Residence Life and staff are responsible for the development of the residential living program. They plan, implement, and enforce rules pertaining to life on campus.

**Please note: Residence life policies include the following for on campus residency:**

1. Housing Deposit: To reserve a room on campus, a nonrefundable \$300 room deposit must be paid. Returning resident students will be asked to pay this each spring before room selections. New incoming freshmen, and transfer students will pay this deposit as part of the \$450 Admissions fee.

2. Residence Hall Damage Deposit: *First time resident students* are required to pay a \$100 residence hall damage deposit. This deposit provides security that the terms and conditions of the housing agreement will be fulfilled and the unit will be returned in its original condition when the student moves out of his or her room.

The deposit is not a damage fund where intermittent damage charges are deducted during the course of the student's residency; however, damage charges will be taken from the deposit at the end of the final year of residency. Any final damage charges incurred are assessed and posted to the student's account.

A portion of a student's housing deposit (\$100 of the total amount) is held for final dorm damage, and the remainder (\$200) is applied to the student's account toward housing fees

3. Three-Year Housing Requirement: There is a 3 year, on campus housing requirement for all students that have less than ninety credits or live outside of nine approved counties. Requests for exceptions to the 3 year housing requirement must be submitted in writing to the Director of Residence Life. Students requesting an exception due to a change in financial circumstances will be asked to submit a special circumstances waiver through the Office of Financial Aid before the request will be reviewed by the Office of Residence Life. Appeals hearings for the 3 year housing requirement are conducted by a three (3) person panel made up of staff from the College designated by the Office of Student Affairs. The chair of the panel is the Director of Residence Life or his/her designee.

**Hearing decisions are final. (Please see the Student Handbook for details)**

*Herein, a traditional college student is defined as an undergraduate student age 23 and younger.*

4. Credit Requirements: Students must be a traditional, undergraduate student and maintain a 12 credit course load while living on-campus. This qualifies students for full time status and coverage under the College's accident insurance. Those students with less than 12 credits will be removed from housing, unless prior permission to reside on campus has been obtained from the Director of Residence Life. All requests for students with less than 12 credits, will be evaluated based on the availability of campus housing and the student's academic/discipline standing with the College. Upper-class students must be registered for classes by July 1 of the current year or they will be removed from housing.

Resident students can access the campus-wide computer network, online library resources, and the Internet from residence halls and other areas of the campus via the Wireless Academic Network. Participation in the WAN requires a compatible personal computer and a wireless network card, available through the Campus Store.

The Resident Living Council (RLC) is a student group that acts as a liaison between residents and Residence Life. Members of RLC participate in policy and program planning. RLC acts as liaison with the residents and is composed of elected students from the residential community and is under the oversight of a Resident Director and the Student Activities Department.

## SECURITY AND SAFETY

Mount Saint Mary College is committed to providing a safe campus for the college community. We employ our own licensed, professional Security and Safety force that patrols the campus 24 hours a day. The Office of Security and Safety distributes a campus security report that outlines campus security and safety services and policies, offers safety advice, and provides campus crime statistics.

The College maintains an Advisory Committee on Campus Safety that meets regularly to review campus security policy and to make recommendations. The Advisory Committee on Campus Safety will provide upon request all campus crimes statistics as reported to the US Department of Education. These statistics are also available on the Department of Education's website: <http://ope.ed.gov/security>. For further information, contact the Office of Security and Safety at 845-569-3508.

## SEXUAL MISCONDUCT POLICY

The policies and procedures that follow specifically address sexual misconduct. The purpose of this policy is to help Mount Saint Mary College protect the safety, rights, and dignity of all students, faculty, administrators, staff, and visitors without regard to person or position.

PLEASE NOTE that most campus behavior problems, especially the most serious, are associated with the heavy use of alcohol. Good judgment and respect for oneself and others can go a long way toward avoiding problems before they start.

Mount Saint Mary College's Campus Security is on call 24 hours per day. IN THE EVENT OF ANY EMERGENCY on campus, such as a disturbance, hazard, injury, or suspected crime of any kind, please contact Security at 845-569-3200.

The College, through Campus Security, may refer suspected violations of the Municipal Code of the City of Newburgh, the laws of New York State, or Federal law to their respective authorities as the case may warrant.

### STUDENTS' BILL OF RIGHTS

All students have the right to:

1. Make a report to local law enforcement and/or state police;
2. Have disclosures of domestic violence, dating violence, stalking, and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the institution;
4. Participate in a process that is fair, impartial, and provides adequate notice and a meaningful opportunity to be heard;
5. Be treated with dignity and receive from the institution courteous, fair, and respectful health care and counseling services, where available;
6. Be free from any unfair suggestion that the reporting individual is at fault when these crimes and violations are committed, or that he or she should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few institutional representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the institution, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the institution;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an advisor of choice who may assist and advise a reporting individual, accused, or respondent throughout the judicial or conduct process,

and who may also be present during all meetings and hearings related to such process if the student wishes; and

11. Exercise civil rights and practice of religion without interference by the investigative, criminal justice, or judicial or conduct process of the institution.

### REPORTING AND RESPONSE

Individuals wishing to report incidents of sexual assault, domestic violence, dating violence, and/or stalking have the right to pursue more than one of the reporting options below, or to choose not to participate in any of the options below. You may choose to:

Report the incident confidentially to a college official, who by law may maintain confidentiality, and can assist in obtaining support, counseling, and protective services. Please see the table below which lists names and contact information of professional and pastoral counselors;

Name:	Title:	Email:	Phone:
Dr. Orin Strauchler	Director of Counseling	orin.strauchler@msmc.edu	845-569-3547
Fr. Francis Amodio, O. Carm.	Chaplain, Director of Campus Ministry	francis.amodio@msmc.edu	845-569-3154
Caitlin Kramer	Counselor	caitlin.kramer@msmc.edu	845-569-3114

Report the incident to other administrators and staff who can offer *privacy* and can assist in obtaining direction, suggestions, or referrals to services that may be helpful. Please see the table below which lists names and contact information of non-professional counselors;

Name:	Title:	Email:	Phone:
Dr. Stephen Shapiro	Consulting Physician	Please call	845-569-3152
Dr. James DiLorenzo	Consulting Physician	Please call	845-569-3152
Dori Bischof	Director of Health Services, RN	doreen.bischof@msmc.edu	845-569-3153
Kathy Goff	Assistant Director of Health Services, RN	kathleen.goff@msmc.edu	845-569-3353
Dina Leduc	RN-Health Services	dina.leduc@msmc.edu	845-569-3647
Anne-Marie Uebbing	Nurse Practitioner	anne-marie.uebbing@msmc.edu	845-569-3152
Barbara Seymour	Administrative Assistant-Health Services	barbara.seymour@msmc.edu	845-569-3152

Have, upon the first instance of disclosure by a reporting individual, emergency access to a College official who is trained in interviewing victims of sexual assault, in order to receive information regarding options to proceed, and, where applicable, the importance of preserving evidence and obtaining a sexual assault forensic examination as soon as possible, and detailing that the criminal justice process utilizes different standards of proof and evidence, and a trained College official who handles sexual assault interviews can answer any questions about whether a specific incident violated the penal law, and whether the issue should be addressed to law enforcement or to the district attorney;

Disclose *confidentially* the incident and obtain services from the New York State or county hotlines: <http://www.opdv.ny.gov/help/dvhotlines.html>. Additional disclosure and assistance options are catalogued by the Office for the Prevention of Domestic Violence and presented in several languages: <http://www.opdv.ny.gov/help/index.html> (or by calling 1-800-942-6906);

File a criminal complaint with Campus Security, local law enforcement, and/or state police:

- Campus Security: 845-569-3200
- Newburgh Police Department: 845-561-3131
- New York State Police: 845-344-5300;

Disclose, if the accused is a faculty member, staff member, or administrator of the College, the incident to the College's Human Resources authority or the right to request that a confidential or private employee assist in reporting to the appropriate human resources authority;

Receive assistance from appropriate College representatives in initiating legal proceedings in Family Court or civil court;

Withdraw your complaint or involvement from the College process at any time.

A complainant wishing to file charges may choose to do so either through the College's disciplinary process, criminally, or both.

#### **ALCOHOL AND/OR DRUG USE AMNESTY**

At Mount Saint Mary College, the health and safety of every student is of great importance to us. The College recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs, may be hesitant to report such incidents due to fear of potential consequences for their own conduct. The College strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to College officials. A bystander acting in good faith or a reporting individual acting in good faith who discloses any incident of domestic violence, dating violence, stalking, or sexual assault to College officials or law enforcement will not be subject to the College's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking, or sexual assault.

#### **SEXUAL VIOLENCE**

**SEXUAL ASSAULT, BATTERY, ABUSE, and COERCION** involve a nonconsensual sexual act with another person, whether by physical force, threat, or coercion; including when a person is incapacitated.

**RAPE** is sexual contact with another person specifically by penetration without his or her consent, and/or when he or she is incapacitated.

**HARASSMENT** under New York State Law means:

1. To communicate or cause someone to communicate with another person in a manner likely to cause annoyance or alarm.
2. To engage in a course of conduct that places another person in reasonable fear of physical injury.
3. To intentionally and repeatedly harass another person by physical following in a public place with the intent to annoy, threaten, or alarm. It is sometimes referred to as "STALKING."

**DOMESTIC VIOLENCE** is defined as physical violence committed by a current or former spouse of the victim, by a person with whom the victim has a child in common, by a person who is cohabitating or has cohabitated with the victim as if a spouse (as determined under applicable law), or by any other person against an adult or youth victim who is protected from that person's acts by applicable domestic or family violence laws.

**DATING VIOLENCE** is violence committed by a person who is or has been in a social relation of a romantic or intimate nature with the victim. The length, type, and frequency of the interaction between the persons involved in the relationship are key aspects of these kinds of crimes.

**If you are the victim of Sexual Violence or another crime**, or if you witness a crime of any kind, **CONTACT CAMPUS SECURITY** at 845-569-3200, and follow the operator's instructions. You may also contact Michael O'Keefe, Executive Director of Operations and Risk Management & Title IX Coordinator, TitleIXCoordinator@msmc.edu, 845-569-3597. His office is located at 319 Powell Avenue, 2<sup>nd</sup> floor.

### **SEXUAL HARASSMENT**

**SEXUAL HARASSMENT** is defined as unwelcome sexual advances, requests for favors, or other verbal or physical conduct of a sexual nature, when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's safety, employment, grade, or education;
2. submission to or rejection of such conduct by an individual is used as the basis for employment, grade, or education decisions affecting an individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or subjecting him or her to intimidation, hostility, or humiliation.

Sexual harassment can originate from a person of either sex against a person of the opposite or the same sex.

**A HOSTILE ENVIRONMENT** is one in which, when viewed from the perspective of a reasonable person in the complainant's position, unreasonably interferes with the individual's ability to access education or ability to execute his or her work-related responsibilities.

**RETALIATION** is defined in this context as punishing or sanctioning a person for either filing a complaint or acting as a witness regarding a complaint of sexual harassment by intimidation, threats, coercion or discrimination.

**If you believe you are the victim of Sexual Harassment** as described above, contact Michael O'Keefe, Executive Director of Operations and Risk Management & Title IX Coordinator, TitleIXCoordinator@msmc.edu, 845-569-3597. His office is located at 319 Powell Avenue, 2<sup>nd</sup> floor.

**AFFIRMATIVE CONSENT** is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Consent can be given by words or actions, as long as those words or actions create clear permission regarding willingness to engage in the sexual activity. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

Consent is required regardless of whether the person initiating the act is under the influence of drugs and/or alcohol. Consent may be initially given but withdrawn at any time. When consent is withdrawn or can no longer be given, sexual activity must stop.

Past consent does not imply future consent and consent to one form of sexual activity does not imply consent to any other forms of sexual activity. The initiator has the sole responsibility to confirm consent. Coercion, force, intimidation or threat of harm

invalidates consent. An individual of minority age cannot give consent.

An **INCAPACITATED PERSON** is incapable of giving consent. A person is incapacitated if that person is in a physical or mental state such that he or she lacks the ability to make a knowing and deliberate choice to engage in the sexual interaction. For the purposes of this policy, a person who is asleep, unconscious, or involuntarily restrained is incapacitated, without exception. A person may also become incapacitated due to other factors, which may include the use of alcohol and/or drugs to such a degree that the person no longer has the ability to make a knowing or deliberate choice to engage in the sexual interaction. When the question of whether the complainant was incapacitated is at issue, the perspective of a sober, reasonable person in the position of the respondent will be the basis for determining whether the respondent should have known that the complainant was incapacitated and thus incapable of giving consent.

### **FALSE CLAIMS**

Filing a false claim or grievance against another person or one that is not made in good faith is a serious breach of the College code, and can incur College, civil, and legal penalties. **Filing a false police report can be either a misdemeanor or felony** under the New York State criminal code, depending on the circumstances.

### **CONFIDENTIAL vs. NON-CONFIDENTIAL COUNSELING**

Mount Saint Mary College is committed to the safety and well-being of all students, faculty, staff, and visitors. Please be aware that if you are a victim of sexual violence, are considering filing a claim of harassment, or if you simply wish to discuss a possible incident of sexual misconduct, there are individuals on campus with whom you can speak confidentially who will not report a complaint without your permission. They are listed below.

### **PRIVILEGED AND CONFIDENTIAL COMMUNICATIONS**

**Professional, licensed counselors and pastoral counselors** who provide mental-health counseling to members of the school community are not required to report any information about an incident to anyone without a complainant's permission.

Below is the contact information for professional and pastoral counselors:

<b>Name:</b>	<b>Title:</b>	<b>Email:</b>	<b>Phone:</b>
Dr. Orin Strauchler	Director of Counseling	orin.strauchler@msmc.edu	845-569-3547
Fr. Francis Amodio, O. Carm.	Chaplain, Director of Campus Ministry	francis.amodio@msmc.edu	845-569-3154
Caitlin Kramer	Counselor	caitlin.kramer@msmc.edu	845-569-3114

Members of the College community should understand that, if they wish to maintain complete confidentiality, the College may be unable to conduct a thorough investigation into a particular incident or pursue disciplinary action against a respondent.

However, in these cases, the College's confidential professional counselors can still recommend accommodations or changes to a complainant's living, working, or course schedules.

### **NON-PROFESSIONAL COUNSELORS**

A complainant can seek assistance and support from non-professional counselors without triggering a College investigation that could reveal his or her identity, or the fact that the incident was reported. However, these non-professional counselors are required to report the nature, date, time, and general location of an incident to the Title IX Coordinator within 24 hours of learning of the complaint. For example, they may deem a timely warning to local authorities necessary for the safety of the community. This warning would not include readily identifiable information about the complainant.

Below is the contact information for non-professional counselors and advocates:

Name:	Title:	Email:	Phone:
Dr. Stephen Shapiro	Consulting Physician	Please call	845-569-3152
Dr. James DiLorenzo	Consulting Physician	Please call	845-569-3152
Dori Bischof	Director of Health Services, RN	doreen.bischof@msmc.edu	845-569-3153
Kathy Goff	Assistant Director of Health Services, RN	kathleen.goff@msmc.edu	845-569-3353
Dina Leduc	RN-Health Services	dina.leduc@msmc.edu	845-569-3647
Anne-Marie Uebbing	Nurse Practitioner	anne-marie.uebbing@msmc.edu	845-569-3152
Barbara Seymour	Administrative Assistant-Health Services	barbara.seymour@msmc.edu	845-569-3152

A complainant wishing to file charges may choose to do so either through the College's disciplinary process, criminally, or both.

#### **REPORTING BY RESPONSIBLE EMPLOYEES**

A "Responsible Employee" is a College employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. The following is a list of employees (or categories of employees) whom the College has designated as Responsible Employees:

- Athletic Coaches and Administrators
- Resident Directors
- Resident Advisors
- Full-time and part-time Faculty
- Administration (excluding professional and pastoral counselors as listed above)
- Academic Coaches
- Advisors to student organizations

A complainant who wishes to report an incident to a Responsible Employee should consider such communications non-confidential. The College will consider a request for confidentiality when a report is made to such responsible employees, but may nevertheless be required to report it.

Even College offices and employees who cannot guarantee confidentiality will maintain your privacy to the greatest extent possible. The information you provide to a non-confidential resource will be relayed only as necessary for the Title IX Coordinator to investigate and/or seek a resolution.

#### **WEIGHING THE REQUEST FOR CONFIDENTIALITY**

The College has designated the following individuals to evaluate requests for confidentiality once a responsible employee has been informed of alleged sexual harassment or sexual violence:

Name:	Title:	Email:	Phone:
Kelly Yough	Dean of Student Affairs	kelly.yough@msmc.edu	845-569-3110
Michael O'Keefe	Executive Director of Operations and Risk Management & Title IX Coordinator	michael.okeefe@msmc.edu	845-569-3597
Lee Zawistowski	Director of Human Resources/Title IX Coordinator	Deputy lee.zawistowski@msmc.edu	845-569-3229

Requests for confidentiality and/or not to initiate an investigation will be weighed against the College's obligation to provide a safe, non-discriminatory environment for all members of its community.

**PUBLIC AWARENESS/ADVOCACY EVENTS**

If you disclose a situation through a public awareness event such as candlelight vigils, protests, or other public events, the College is not obligated to begin an investigation. The College may use the information you provide to inform the need for additional education and prevention efforts.

**INSTITUTIONAL CRIME REPORTING**

Reports of certain crimes occurring in certain geographic locations will be included in the Mount Saint Mary College Clery Act Annual Security Report, contained in the Annual Campus Safety Report, in a manner that identifies neither the specifics of the crime nor the identity of the victim/survivor.

The College is obligated to issue timely warnings of Clery Act crimes occurring within relevant geography that represent a serious or continuing threat to students and employees (subject to exceptions when potentially compromising law enforcement efforts and when the warning itself could potentially identify the victim/survivor). A victim/survivor or reporting individual will never be identified in a timely warning.

The Family Educational Rights and Privacy Act allows institutions to share information with parents when (1) there is a health or safety emergency, or (2) when the student is a dependent on either parent's prior year federal income tax return. Generally, the College will not share information about a report of sexual violence with parents without the permission of the student.

**INTERIM PROTECTION OR RESPONSIVE MEASURES**

The College will take appropriate measures promptly if it receives notice of a sexual violence allegation. Interim protections or responsive measures are available without a formal complaint, and are available to both the complainant and respondent in the areas of safety, counseling, housing, and educational accommodations. Interim measures may include, but are not limited to, no-contact orders (meaning that continuing to contact the protected individual is a violation of college policy subject to additional conduct charges; if the accused and a protected person observe each other in a public place, it is the responsibility of the accused to leave the area immediately and without directly contacting the protected person); change of housing or place of employment; change of class schedule or location; change of transportation; or change of supervision. Interim measures are available from the time of the incident until a final decision is rendered by the College. Both the accused or respondent and the reporting individual shall, upon request, and consistent with the College's policies and procedures, be afforded a prompt review, reasonable under the circumstances, of the need for and terms of any such interim measure and accommodation that directly affects him or her, and shall be allowed to submit evidence in support of his or her request.



In addition, individuals have the right to receive the following protections and accommodations:

- To receive assistance from Campus Security or other college officials in obtaining an Order of Protection, or if outside of New York State, an equivalent protective or restraining order;
- To receive a copy of the Order of Protection or equivalent (when such has been received by the College) and have an opportunity to meet or speak with a College official who can explain the Order and answer questions about it, including information from the Order about the accused's responsibility to stay away from the protected person(s) [**NOTE:** such burden does not rest on the protected person(s), but rather on the accused];
- To an explanation of the consequences for violating these orders, which include, but are not limited to arrest, additional conduct charges, and interim suspension;
- To receive assistance from Campus Security to call on and assist local law enforcement in effecting an arrest for violating such an Order;
- When the accused or respondent is a student determined to present a continuing threat to the health and safety of the community, to have the accused subject to interim suspension, pending the outcome of a conduct process;
- When the accused is not a student but is a member of the College community and presents a continuing threat to the health and safety of the community, to subject the accused to interim measures in accordance with applicable collective bargaining agreements, employee handbooks, and rules and policies of the College.

When a case involves a foreign student, the College will work with a SEVIS Designated School Official if the student's course load is likely to drop below full-time status as a result of the alleged incident. (Threatening a student with deportation or invoking a student's immigration status in an attempt to deter testimony in such cases is a violation of the investigative process and applicable Federal law.)

The College does not require a complainant to participate in any investigation or disciplinary proceeding.

### **GRIEVANCE PROCEDURES**

Every student has the right to request that student conduct charges be filed against the accused.

The College has established a two-part grievance procedure.

Initiation of an Informal procedure is appropriate for allegations of non-violent acts. This does not prevent either party from continuing to a Formal procedure.

Any investigations of allegations of rape, sexual assault, or other acts of sexual violence begin automatically with Formal proceedings.

Both parties (the complainant and respondent) have procedural rights in disciplinary proceedings arising from allegations of sexual misconduct. These include:

1. The right to have a person of their choice accompany them throughout the disciplinary hearing (reporting individuals have this same right);
2. The right to exclude their own prior sexual history with persons other than the other party in the hearing, or their own mental health diagnosis and/or treatment from admittance in the College disciplinary stage that determines responsibility. Past findings of domestic violence, dating violence, stalking, or sexual assault may be admissible in the disciplinary stage that determines sanction;
3. The right to a prompt response to any complaint and to have the complaint investigated and adjudicated in an impartial, timely, and thorough manner

by individuals who receive annual training in conducting investigations of sexual violence, the effects of trauma, impartiality, the rights of the respondent, including the right to a presumption that the respondent is “not responsible” until a finding of responsibility is made, and other issues including, but not limited to domestic violence, dating violence, stalking or sexual assault;

4. The right to an investigation that is fair, impartial and provides a meaningful opportunity to be heard, and that is not conducted by individuals with a conflict of interest;
5. The right to have the College’s disciplinary proceedings run concurrently with a criminal justice investigation and proceeding, except for temporary delays as requested by external municipal entities while law enforcement gathers evidence. Temporary delays should not last more than 10 days except when law enforcement specifically requests and justifies a longer delay;
6. The right to be informed promptly of the outcome of the hearing.

**Informal Procedure:** Some complainants may not be sure if their complaint meets the criteria defined in the College’s policy; or simply may wish to see the problem resolved as quickly and quietly as possible. In such situations, the complainant is encouraged to talk over the situation with a responsible College official.

Please note that in all cases, individuals are free to take their concerns regarding sexual harassment to any of these College officers: the Dean of Student Affairs, the Vice President for Administration and Finance, or the Vice President for Academic Affairs, should the Informal procedures described below seem inappropriate.

Students may discuss their concerns with the Director of Counseling, Dean of Student Affairs, or other responsible Student Affairs administrator. The administrator, with the student’s permission, will seek a satisfactory resolution.

**Formal Procedure:** Those who allege sexual misconduct involving rape, sexual assault, or sexual harassment can file a written, signed, formal complaint immediately. In addition, anyone who does not wish to go through the informal procedure or feels the informal procedure was not resolved appropriately can file a formal complaint. The complaint should describe the relevant dates, times, places, names of persons involved, and the nature of the alleged event, as well as the names and contact information of any potential witnesses. The procedure to be followed differs, based on whether the alleged offender is a student, faculty member, administrator, staff member or guest of the College.

**Students:** When the respondent is a student, adjudication will occur according to the College’s Student Judicial Code and the procedures described in the Student Handbook. The written complaint is to be given to the Dean of Student Affairs. If the Office of Student Affairs determines that there is reasonable cause to believe that a violation of the Code has occurred, the accused student will normally be notified in writing within ten (10) business days of receipt of the complaint. Notification time may take longer if necessary for completion of the investigation.

**The notice will include:**

1. The name of the complainant;
2. The nature of the complaint, including the specific code sections alleged to have been violated, applicable conduct procedures and the sanctions that may result;
3. The time and place of the hearing. All Student Conduct Hearings will be scheduled during the College’s regular business hours. (9 a.m. – 5 p.m., Monday - Friday);
4. Notice of the right of both parties to have witnesses;
5. Notice of the right of both parties to present relevant information;

6. The names of others who will be present at the hearing (if known), including the names of the hearing officers on the Hearing Panel;
7. Notice that a Document File compiled by the Office of Student Affairs with statements from the complainant(s), respondent, student(s), and witnesses, and any other documentary information will be available to the respondent, complainant, and their campus advisors for review at least three (3) days prior to the Student Conduct Hearing. An appointment is required to review the Document File.

**Rights afforded to the Complainant and Respondent in a Formal Hearing (when a student is the accused)**

- Throughout the investigation, both parties shall have an equal opportunity to present relevant witnesses and other evidence.
- All school-imposed restrictions and permissions shall be extended to both parties in regard to their advisor/advocate.
- If one party is permitted to submit third-party expert testimony, then both parties shall be allowed to do so.
- Both the complainant and respondent are permitted to have an advisor of their choice or have advisors appointed for them by the Dean of Student Affairs. Advisors may be members of the College community (e.g., coaches or faculty members) or attorneys paid for by the students.
- Advisors may be present at the Student Conduct Hearing, but they may not answer for students, make objections, or pose questions.
- The right to receive written or electronic notice, provided in advance of any meeting they are required to or are eligible to attend, of the specific rule, rules or laws alleged to have been violated and in what manner, and the sanction or sanctions that may be imposed on the respondent based upon the outcome of the judicial or conduct process, at which time the designated hearing or investigatory officer or panel shall provide a written statement detailing the factual findings supporting the determination and the rationale for the sanction imposed;
- The right to make an impact statement during the point of the proceeding when the decision maker is deliberating on appropriate sanctions;
- The right to choose whether to disclose or discuss the outcome of a conduct or judicial hearing.

**Faculty members:** When the respondent is a faculty member, the written complaint is provided to the Vice President for Academic Affairs (VPAA). The VPAA will appoint a teaching faculty member to chair a hearing board consisting of one other faculty member and an administrator/staff member. All of the participants in the hearing board will be chosen from a pool of trained faculty/administrators/staff who will undergo annual training on sexual misconduct training as mandated under Title IX. The VPAA shall turn over the complaint to the hearing board, whose chair shall monitor the hearing, rule on procedure, and deliver a written decision on the case within 60 days of receipt of the complaint. Appeals from the decision of the hearing board on matters of procedure, sanctions, or new evidence not available at the time of the hearing may be made in writing to the President of the College within 6 working days of the decision being delivered. The President shall make the final decision on the outcome of the case within 15 days of receipt of the appeal.

**Administrators and staff:** When the respondent is a contract administrator or a staff member, the written complaint is given to the Director of Human Resources (if the Director of Human Resources is the respondent in the complaint, the complaint is given to the Vice President for Finance and Administration). The Director of Human Resources

shall chair a hearing board that includes a faculty member and an administrator/staff member, chosen from a pool of trained faculty/administrators/staff who will undergo annual training on sexual misconduct training as mandated under Title IX. The chair of the hearing board shall monitor the hearing, rule on procedure, and deliver a written decision on the case within 60 days of receipt of the complaint. Appeals from the decision of the hearing board on matters of procedure, sanctions, or new evidence not available at the time of the hearing may be made in writing to the President of the College within 6 working days of the decision being delivered. The President shall make the final decision on the outcome of the case within 15 days of receipt of the appeal.

**Potential outcomes:**

Both complainant and respondent shall be notified concurrently in writing of the outcome of the hearing within 60 days of receipt of the complaint. The College shall inform the complainant as to whether it found that the conduct occurred as alleged, any individual remedies offered or provided to the complainant, any sanctions to be imposed on the alleged offender, and other steps the institution plans to take to resolve the matter.

In cases where sexual violence is found to have occurred, the complainant shall be informed of the institution's final determination and any disciplinary sanctions to be imposed on the respondent. The respondent shall not be notified of individual remedies offered or provided to the complainant.

An appeals process is provided to both sides.

- An appeal from a student conduct hearing decision on matters of procedure, sanctions, or newly-discovered evidence that was unknown or not available at the time of the original hearing may be made by written letter or email to the Appeals Committee within six (6) business days of receipt of the determination. The Appeals Committee, under ordinary circumstances, shall be comprised of the Vice President for Students, the Vice President for Academic Affairs, and either the Vice President for Finance and Administration or the Vice President for Facilities and Operations. The Appeals Committee may find that there is a sufficient basis to change the hearing decision only if there is clear error or compelling justification and may then recommend reversing, sustaining or modifying the decision, or changing the sanction accordingly. The recommendation of the Appeals Committee shall be subject to the review of the President, whose decision will be final and binding in all cases.
- Appeals from conduct of faculty members, administrators, or staff shall be handled as described above in the faculty, administrators, and staff sections.
- Both parties shall be notified in writing of the outcome of any appeal.
- If the complaint is dismissed, the College shall delete records of the proceedings from the respondent's record, as appropriate.
- Both parties shall have the right to have all information obtained during the course of the conduct or judicial process be protected from public release until the appeal process concludes, unless otherwise required by law.

An employee may also file a complaint with the following agencies:

Equal Employment Opportunity Commission (EEOC) at the New York District Office, 33 Whitehall Street, 5th Floor, New York, New York 10004; the New York State Division of Human Rights at 99 Washington Avenue, Albany, New York 12210; or the United States Department of Education, Office for Civil Rights at 32 Old Slip, 26th Floor, New York, New York 10005.

A student may also file a complaint with the following agencies:

United States Department of Education, Office for Civil Rights at 32 Old Slip, 26th Floor,

New York, New York 10005; and the New York State Division of Human Rights at 99 Washington Avenue, Albany, New York 12210.

### **TRANSCRIPT NOTATIONS**

For students who, after a formal conduct procedure, have been found responsible for a crime of violence (including forcible and non-forcible sex offenses, robbery, aggravated assault, criminal homicide, burglary, motor vehicle theft, and arson), the College will make a notation on the transcript of such students that they were "*Suspended After a Finding of Responsibility for a Code of Conduct Violation*" or "*Expelled After a Finding of Responsibility for a Code of Conduct Violation*." For respondents who withdraw from the College while such conduct charges are pending, and decline to complete the disciplinary process, the College will make a notation on the transcript of such students that they "*Withdrew with Conduct Charges Pending*."

Students may seek the removal of a transcript notation for a suspension in accordance with the procedures outlined in Article III, The Student Conduct Hearing of the Student Code of Conduct, located in Section IX of the Student Handbook, except that such notation shall not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

### **NON-RETALIATION**

The College prohibits any retaliatory behavior, including, but not limited to intimidation, reprisal, and harassment, directed against complainants and/or witnesses in an investigation pursuant to this grievance procedure.

### **Student Support Center**

The mission of the Student Support Center is to promote the academic achievement, emotional health, interpersonal well-being, and retention of Mount Saint Mary College students. The Student Support Center coordinates academic advisement, coaching and mentoring, mental health counseling, disability services, tutoring and supplemental instruction, as well as the administration of the College's Higher Education Opportunity Program to provide comprehensive and integrated support to Mount students.

### **Office of Student Success**

The Office Student Success provides academic coaching services to first year undergraduate students and facilitates academic tutoring for all undergraduate students. The Office of Student Success also manages the College's placement testing and offers academic advisement for undeclared Undergraduate students, Special Consideration and Pre-Nursing students.

For more information about the Office of Student Success services please call 845-569-3176 or send an email to [oss@msmc.edu](mailto:oss@msmc.edu).

### **Counseling**

The Counseling Services office offers time-limited, confidential counseling sessions with qualified mental health professionals to matriculated, currently enrolled students of Mount Saint Mary College. Students who require long-term, intensive treatment and/or who present with issues that require services beyond the scope of our office will be referred to appropriate treatment services off campus. Off-campus referrals are also provided for students who opt not to utilize Counseling Services at the College.

Counseling Services staff members are available for consultation to College faculty, administration, and departments for issues related to mental health, counseling, and performance. Staff members are also available to make presentations and provide training to the College community on a wide variety of topics.

To schedule an appointment or obtain more information about Counseling Services please call 845-569-3115 or email Counseling Services at [counseling@msmc.edu](mailto:counseling@msmc.edu). In the case of an after-hours emergency, contact the Campus Safety and Security Office at 845-569-3200.

## **Disability Services**

The Disability Services office acts as a resource for students who need assistance in addressing disability issues and concerns. Disability Services coordinates Mount Saint Mary College's academic and non-academic campus accommodations (including for temporary disabilities), assists students in communicating needs to faculty and staff, and works collaboratively with other departments to resolve any concerns related to disability needs that may arise. Students with documented disabilities who require accommodations must identify themselves to Disability Services and present appropriate documentation for review, as described below.

### **Applying for Disability Accommodations**

In order to qualify for disability accommodations at Mount Saint Mary College, students must meet the definition of an individual with a disability as defined by the Americans with Disabilities Act (ADA). Under ADA an individual with a disability is a person who has a physical or mental impairment that substantially limits one or more major life activities, a person who has a history or record of such impairment, or a person who is perceived by others as having such impairment.

In order to establish disability status and receive accommodations, students must provide Disability Services with current and comprehensive disability documentation supporting the student's impairment(s). Accommodations depend upon the nature and degree of severity of the documented disability. Updated and recent documentation must be provided by a qualified professional and should attest to the existence of a disability and the impact of the disability on academic performance and/or daily functioning as it relates to campus life. The appropriate accommodation request forms can be found on the Disability Services webpage located at [www.msmc.edu](http://www.msmc.edu) or the Disability Services office. Students can also request a copy of this packet by calling or emailing the Disability Services office.

Upon receipt of all necessary forms, documentation, and testing data, Disability Services will review the information and determine the student's eligibility for accommodations. In some instances Disability Services may need to contact the doctor or the other professionals who have provided the documentation in order to clarify the nature of the disability and to help determine the student's eligibility for accommodations. Disability Services may also request to have further contact with the student and his/her family in determining the student's eligibility for accommodations.

Every effort will be made to provide accommodations in a timely manner, but circumstances such as incomplete documentation and/or last-minute requests for accommodations may delay this process. While the law requires that priority consideration be given to the specific methods (accommodations) requested by a student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable or other suitable techniques are available.

Once accommodations have been granted, Disability Services will send a confirmation email to inform the student of the accommodations that have been approved for him/her at Mount Saint Mary College.

### **Disclosure of Information**

Disability related information provided to Disability Services is considered an educational record, which falls under the protection of the Family Educational Rights and Privacy Act (FERPA). FERPA permits Disability Services to share information about the impact of a disability and accommodation eligibility with other Mount Saint Mary College officials

who have a legitimate educational interest. A college official includes, but is not limited to faculty and instructional staff, the Dean of Students, Residence Life staff, office of the Registrar staff, academic coaches, Safety/Security staff, Counseling Services staff, and Health Center staff. Legitimate educational interest means that the college official needs to review an educational record or receive educational record information in order to fulfill his or her professional responsibilities. Sharing this information does not require student consent under FERPA.

Disclosure of educational record information to a Mount Saint Mary College official having a legitimate educational interest does not, however, constitute authorization for that person to transmit, share, or disclose any or all of that information to a third party who does not have a legitimate educational interest.

#### *Consent to Release Records*

Written consent is required for the release of records to non-college officials. Disability Services staff will provide disability documentation to a specified individual after a student has provided written authorization or consent. The Authorization to Release Information form can be found online at [www.msmc.edu](http://www.msmc.edu). Students can also request a copy of this form by calling or emailing the Disability Services office.

#### *Self-Disclosure*

Students have the right to disclose specific disability information as they choose. A student is not required to disclose disability status when there is no need for an accommodation in a class or other campus setting. A delay in appropriate disclosure can result in a student not receiving an accommodation for a particular activity or in a particular setting or environment because insufficient time is available to arrange or provide the accommodation.

Should there be any disagreement about documentation, the review process, accommodations, or any other matters related to disability issues, students may request an appeal hearing for a disability concern (see below for more information).

Further information about Disability Services and disability accommodations can be obtained by contacting Disability Services staff by phone (845-569-3638), e-mail ([disabilityservices@msmc.edu](mailto:disabilityservices@msmc.edu)), or online at [www.msmc.edu](http://www.msmc.edu).

#### **Appeal Hearing for a Disability Concern**

Where a resolution cannot be reached informally, a student who believes the College is not in compliance with the applicable law(s) regarding disability issues may request an Appeal Hearing for a Disability Concern by submitting a written request to the Vice-President of Academic Affairs. The written request must be submitted within ten business days after the grievant directly contacted the appropriate person to attempt an informal resolution. It should include the rationale for the grievance as well as any significant information relevant to the appeal. Alternative methods of communication, such as a personal or telephone interview, email, or digital recording, are also acceptable to accommodate an individual's disability. The types of claims that will be reviewed within these grievance procedures include: 1) disputes as to the nature or adequacy of the reasonable accommodations to be provided; and 2) disputes as to whether reasonable accommodations have been provided consistent with the agreement of the involved parties.

An Appeal Hearing for a Disability Concern will be scheduled at which the student may present his/her grievance(s) before the hearing panel. Appeals hearings are conducted by a three (3) person panel made up of faculty and staff from the College designated by the Office of Academic Affairs.

The student has the right to be assisted by a MSMC campus advisor who is not directly involved in the Appeal Hearing. The campus advisor must be a full-time MSMC



employee, who is acting in his/her role as a MSMC employee. The campus advisor may be present to advise only and may not participate. Advisors who interfere with the proceedings can be excused by the hearing panel. During the course of the resolution of a grievance, the hearing panel may call upon additional persons or request additional evidence it believes may be helpful in finding a suitable resolution. After the meeting, the appeal panel will deliberate and make its written recommendation to the President or his/her designee, whose decision is final. The student will be notified of the President's decision within 30 days of the hearing, absent extraordinary circumstances. If the grievance involves a dispute regarding the conduct or the requirements of a course, or of an academic program, a copy of the written decision issued by the President will be provided to the Vice-President for Academic Affairs, the chair of the division responsible for the affected course or academic program, and, when applicable, to the instructor responsible for the course.

Disability Services will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. Such arrangements may include, but are not limited to, providing interpreters for the deaf, providing taped cassettes of material for the blind, or assuring a barrier-free location for the proceedings. A student who makes use of the grievance procedure shall not be retaliated against for doing so. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the US Department of Education, Office for Civil Rights.

### **Arthur O. Eve Higher Education Opportunity Program (HEOP)**

The core mission of the Arthur O. Eve Higher Education Opportunity Program (HEOP) at MSMC is to provide educational opportunity and support to students with strong academic and personal potential who might otherwise be excluded from higher education due to academic and economic disadvantage. To be eligible for HEOP, students must first meet the income guidelines established by the NY State Board of Regents.

HEOP students receive a broad range of innovative services, including academic, personal, and career counseling, individual and small group tutoring, leadership training and student development workshops. All students are required to enroll in an intensive and comprehensive Pre-Freshman Summer Program. This experience is designed to assist in the transition to campus life, both academically and socially. HEOP students are expected to live on campus during the Summer Program unless the student is above the traditional age and/or is married or has dependents. HEOP is jointly sponsored by the College and the New York State Higher Education Opportunity Program. Students are admitted without regard to age, sex, sexual orientation, race, disability or creed.



# THE CAMPUS

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Mount Saint Mary College is situated on an 86-acre campus in Newburgh, New York, overlooking the Hudson River. The main campus is 60 acres and the Desmond Campus (in Balmville) is 26 acres. The College is 58 miles north of New York City, and 12 miles north of the United States Military Academy at West Point.

The campus is highly accessible, located at the “crossroads” of New York State: from Exit 17 of the New York State Thruway (Interstate 87); the Taconic Parkway to Interstate 84; or NYS Route 9 on the east side of the Hudson River. The Short Line Bus System runs between New York City and Newburgh. Adirondack Trailways runs between Albany and Newburgh. Metro-North Commuter Railroad runs between New York City and Beacon (the trip is slightly over an hour), and ferry and taxi services are available between Beacon and Newburgh. The College provides free shuttle service to the train station in Beacon.

Several major airlines serve the Hudson Valley with daily scheduled flights into Stewart International Airport, located about six miles from the campus. Limousine and taxi services to the campus are available at the airport.

## CAMPUS BUILDINGS

**Aquinas Hall** was built in 1963 and houses most of the faculty offices and classrooms on campus. The View, the main campus dining hall is here, as is the Campus Store (bookstore) and Jazzman’s Cafe. **The Kaplan Family Mathematics, Science, and Technology Center** is a 52,000-square-foot addition to Aquinas Hall that was opened in 2007.

**Bishop Dunn Elementary School**, an adjunct facility, is an elementary school where education students teach and observe. Individually guided programs, on both primary and middle levels, are conducted here, as well as classes for children with learning disabilities.

**The College Courts** are renovated townhouse-style student residences.

**The Desmond Campus**, an estate donated to the College in 1991, is located two miles from the main campus in Balmville. It houses the Desmond Campus for Adult Enrichment, which offers the Hudson Valley region community education programs and noncredit classes. The Mount also participates in the international Road Scholars program, organized by staff at the Desmond Campus.

The **Dominican Center**, built in 1927, was originally the motherhouse for the Dominican Sisters of Newburgh. It was also the site of Mount Saint Mary Academy, and later, Mount Saint Mary High School that remained open until 1979. The Mount purchased the Center in 2011 and this five-story, 100,000-square-foot building was transformed and re-opened in 2014. The **Kaplan Family Library and Learning Center**, which occupies the first two floors of the Dominican Center, offers traditional research resources and services within a comfortable, technology-rich learning environment. The lovely **Chapel of the Most Holy Rosary** is located in the Center. The top three floors of the building serve as a student residence hall.

**Guzman Hall**, built in 1963 and recently renovated, is a multipurpose residence hall that also houses Founders Chapel and the Health and Wellness Center.

**Hudson Hall** is a multi-purpose center with classrooms, an auditorium, a café, student lounges, and administrative and faculty offices.

The **Elaine and William Kaplan Recreation Center** is available for recreational and intramural activities and intercollegiate sports. It contains a pool and an indoor walking/running track. The Kaplan Athletic Field, with an all-season turf field and six new tennix courts, is next to the center. A baseball and softball field is just south of the Dominican Center.

The **Powell Avenue** properties are located across the street from the main campus and are used as administrative offices.

**Sakac Hall** is a freshman residence hall with fitness, computer, and laundry room and television lounges.

**The Villa Madonna**, an historic Gothic Revivalist mansion built in the 1840s, was a part of the original Van Duzer estate sold to the Sisters in 1913. This building used to house the entire College. It houses the Office of the President and the Admissions office. The James Finn Cotter Library is on the ground floor.

**Whittaker Hall**, formerly a carriage house, contains administrative and faculty offices.

# ADMISSIONS

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## WELCOME TO ADMISSIONS

Mount Saint Mary College offers bachelor's and master's degree programs, administered by two College admissions areas.

**The Office of Undergraduate Admissions** offers bachelor's degrees, 5-year bachelor's and master's degrees, and collaborative bachelor's and advanced degree program for traditional college-age undergraduate students (including those transferring from other institutions) through the Office of Undergraduate Admissions. This Undergraduate Catalog serves this population.

**Office of Undergraduate Admissions**, 330 Powell Avenue, Newburgh, NY 12550.  
1-888-MSMC-YES or email [admissions@msmc.edu](mailto:admissions@msmc.edu).  
Website: [www.msmc.edu/undergraduate](http://www.msmc.edu/undergraduate)

**The Office of Graduate and Adult Degree Completion Programs** offers bachelor's degree programs in seven areas and master's degrees in business, education, and nursing. This Undergraduate Catalog also serves the bachelor's degree program requirements for this population. Please see the Mount Saint Mary College Graduate Catalog for detailed information on master's programs, admissions procedures, and academic information. See the section on **Adult Degree Completion** programs for more information.

**Office of Admissions for Graduate & Adult Degree Completion Programs**, 330 Powell Ave., Newburgh, NY, 12550. 845-569-3223 or email [adultstudentadmissions@msmc.edu](mailto:adultstudentadmissions@msmc.edu)  
Website: [www.msmc.edu/adult](http://www.msmc.edu/adult)

## UNDERGRADUATE ADMISSIONS OVERVIEW

The Office of Undergraduate Admissions carefully evaluates each application on the basis of academic achievement and potential for success at Mount Saint Mary College.

Mount Saint Mary College does not discriminate in the admissions process on the basis of race, creed, national origin, age, disability, gender or marital status of the candidate for entrance. The college will make efforts to accommodate persons with disabilities in the majors of their choice. Persons with disabilities desiring accommodation are responsible for making their needs known to the Office of Services for Students with Disabilities after admission. Information concerning this policy may be found in the Mount Saint Mary College Student Handbook or obtained from the Office of Services for Students with Disabilities.

## VISIT OPPORTUNITIES

Mount Saint Mary College welcomes prospective students and their families to the campus throughout the year, although a visit is more interesting if planned during the academic year when classes are in session.

The Office of Undergraduate Admissions (herein referred to as Admissions), for both traditional and transfer students, is open for campus visits Monday-Friday and on select weekend days. In addition, Admissions hosts several open houses throughout the academic year where prospective students have an opportunity to tour the campus with a student guide, to talk with current students, faculty, and staff, and learn about

scholarships and financial aid. Accepted students may also choose to observe a class if time and circumstances permit. For more information on the College's visit program or to register, please go to [www.msmc.edu/visit](http://www.msmc.edu/visit)

While not required for general admission, an interview may be scheduled at the student's request. The Admissions Committee may also request an interview to gain more information about an applicant. In these cases, students will receive written notification. Please contact Admissions with any questions or to schedule an interview.

## ACADEMIC REQUIREMENTS

A student with a high school diploma or its equivalent (General Education Development or GED diploma) and whose academic background shows both strength and diversity is best prepared for a program of study at Mount Saint Mary College. Successful candidates typically complete the following coursework at the secondary level:

English	4 units
Foreign Language	3 units
Mathematics	3 units
Science	3 units
Social Studies	4 units
Electives (art, music, etc.)	3.5 units

Secondary studies should reflect the program a student wishes to pursue at the college level. Nursing candidates must have taken at least one unit of biology and one unit of chemistry. See the **Academic Programs** section of the catalog for specific program requirements.

Students who are beginning college study one or more years after high school graduation, as well as students who have earned a high school equivalency diploma, are also encouraged to apply to Mount Saint Mary College. Neither the ACT nor the SAT is required of these students if the test had not been taken while the student was still in high school. The greatest emphasis will be placed on previous academic achievement, recent work, and educational experiences as well as recommendation letters. A personal interview with a member of Admissions is strongly advised.

All newly matriculated Mount Saint Mary College students are required to demonstrate minimal competency in writing, reading comprehension, and mathematics. These competencies may be determined by satisfactory achievement on screening tests to be given after acceptance into the College. In addition, SAT scores of incoming students may also be used as an initial screening. Transfer students who have completed courses with a C or better that address these competencies need not be tested. Any student who does not meet these standards will be required to take the appropriate measures and demonstrate competency in these areas.

The College shall make a commitment to all full-time students to provide the opportunity to complete a degree within four years; however, the need for remediation may extend the time required to complete a degree.

## ADMISSIONS APPLICATION PROCEDURE

Under our rolling admissions policy, applications for admission are evaluated as soon as all credentials have been received by Admissions. Students are usually notified of a decision within six weeks after the following materials are received by Admissions:

- A completed application for admission;

- The applicant's high school transcript or evidence of successful achievement in the High School Equivalency Examination;
- ACT or SAT scores;
- \$45 application fee, if using a paper application;
- Recommendation letter from a teacher or guidance counselor;
- Essay may be required.

First-year freshman candidates are encouraged to apply to Mount Saint Mary College in the fall of their senior year. Applicants should submit a record of scores from either the American College Testing Service test (ACT) or the Scholastic Aptitude Test (SAT). For the ACT, the composite score is used for admission. For the SAT, evidence based reading and writing as well as the math section are used for admission. For the ACT, the Mount's code is 2819; for the SAT, the Mount code is 2423. If they have not already taken either the SAT or ACT exam, they should do so as early in the fall as possible. To register for these exams, visit [www.actstudent.org](http://www.actstudent.org) or [www.collegeboard.org](http://www.collegeboard.org)

In some instances, the decision on applications filed in the fall will be postponed until the spring if Admissions feels that more information is necessary. The candidate will be asked to submit a record of his/her school work for the first half of the senior year, as well as the results of senior ACT or SAT scores.

A deposit of \$450 for resident students (\$150 for commuter students) is required in order to reserve a place as an entering student. This deposit is credited to the student's account for the first semester (for resident students, \$100 of the deposit is reserved for room damage and will be refunded to the student when they no longer reside in the residence halls and rooms have been free of damage). Deposits are refundable if Admissions receives written notice of intention not to attend Mount Saint Mary College on or before May 1.

## ADVANCED PLACEMENT CREDITS

Students who have completed Advanced Placement work in secondary school may earn advanced standing. Students who take the Advanced Placement examinations and receive a score of 3, 4, or 5 will be granted college credit. Scores of 1 or 2 are not eligible for exemption or college credit. Students should contact the College Board to have official AP scores sent to Mount Saint Mary College. For more information on AP Examinations, please contact the Office of the Registrar at [registrar@msmc.edu](mailto:registrar@msmc.edu).

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Once admitted to Mount Saint Mary College, students may receive credit by examination through the CLEP General and Subject Examinations. Academic divisions and the Registrar will determine the number of credits earned through CLEP. A maximum of 45 credits may be awarded. For additional information about CLEP, contact the Office of the Registrar at [registrar@msmc.edu](mailto:registrar@msmc.edu).

## EARLY ADMISSIONS

The Early Admissions program is designed to meet the needs of students who are prepared academically, socially, and emotionally for college entrance after the junior year of high school. Provisions are made to enable the student to complete any remaining requirements for the high school diploma, such as a unit in English or social studies, while simultaneously engaged in a regular college program of study. A student applying for this program should rank in the upper three-fifths of his/her junior class. A personal interview with a member of the Admissions is required of all Early Admissions candidates.

The applicant for Early Admissions must submit the following to Admissions:

- A completed application for admission;
- The applicant's high school transcript;
- PSAT, ACT, or SAT scores;
- Certification from the applicant's guidance counselor of courses still to be completed to satisfy high school graduation requirements;
- Letter of recommendation from a counselor and at least one instructor;
- Written statement of reason for seeking Early Admission and for choosing Mount Saint Mary College (250 or fewer words);
- A \$45 application fee (if submitting a paper application).

## **GRADUATE EQUIVALENCY DIPLOMA**

Individuals who have not completed their high school studies but are interested in pursuing a degree at Mount Saint Mary College must earn a GED and may be asked to complete 24 credits of college level work. These credits should include: 6 credits in English/language arts, including writing, speaking and reading (literature); 6 credits in mathematics; 3 credits in natural science; 3 credits in social science; 3 credits in humanities; and 3 credits in career and technical education (computer science), or foreign language.

## **GRADUATION REQUIREMENTS**

To qualify for the bachelor's degree at Mount Saint Mary College, students must have 120 credit hours and a minimum GPA of 2.0, or for students pursuing New York State teacher certification, a minimum GPA of 2.75.

## **HEALTH RECORDS REQUIREMENTS**

The College health forms, sent to all newly accepted students who have paid deposits, should be completed and returned to the Office of Health Services before the students' first semester. The College requires full-time students to submit documentation of a current physical and PPD (TB test), which can be recorded on the health form.

All students must submit immunization records. They may submit an official immunization record from their health care provider or complete a MSMC Immunization Record; a health care practitioner must sign the immunization record. These records must be submitted before the beginning of the semester or session. For more information, see Health Services under Student Affairs.

## **HIGH SCHOOL/COLLEGE BRIDGE PROGRAM**

High school students may enroll in one or two college courses each semester (excluding accelerated sessions) during the academic year concurrently with their senior year in high school. They will be considered non-matriculated students and may either use the credits earned toward one of the degree programs at Mount Saint Mary College or may transfer these credits to a degree program at another institution. For more information, students should contact Admissions at [admissions@msmc.edu](mailto:admissions@msmc.edu)

## **ARTHUR O. EVE HIGHER EDUCATION OPPORTUNITY PROGRAM (HEOP)**

HEOP at Mount Saint Mary College provides educational opportunity and support

to traditionally underserved students. These students, who have strong academic and personal potential, would otherwise be excluded from higher education due to circumstances of academic and economic disadvantage. The mission of the program reflects and enriches the mission of the College, and is jointly sponsored by the New York State Higher Education Opportunity Program and the College. Students must be NYS residents and meet income eligibility guidelines. For more information, contact HEOP@msmc.edu

## INTERNATIONAL ADMISSIONS

International students planning to enter the Mount as a freshman or transfer student must submit the following documentation:

- Completed application for admission.
- Either SAT (Scholastic Aptitude Test) scores, ACT scores, TOEFL (Test of English as a Foreign Language) exam results, or the IELTS (International English Language Testing System) exam results. Mount Saint Mary College requires a minimum TOEFL score of 79 on the iBT or a IELTS overall band score of 6.0 for admission.
- Official copies of their previous secondary and post-secondary academic records. Students may be asked to have documents evaluated by a NACES member.
- An essay, written in English, of at least 250 words. Evaluate a life-changing event, ethical dilemma, or significant experience you've had, and how it impacted you.
- At least one letter of recommendation in English. If the letter of recommendation is written in the applicant's native language, a signed copy of the translation is acceptable if included with the original letter.
- Application fee of \$45, if using the paper application.

Please note that the secondary education credentials of international students seeking admission to the nursing program must be evaluated by the New York State Education Department before an admissions decision can be made.

### International Baccalaureate Credits

Students who have completed International Baccalaureate (IB) courses in secondary school may earn advanced standing. Courses submitted with a score of 5, 6 or 7 are eligible for college credit, and credit articulation will be determined by the appropriate academic division. Scores of 1, 2, 3, or 4 are not eligible for exemption or college credit. Students must submit a sealed, official transcript from the IBO for transfer credit to be considered. For more information, please contact the Registrar at registrar@msmc.edu

## NON-MATRICULATED STUDENTS

Individuals who do not wish to become candidates for a degree from Mount Saint Mary College, but who wish to enroll in certain courses may be admitted as non-matriculated students. A non-matriculated student may become a candidate for a degree only upon application and acceptance for admission or after completing 24 credits in the following areas:

- 6 credits of English
- 6 credits of Mathematics
- 3 credits of Natural Science
- 3 credits of Social Science
- 3 credits of Fine Arts (humanities)
- 3 credits of Career/Technical (to be determined).

The Registrar can approve the request if the student has a Grade Point Average of 2.5 or better. Candidates who do not meet this requirement may petition the Academic Standards Committee. Non-matriculated students are not eligible for financial aid.

## **DISABILITY SERVICES**

Mount Saint Mary College will provide reasonable accommodations to any student or employee who has a disability and who wishes such accommodations. The Disability Services office oversees the procedures for arranging such accommodations after the student is admitted to the College. Please email [disabilityservices@msmc.edu](mailto:disabilityservices@msmc.edu) with any questions you may have.

## **SPECIAL CONSIDERATION**

The Special Consideration program is designed for students who do not meet Mount Saint Mary College's regular admissions criteria, but demonstrate potential to succeed with academic support. Applications are reviewed by the Special Consideration Selection Committee, with staff from the Office of Student Success and Admissions. The Committee then makes recommendations to the Director of Undergraduate Admissions for those students deemed eligible for the Special Consideration Program. (Space is limited in this program).

The Office of Student Success manages the Special Consideration program. Special Consideration students must meet certain requirements in order to be retained at the College after the first semester of study. These requirements are as follows: A possible restriction of 13 credits in the first semester; the GPA required for good academic standing; mandatory meetings with an academic coach, and an advisement meeting during summer orientation (or prior to the fall term) with the student's academic coach/advisor in the Office of Student Success. Additional requirements may be recommended based on the student's assessed need.

While the Special Consideration program is in effect only during the first term of study, students may continue to benefit from the academic support services available through the Office of Student Success. The Academic Standards Committee monitors the academic progress of Special Consideration students.

## **TRADITIONAL STUDENTS IN ADULT DEGREE COMPLETION PROGRAM**

Students enrolled in the traditional program who have earned fewer than 60 credits are not allowed to enroll in 8-week accelerated courses that overlap with the traditional fall or spring semesters. Traditional students with 60 or more earned credits and a GPA of 2.75 may enroll in one 8-week accelerated course during the traditional fall or spring semester after they have completed one semester of full-time (12 credits) coursework in the traditional day program, with the permission of their advisor and the chair of the division offering the course. Students may seek exceptions to these policies from the Vice President for Academic Affairs, with the approval of their advisor and the chair of the division offering the accelerated course as well as the Director of ADCP.

## **TRANSFER STUDENTS**

The College encourages applications from transfer students, particularly from community colleges. Transfer students are admitted in the fall and spring. Applicants must submit official transcripts of all previous college-level work along with their final high school transcript. Upon acceptance, all transcripts will be reviewed by the Registrar's office. The Mount accepts credits from regionally accredited institutions,



similar to courses offered at the Mount in which a grade of C or better is earned (except as noted below).

Students with an Associate of Applied Science (AAS) or an Associate of Science (AS) in nursing who enter the nursing program are awarded transfer credit for acceptable liberal arts and science courses. Courses in nursing taken in an associate degree program are not transferable to the bachelor's degree program in nursing at Mount Saint Mary College.

Transfer courses or Mount Saint Mary College courses, used by a returning student after a significant absence, may not be used toward the degree if the courses are not consistent with current requirements. The specific courses affected by this policy will be identified and evaluated by the respective divisions.

### **Adult Degree Completion Program and Transfer Admissions Application**

To transfer to the Mount, candidates should submit the following:

- A completed application for admission;
- Official transcripts of secondary school work or official GED and all colleges attended;
- A \$45 application fee if using the paper application. Fee is waived for ADCP applications.

Course descriptions or a course syllabus may be requested. Students will be notified of the admissions decision within approximately two to three weeks of the arrival of their records in Admissions.

### **Transferring Credits**

Credits equivalent to the community college's requirements for the Associate in Arts (AA) or Associate in Science (AS) degrees (to a maximum of 66 credits) will be accepted only for courses with grades of C or better. Courses graded with C-, D+, and D may be used to bring the transfer credits to the guaranteed minimum level of 60 credits for those students who have completed the AA or AS degree prior to matriculating at Mount Saint Mary College.

A minimum of 30 credits must be taken at Mount Saint Mary College, provided the student transfers from a four-year institution. Ninety credits, at most, will be transferred from a four-year college and maximum of 66 credits will be accepted from a two-year institution. Courses with a grade of D are acceptable only with the 60-credit guarantee for an AA or AS degree.

### **Community College Articulation Agreements**

The Mount has reciprocal agreements with Dutchess Community College, Orange County Community College, Nassau County Community College, Rockland Community College, Ulster County Community College, and Westchester Community College.

## **GRADUATE AND ADULT DEGREE COMPLETION PROGRAMS**

Adult Degree Completion Programs provide busy adult students the chance to earn a bachelor's degree in two and a half years. (For pre-licensure nursing majors, the program takes three and a half years). Students may pursue a degree at a chosen pace, and may elect to "stop out" for a period as family or work demands dictate.

The ADC Program offers in-classroom, hybrid, and fully-online courses to provide greater flexibility for the nontraditional student. It offers several programs of study: accounting, business, human services, interdisciplinary degree toward education, nursing, the hybrid RN to BS in nursing, and psychology. By participating fully in this flexible program, a student may earn up to 48 credits per year.

The academic year is divided into shorter sessions, with courses offered Monday/Wednesday evenings, Tuesday/Thursday evenings, or Saturdays. The combination of hybrid courses and online learning with the Mount's personalized advisement and adaptable scheduling allows more adults to obtain a bachelor's degree in the shortest time period. Through individualized counseling, students are encouraged to establish a realistic educational plan that suits their long-term goals, while fulfilling family and work responsibilities. For more information, contact the Office of Admissions for Graduate and Adult Degree Completion Programs by sending an email to [adultstudentadmissions@msmc.edu](mailto:adultstudentadmissions@msmc.edu), or call 845-569-3225.

### **Adult Students in the Traditional Undergraduate Program**

Adult students may choose the traditional undergraduate program that offers a wider choice of majors and courses, as well as the opportunity to pursue New York State Teacher Certification as part of their undergraduate degree.

### **Service Members and Veterans**

Mount Saint Mary College belongs to the consortium of Service Members Opportunity Colleges, whose goal is to help members of the service and veterans pursue degrees. Students eligible for Veteran's Benefits should contact the Office of the Registrar for information and the initiation of an application for benefits. Active duty students may not apply for Veteran's Benefits and Tuition Assistance (TA) for the same course. For more information, please contact the Office of the Registrar at [registrar@msmc.edu](mailto:registrar@msmc.edu)

**For Graduate Admissions information, please refer to Graduate Catalog, [www.msmc.edu/GCat](http://www.msmc.edu/GCat).**

# TUITION AND FEES

## 2016-17

<b>Full-time traditional: Freshmen and Transfers</b> <i>(Entering fall 2013 and after)</i>	<b>Cost</b>
12 to 16 credits	\$14,024 per semester \$28,050 annually
Less than 12 credits or more than 16 credits	\$935 per credit

<b>Returning and Nontraditional Students</b> <i>(Entered prior to fall 2013)</i>	<b>Cost</b>
Undergraduate	\$935 per credit
Adult Degree Completion discount	\$711 per credit

### Online Education:

Blended Summer - MSMC Traditional Student	\$711 per credit
Blended online RN to BS in nursing	\$632 per credit
West Point/Stewart Reduced Rate & online courses	\$250 per credit
Military on campus Adult Program	\$575 per credit
25% contract discount	\$650 per credit
Graduate*	\$750 per credit
25% Discount (alumni, contract, military, student teaching schools)	\$563 per credit

<b>Fees</b>	<b>Cost</b>
General fee, per semester	
Full-time student	\$500
Part-time student and nontraditional	\$80
New Student Fee	\$225
Laundry Fee, per semester	\$35
Application Fee	\$45
Returned Check	\$25
Drop fee, per drop	\$10
Late Payment Fee	\$200

### **Tuition rates for 5 year BA/MSE students**

Students enrolled in 5 year Master and Bachelors Education programs will be billed per credit. Undergraduate courses will be billed at the undergraduate tuition rate and graduate courses will be billed at the graduate tuition rate. Effective 2016.

Room and Board	Cost
Regular room	\$4,085 per semester \$8,170 annually
Single room	\$4,563 per semester \$9,126 annually
Standard Board	\$2,967 per semester \$5,934 annually
Elmwood & Seniors Board	\$2,367 per semester \$4,735 annually
Room & Board, Regular Room	\$7,052 per semester \$14,105 annually
Room & Board, Single Room	\$7,530 per semester \$15,060 annually
Early move in fee	\$50/day

### Transcripts, Unofficial

Active Students	NC
Inactive Students	\$3.00

### Transcripts, Official

first copy mailed home	\$5.00
five copies to same address	\$20.00
10 copies to same address	\$30.00

### Prior Learning Assessment or Challenge Examination Fees

Application Fee (non-refundable)	\$50.00
Evaluation Fee, credit	25% of tuition

### Nursing and Physical Therapy Students

In addition to the fees paid by all students, students in the nursing and medical technology programs must pay the approximate fees listed below. The means and cost of transportation to and from clinical agencies is the responsibility of each student.

Uniforms and Equipment	Variable
(Approximate for nursing)	\$275.00
Transportation to field agencies	Variable
CPR Certification Fee	\$100.00
Annual Health Exam (MSMC Health Services: provides Physical and PPD for nursing)	Variable Nominal Fee

## Nursing Proficiency Exams for RNs and LPNs

Per Written Exam	Between \$80.00 and \$90.00
Per Clinical Exam	Between \$160.00 and \$205.00

## Physical Therapy

<b>New York Medical College</b>	
Tuition	\$28,750.00
Fees	\$476.00
Telecommunication Fee	\$320.00
NYMC Health Insurance	\$3,714.00
Books and Supplies	\$1,808.00
Food	\$4,346.00
Housing (12 months, Includes \$200.00 deposit)	\$9,744.00
Transportation	\$1,626.00
Miscellaneous	\$3,508.00
<b>TOTAL</b>	<b>\$54,292.00</b>

## Payment of Tuition and Fees

Tuition and fees are due one week before the semester or session begins. Checks should be made payable to Mount Saint Mary College. MasterCard, Visa and Discover are accepted. Credit card and Echeck payments may be made online through the MSMC Web Module.

For students who prefer to pay tuition and expenses on a monthly basis, the college offers a payment plan. Please contact the Student Accounts Office (845-569-3214) for an application or additional information.

A late payment fee will be assessed if the student account balance is not satisfied by the due date. Students will not be allowed to register for classes, receive their diploma or an official transcript with an outstanding balance. A late registration fee will be charged to all returning students who register on or after the first day of the semester or session. Past due accounts are subject to collection costs.

Books and supplies may be purchased at the Campus Store. The estimated expenses per year for books and supplies is \$1,000; estimated expenses per year for personal costs (spending money, laundry and incidental needs) is \$1,000; estimated costs per year for commuter transportation is \$1,500. Students planning to live off-campus should allow approximately \$5,400 per year for rental and \$1,800 per year for food.

## Housing Deposits

Students in residence at the college renew their room reservations annually before February 28 by making a deposit of \$300.

Deposits are not refundable but will be credited only to room and board charges.

Newly admitted students are encouraged to make their deposits before April 15 or within a month of acceptance if the acceptance date is after April 15. Deposits are refundable if notice not to attend Mount Saint Mary College is received by the Director of Admissions on or before May 1.

## Dorm Damage Deposit (effective Fall 2016)

First time resident students are required to pay a \$100 residence hall damage deposit. This deposit provides security that the terms and conditions of the housing agreement will be fulfilled and the unit will be returned to its original condition when the student moves of his/her space.

The deposit is not a damage fund where intermittent damage charges are deducted during the course of the student's residency; however, damage charges will be taken from the deposit at the end of the final year of residency. Any damage charges incurred are assessed to the student's account until the end of residency.

Portion (\$100) of the first housing deposit will be held for dorm damage, remainder will be applied to the student account.

## Refund of Tuition and Fees

The college must make financial commitments to faculty, staff, and suppliers on an annual basis. For this reason, refunds will be made only as follows:

## Withdrawal from the College

In the event of withdrawal from the college, the student must give written notification to the Registrar. The date of withdrawal will be determined by the date recorded in the Registrar's Office. Withdrawal before the first day of class will result in a 100% refund of institutional charges, which consist of tuition, mandatory fees, room and board. All refunds are subject to a \$50 administrative fee.

### If a student withdraws

### \*institutional charges returned

Before/within 1st week of class	100% refund
Within 2nd week of class	60% refund
Within 3rd week of class	30% refund
After 3rd week of class	No refund

*\*Institutional charges include any tuition, mandatory fees; room and board. All withdrawals are subject to a \$10-per-course administrative fee. Resident students leaving college housing will be prorated as detailed above with no refund on room charges after the third week of class.*

## Dropped Courses

Withdrawal from a course is the student's responsibility. The student must drop the course by contacting the Registrar's Office in writing or online through the MSMC Web Module (print a copy). A student who fails to attend class before the end of the add/drop period may be withdrawn at the professor's discretion.

If a student remains registered but drops a course in a *traditional* schedule during the first week of classes, all charges will be dropped. Thereafter, refunds will be made as follows:

### If the student withdraws during:

### the refund will be

Week 1	100%
Week 2	60%
Week 3	30%
After week 3	None

## For Accelerated/Evening Courses

If a student withdraws	**institutional charges returned
Before/within 1st week of class	100%
Within 2nd week of class	50%
After the 2nd week of class	None

*Note: Accelerated/Evening classes that run 12 or more weeks follow the traditional refund schedule.*

Whether withdrawing entirely from the college or from individual courses, the student must give written notification to the Registrar's Office. The date of withdrawal will be determined by the date received in the Registrar's Office. Percentage Refund Dates are listed in the Academic Calendar.

Withdrawal from housing will be determined by the date that the student completes the check-out process, which includes returning all room and mailbox keys to the Residence Life Department.

*\*\*Institutional charges include any tuition and mandatory fees. All withdrawals are subject to a \$10-per-course administrative fee.*

Any student who drops below 12 credits (full-time status) will risk losing full-time financial aid and have the award adjusted accordingly. Residential students are required to be full time students. Residents must be granted permission by the Residence Life Department to remain in housing with less than 12 credits.

# FINANCIAL AID

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## OVERVIEW

Mount Saint Mary College's Office of Financial Aid has now merged into Student Financial Services (SFS) along with the former Student Accounts Office. We are located in Aquinas Hall, room 104. Our office provides assistance in helping students access funding in the form of scholarships, grants, loans, and part-time employment from a variety of sources including Federal, New York State, private and institutional.

No student will be barred from consideration due to race, gender, creed, age or disability. All U.S. citizens and eligible non-citizens will be considered for financial aid if they file a Free Application for Federal Student Aid (FAFSA). If you file your FAFSA late in the semester, please contact the SFS office as your aid package may have to be processed manually. Students or returning students who are in default of a federal loan, owe a repayment on any federal funds, or have discharged a previous Federal student loan in bankruptcy, are ineligible for financial aid from any source until the default or repayment is resolved.

## FINANCIAL AID APPLICATION

Mount Saint Mary College requires all applicants for financial aid to complete the FAFSA. Applicants should complete the form online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). When completing the application students must list Mount Saint Mary College, Newburgh, NY 12550, as a recipient. Our Title IV school code number is 002778.

Please note: All applicants are considered for all aid available, depending upon need, including federal, state, and institutional funds on a first-come, first-served basis, once they are admitted to the college. First-year students are advised to file the required forms no later than February 15 of the year enrollment is anticipated. Returning students are encouraged to file the FAFSA or Renewal FAFSA no later than April 15.

## VERIFICATION - POLICY AND PROCEDURAL STATEMENT

Federal verification guidelines require that applicants are selected for verification by the Central Processing System (CPS) or by the school. At MSMC, Federal verification is performed on all applicants selected by the CPS and any application that the College has reason to believe is incorrect or has conflicting documentation.

Under certain circumstances, a CPS selected application may be excluded from some or all of the Federal verification requirements due to the following unusual circumstances including: death of the student, not an aid recipient, applicant is eligible to receive only unsubsidized student financial assistance. With the exception of the death of the student, however, none of these exemptions excuse the College from the requirement to resolve conflicting information. Federal verification must typically be completed prior to the end of the academic year or before the student ceases enrollment, whichever occurs first. Students who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled. MSMC considers the student to be the responsible party for providing information and completing the verification process.

To complete the verification process, acceptable documentation will include Student Verification Worksheet, IRS Tax Transcripts or IRS DRT, and W-2's. To resolve discrepancies in reported information, students may be required to complete and submit additional information including IRS Tax Returns, schedules or other documentation. Verification



results that require changes to the applicant information and subsequent changes to the student's financial aid package will be made prior to final disbursement of Federal funds. For all students eligible for subsidized Title IV aid, the College will make appropriate changes to the student information electronically through the Department of Education's CPS to ensure each student has a correct valid ISIR. The student will be notified of this adjustment through a revised financial aid award letter.

If the verification results do not justify aid already disbursed, the student is responsible for repaying all aid for which s/he is not eligible. Failure to meet the repayment obligation will result in the student being referred by MSMC to the U.S. Department of Education. Verification results that reveal possible fraud or criminal misconduct in connection with the financial aid application or verification processes will result in the matter being referred by MSMC to the Office of the Inspector General of the U.S. Department of Education for investigation.

### **Federal Verification Selection Compliance**

MSMC completes verification for all aid applicants selected for verification by the CPS. MSMC also has the option to select additional applicants for verification including those it has reason to believe are inaccurate or have conflicting information.

### **Contact**

Questions regarding this policy or its intent should be directed to the Student Financial Aid Office at (845)-569-3700. The Federal Tax Transcript can be ordered at [www.irs.gov](http://www.irs.gov) or by calling 1-800-908-9946.

## **RESPONSIBILITIES OF STUDENTS WHO RECEIVE FINANCIAL AID**

Since financial need is considered when the amount of a student's award is determined, it is the responsibility of the applicant to report promptly to the Financial Aid Office any awards made available to him/her from sources other than the College. This includes scholarships, state incentives, veteran's benefits, grants, etc. The financial aid "package" previously awarded will be reviewed and will require adjustments if the student's financial need is exceeded.

Students must maintain Federal Financial Aid satisfactory academic progress or SAP, to continue to be eligible for Federal, State and MSMC funding. Financial Aid SAP is different from Mount Saint Mary College's Academic Standards Policy.

A complete explanation of Financial Aid SAP can be found on our website at [http://www.msmc.edu/Student\\_Services/Financial\\_Aid](http://www.msmc.edu/Student_Services/Financial_Aid).

We encourage you to check the website for the latest information. Financial aid payments will not be made until the add-drop period is completed. At that time, and on a rolling basis thereafter, aid will be credited to student accounts. Refunds are disbursed to the student when financial aid exceeds the charges.

## **INSTITUTIONAL AWARDS**

### **Scholarship Criteria**

MSMC scholarships are awarded to first-time freshmen, are competitive, are limited in number and may be applied to undergraduate tuition only. Consideration for these awards is based on combined SAT or ACT scores and high school GPA. To be considered for one of these awards, a student must be accepted for full-time enrollment in the traditional undergraduate program at Mount Saint Mary College. Scholarships must be awarded prior to the first day of classes; no changes will be made to scholarships after this point. Students who are not filing a FAFSA must email [finaid@msmc.edu](mailto:finaid@msmc.edu) to notify

our office of this intention so that we can waive the FAFSA and apply your funds. Mount Saint Mary College does not award athletic grants of any kind.

### **MSMC Achievement, Dean's, Founders, Distinguished Scholar scholarships and Presidential Scholarships**

These scholarships are academic awards ranging from \$3,500 to \$14,000 per year. Scholarships are renewable for three years provided the student remains a full-time student, has registered for a minimum of 12 traditional credits each semester, maintains a 2.0 cumulative Grade Point Average; and remains in good social standing. GPA will be checked for the 2.0 threshold after four academic semesters as well as the end of each spring semester thereafter.

### **Transfer Honors Scholarships**

Mount Saint Mary College will award half-tuition transfer honors scholarships each academic year to a minimum of one graduate from each of the following community colleges: Dutchess County Community College, Orange County Community College, Rockland County Community College, Ulster County Community College, and Westchester County Community College. These scholarships will be awarded for a maximum of four semesters.

## **MSMC NEED-BASED GRANTS**

MSMC Grants are awarded on a competitive basis and may reflect academic excellence, as well as demonstrated financial need. The level of grant assistance depends on the quality of the student's academic record, the amount of financial need, the availability of funds, and full-time traditional enrollment. Amounts vary by need, and may be renewed so long as the student continues to demonstrate financial need and remains in good academic standing. The MSMC Grant requires a 2.0 GPA and FAFSA filing for renewal.

## **DONOR SCHOLARSHIPS**

Mount Saint Mary College offers a number of private scholarships each year. Recipients are generally selected on the basis of academic achievement, major, financial need, and/or place of residence. A listing of endowed scholarships may be found on our website. In order for a student to be considered for a donor scholarship that has a financial need component, you must have a valid FAFSA on file.

## **NEW YORK STATE PROGRAMS**

The programs listed below are administered by the New York Higher Education Services Corporation (HESC):

### **Tuition Assistance Program (TAP)**

Students who are New York state residents and graduates of high schools in New York State may apply for TAP by completing the State's TAP Application. This application will automatically be sent to students who have filed the Free Application for Federal Student Aid. MSMC's code should be listed as 2110 on the TAP Application. HESC determines each applicant's eligibility and mails an award certificate directly to the applicant indicating the amount of this grant. On your Free Application for Federal Student Aid (FAFSA) you are asked to list the schools you plan to attend. The FAFSA, in turn, is the source of the school code for the TAP application. When you complete the online TAP application, the first New York school you listed on the FAFSA will appear online. If the school is not correct, you must change it when completing the TAP on the Web application.

The TAP program was established by the New York State Legislature and is an entitlement

program which means that if an applicant meets the criteria, he/she will receive an award at an approved institution within New York State. The minimum award has been as low as \$100 per year and the maximum amount of this award at a private institution has been as high as \$5,000 but depends upon the appropriation in the New York state budget approved by the legislature. Effective 2010-11 for non-remedial students receiving first NYS award payment in 2010-11 and thereafter. Remedial students and students enrolled in an approved certificate program will use the 2006 SAP charts.

After four semesters of payments, the award is reduced by \$100. Students are limited to four years of eligibility and must be matriculated as a full-time student in an approved postsecondary program. Students enrolled in approved five-year programs, or in a state-sponsored opportunity program, or who are disabled may receive five years of awards for undergraduate study.

Although the Financial Aid Office provides an estimate of eligibility, all income data are subject to verification by the New York State Department of Taxation and Finance and HESC. Awards may be changed by the state based upon the result of this process. Actual payment of TAP arrives later in the semester after the College certifies student eligibility.

If a student repeats a course in which a passing grade has already been received, the course cannot be included as part of the student's minimum full-time or part-time course load for financial aid purposes. When such courses are included in meeting the minimum requirement, they render the student ineligible for TAP. In the following instances, repeated courses may count toward full-time or part-time study:

1. When a failed course is repeated;
2. When a grade received is passing at MSMC but not acceptable in a particular curriculum;
3. When a course is repeated and credit earned each time.

### **Higher Education Opportunity Program (HEOP)**

To be determined eligible for HEOP, applicants must apply and provide the appropriate documents to the HEOP Office at the Mount. Once selected and admitted, HEOP participants may continue in the program until degree completion; (maximum of 10 academic semesters) with awards available for various periods depending on the duration of their academic program. All HEOP students must file the FAFSA to be considered for aid from HEOP as well as from other state and federally funded programs. The amount of financial aid and other support provided depends upon a student's financial need.

Recipients must meet requirements for academic progress determined by the College. Each recipient must also apply for TAP and follow through with the appropriate paperwork each year in order for funds to be disbursed. TAP is limited to five years of eligibility for HEOP students. All students must achieve a 2.0 Grade Point Average by the end of their sophomore year to continue to receive TAP awards.

### **Aid for Part-Time Study (APTS)**

New York State residents who are enrolled for at least 6 credits but fewer than 12 credits each semester may apply for this state, campus-based grant program through the Financial Aid Office. The maximum award is \$2,000 per academic year. The number and amount of each award is determined by each college, based upon its annual allocation which varies. To retain the award, a student must maintain satisfactory academic progress in addition to filing an application each year and meeting the eligibility criteria. Applications are available in the Financial Aid Office and must be returned along with copies of parent and student New York state tax returns.

## **Vocational and Educational Services for Individuals with Disabilities**

Persons with disabilities may obtain a list of local VESID Offices from : New York State Education Department, Albany, NY 12234.

VESID policy has established a maximum payment toward tuition and room and board for a client in any one academic year.

## **Other Programs**

**Regents Professional Opportunity Scholarship** - The NYS Regents Professional Opportunity Scholarships are awarded to eligible students. Grants range from \$1,000 to \$5,000 per year.

Selection is based on the following priorities:

- Those who are economically disadvantaged and who are members of a minority group that is historically underrepresented in the chosen profession.
- Those who are members of a minority group historically underrepresented in the chosen profession.
- Those enrolled in or graduated from the following opportunity programs: SEEK, College Discovery, EOP, or HEOP.

Service after graduation is required.

**World Trade Center Memorial Scholarship:** The NYS World Trade Center Memorial Scholarship program guarantees access to a college education to the families and financial dependents of the victims who died or were severely and permanently disabled in the Sept. 11, 2001 terrorist attacks and the resulting rescue and recovery efforts. Please also see **Families of Freedom** at <http://www.familiesoffreedom.org> (Families of Freedom is not a NYS scholarship program).

**Memorial Scholarship:** The NYS Memorial Scholarship provides financial aid grant assistance to children, spouses and financial dependents of deceased firefighters, volunteer firefighters, police officers, peace officers, and emergency medical service workers who have died as the result of injuries sustained in the line of duty in service to the State of New York.

**Military Service Recognition Scholarship:** The Military Service Recognition Scholarship (MSRS) provides financial aid to children, spouses and financial dependents of members of the armed forces of the United States or state organized militia who, at any time on or after Aug. 2, 1990, while New York State residents, died or became severely and permanently disabled while engaged in hostilities or training for hostilities.

**NYS Scholarships for Academic Excellence:** Awarded to NYS residents from registered NYS high schools. Awards are based on test scores on certain Regents exams. Please see your local high school guidance office for more information.

**NYS Math & Science Teaching Incentive Scholarships:** Awarded to students who are pursuing a career as secondary math and science teachers. There is a service commitment of five years fulltime employment associated with this scholarship.

**Senator Patricia K. McGee Nursing Faculty Scholarship:** Awarded to students who are registered professional nurses and are enrolled in a graduate nursing program. There is a service commitment to teach at least 12 credit hours as nursing faculty or as adjunct clinical faculty for four years after graduation.

**Student Aid to Native Americans:** Awards for full-time study in an approved program leading to a degree. Contact the Native American Education Unit, New York State Education Department, Room 471 EBA, Albany, NY 12234.

## FEDERAL PROGRAMS

To be considered for all the following federal programs, which were established by Congress and are governed by federal rules and regulations, students must complete and file the FAFSA discussed at the beginning of this section. Students will receive a Student Aid Report as a result which will indicate an EFC (Estimated Family Contribution). This number is used in determining financial need for federal programs. Students must maintain satisfactory academic progress and complete the appropriate forms each year for awards to be renewed.

### **Federal Pell Grant**

A Federal grant awarded to students with significant financial need, as measured by a congressionally established needs-analysis formula that measures a family's ability to pay for educational expenses. In 2013-2014: Congress passed legislation which places limits on the number of semesters a student can receive Federal Pell Awards. This limit is 12 semesters. If a student is close to or at their lifetime Pell limit, our office will notify the student via email. Students will also be notified by the U.S. Department of Education when they file their FAFSA that they are at or close to their lifetime limit.

### **Federal Supplemental Educational Opportunity Grants (SEOG)**

SEOG is a Federal grant which is awarded by the institution to students with exceptional financial need, with Federal Pell Grant recipients given first priority. Students who complete the FAFSA and have exceptional financial need are automatically considered for this grant. The number of awards are based on funding.

### **Teacher Education Assistance for College and Higher Education (TEACH Grant program):**

The Federal TEACH grant program provides grant funds to students who are completing or plan to complete coursework toward a career in teaching. You must agree to serve for at least 4 out of 8 years after graduation in a high-need field, and work in certain school districts. For more information, please see the following website: <http://studentaid.ed.gov>

### **Federal Work Study Program (FWS)**

This program provides employment opportunities on and off campus to students who demonstrate financial need. In the event that more students are eligible for FWS than there are funds available, preference is given to students who have exceptional financial need. The Financial Aid Office is responsible for selecting recipients and determining award amounts. Jobs are not guaranteed. Students are responsible for obtaining their own jobs by convincing supervisors that they possess the skills required to complete the work. Renewal depends upon continued financial need as well as a positive evaluation of the student's performance on the job.

### **Federal Perkins Loan Program**

Federal Perkins is a loan program which offers a low interest (5%) loan awarded on the basis of financial need. The maximum a student may borrow per year is legislatively established. Priority is given to those with exceptional financial need.

### **Nursing Student Loan Program**

Similar to Perkins, the Federal government provides funds to institutions to lend to undergraduate Nursing students with high financial need who are enrolled at least part time in nursing programs.

## **Federal Direct Student Loans**

The Federal Direct Student loan programs are legislatively established and the subsidized loan program is a need-based loan. Subsidized and unsubsidized loans are available to students enrolled at least half-time in a degree program.

## **Federal Direct Parent Loans for Undergraduate Students (PLUS)**

A borrower must be the parent of a financially dependent undergraduate. Parents may apply for the cost of attendance at the College less any financial aid for which the student may be eligible.

## **Bureau of Indian Affairs Aid to Native Americans**

The U.S. Department of the Interior administers the Higher Education Assistance Program and the Adult Vocational Training Program available to various tribes for post-secondary education and training. Application forms may be obtained from and submitted to the Bureau of Indian Affairs, Federal Building, Room 523, 100 South Clinton Street, Syracuse, NY 13260. An application is necessary for each year of study. Deadlines for the fall and spring semesters are July 1 and October 15 respectively. Applicants must demonstrate financial need and must file a FAFSA indicating Mount Saint Mary College as a recipient. Depending upon availability of funds, grants may also be made to graduate students and summer session students.

## **Reserve Officer Training Programs (ROTC)**

The U.S. Reserve Officer Training Corps (ROTC) Programs include the Army ROTC Program, the Navy/Marine Corps (NROTC) Programs, and the Air Force (AFROTC) Programs. These programs are offered at host colleges throughout the nation, including many colleges located in New York State. Each of the three programs has separate application procedures, eligibility requirements, award schedules and service obligations. All the programs offer financial assistance to undergraduates, with some assistance for study beyond the baccalaureate degree. Additional information about the individual programs and a list of the colleges hosting them can be obtained from each service's recruiting station.

## **VETERANS RESOURCES**

Mount Saint Mary College is proud to welcome veteran students and their family members who receive both veteran and military education benefits. We are committed to providing the best possible education experience and service to all who attend Mount Saint Mary College.

For detailed information on all veterans' benefits and assistance please visit the U.S. Department of Veteran Affairs website at [www.va.gov](http://www.va.gov). Then navigate to Veterans Services and the GI Bill. This website provides a wealth of information about the different chapters of veteran education benefits, as well as; how to apply for benefits, how to verify your enrollment and the e-benefits website.

Mount Saint Mary College services student's using many different chapters of educational benefits such as: Post 9/11 (chapter 33), Montgomery GI Bill (chapter 30), Survivors & Dependent Educational Assistance (chapter35), Vocational Rehabilitation (chapter 31) and Reservists/National Guard (chapter 1606) and we participate in the Yellow Ribbon program.

New York State also offers the Veterans Tuition Award (VTA) to those veterans who qualify for this grant for either full-time or part-time study. For more information please see [www.hesc.ny.gov](http://www.hesc.ny.gov).

For more information on Veterans' Resources at Mount Saint Mary College please contact the Registrar's Office at 845-569-3316

# ACADEMIC INFORMATION

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## STUDENT RESPONSIBILITIES

### Basic Rights and Responsibilities

As members of the college community, students shall have certain rights. These rights shall include the freedom to pursue educational goals, the freedom of expression and inquiry, the right to privacy and confidentiality of records, and the right to due process as established in the Student Judicial Code. Students also have certain responsibilities, as members of the college community, both on and off college property, including:

- The responsibility for respecting and complying with local, state, and federal law;
- The responsibility for respecting and complying with college rules and regulations;
- The responsibility for acting in a manner that promotes and atmosphere of learning, free expression, and respect for the rights, dignity, and worth of individuals.

### Campus Expression

Discussions and expressions of varied opinions and views are encouraged within the College, subject to requirements for the maintenance of order and provided college operations are not disrupted.

### Student Responsibilities and the College Catalog

Students are expected to familiarize themselves with the academic policy and procedures of Mount Saint Mary College through the catalog. They are expected to know degree requirements. If students have questions about policies, procedures, or degree requirements, they are expected to seek assistance from an academic advisor or the appropriate College office.

New York State requires documentation of immunizations (see Health Services under Student Life). Students who fail to comply with these laws will be notified within 15 days of the first day of classes that they will be withdrawn from the College if they do not provide documentation by the deadline stated in the notification. Students who are withdrawn for not submitting this documentation will not be allowed to attend class for the remainder of the semester or session. Current course work will be assigned a Withdrawal (W) grade and the notation "Withdrawal/Immunizations" will be placed on the student transcript. Students will not be allowed to register for the next semester or session until these state requirements have been satisfied.

## DEGREES OFFERED

Mount Saint Mary College offers courses leading to the degrees of Bachelor of Arts (BA) and Bachelor of Science (BS).

Students may choose from 18 majors: accounting; biology; business management and administration (and within this major three concentrations: finance, marketing, and sports management); chemistry; English; Hispanic studies; history; history/political science; human services; information technology (and within this major two specialties and one concentration: networking and web technologies; and educational technologies); interdisciplinary studies (and within this major four concentrations: liberal studies; general science; technology and digital media, and self-designed); mathematics; media studies (and within this major two concentrations: production and journalism); nursing; psychology; public relations; social science (and within this major four concentrations: history, history/ political science, psychology, and sociology); and sociology (and within this major, a concentration in criminology).

In conjunction with an academic major in a liberal arts and sciences content area, the Division of Education offers courses that will permit students to complete academic requirements for initial New York state certification in the following areas: Childhood Education (1-6); Childhood Education with middle school extension (grades 7-9); dual certification in Childhood Education and special education (grades 1-6) with emphasis on inclusion and pupils with mild disabilities (mild/moderate emotional disturbance, learning disabilities and mental retardation); Adolescent Certification (grades 7-12) ; Adolescence Education with middle school extension (grades 5-6); and Adolescence Education and special education (grades 7-12).

Students interested in obtaining an educational background for careers in environmental studies may select a major in social sciences with electives in the natural sciences; or a major in biology and chemistry with electives in the social sciences.

### Time to Degree

Mount Saint Mary College has established specific timeframes within which students are expected to complete program requirements toward their individual degrees. Students are expected to complete all graduation requirements for a degree within six years. Time to complete degree is automatically extended when students are approved for a leave of absence. All other students requesting an extension are required to submit their requests to the Academic Standards Committee.

## REGISTERED DEGREE AND CERTIFICATE PROGRAMS

The following list of academic programs is consistent with the Inventory of Registered Degree and Certificate Programs maintained by the Education Department of the State of New York. Enrollment in other than the following registered programs may jeopardize a student's eligibility for certain student aid awards.

Programs of study leading to a bachelor of arts degree are available with the following registered programs (HEGIS Codes indicated):

<b>Adolescence Education (7-12)</b>	
Biology	(0401.01)
Chemistry	(1905.01)
English	(1501.01)
Mathematics	(1701.01)
Social Studies	(2201.01)
<b>Adolescence with Special Education (7-12)</b>	
Biology	(0401.01)
Chemistry	(1905.01)
English	(1501.01)
Mathematics	(1701.01)
Social Studies	(2201.01)
<b>Adolescence Education (7-12) with Middle School Extension (5-6)</b>	
Biology	(0401.01)
Chemistry	(1905.01)
English	(1501.01)
Mathematics	(1701.01)
Social Studies	(2201.01)
Biology	(0401)
Chemistry	(1905)
Childhood Education (1-6)	(0802)
Childhood Education with Special Education (1-6)	(0802)



Childhood Education (1-6) with Middle School Extension (7-9)	(0802)
Biology	(0802)
Chemistry	(0802)
English	(0802)
Mathematics	(0802)
Social Studies	(0802)
Communication Arts	
Public Relations	(0604)
Media Studies	(0605)
Journalism Concentration	
Production Concentration	
Criminology	(2209.00)
English	(1501)
Hispanic Studies	(1105)
History	(2205)
History/Political Science	(2299)
Human Services	(2101)
Information Technology	(0702)
Educational Technology Concentration	
Networking and Web Technologies Concentration	
Interdisciplinary Studies	(4901)
General Science concentration	
Liberal Studies concentration	
Self-designed concentration	
Technology and Digital Media concentration	
Mathematics	(1701)
Psychology	(2001)
Social Sciences	(2201)
Sociology	(2208)

Programs of study leading to the bachelor of science degree are available with the following registered programs (HEGIS Codes indicated):

Accounting	(0502)
Sports Management concentration	
Business Management and Administration	(0506)
Business Management and Administration/Finance (15 Credits)	
Business Management and Administration/Marketing (15 Credits)	
Sports Management concentration	
Childhood Education (1-6)	(0802)
Childhood Education with special education (1-6)	(0802)
Childhood Education (1-6) with middle school extension (7-9)	(0802)
Biology	(0802)
Chemistry	(0802)
English	(0802)
Mathematics	(0802)
Social Studies	(0802)
Information Technology	(0701)
Educational Technology Concentration	
Networking Concentration	
Information Technology/Networking or Web Technologies	
Nursing	(1203)

Programs of study leading to certification are available with the following registered programs (HEGIS Codes indicated):

General Accounting	(5002)
Business Management and Administration	(5004)

# REQUIREMENTS FOR THE BACCALAUREATE DEGREE

## 1. Minimum Number of Semester Hours

A minimum of 120 semester hours, i.e., the total of the course credits; as in “a minimum of 60 of the 120 semester hours shall be in the liberal arts and sciences.” Beginning in the Fall 2017 term, the last 12 credits for completing a bachelor’s degree must be taken at Mount Saint Mary College unless approved by the Academic Standards Committee under extenuating circumstances.

## 2. Liberal Arts and Sciences

Among the 120 semester hours, a minimum of 90 credits shall be in the liberal arts and sciences for a Bachelor of Arts (BA) degree. For the Bachelor of Science (BS) degree, a minimum of 60 of the 120 semester hours shall be in the liberal arts and sciences. For the BS degree through the education curriculum, a minimum of 60-89 of the 120 semester hours shall be in the liberal arts and sciences. For the BS degree for the nursing curriculum, a minimum of 60 of the 120 semester hours shall be in the liberal arts and sciences.

## 3. Minimum Grade Point Average

A minimum Grade Point Average (GPA) of 2.0 (C grade) is required for the four years of study. Students pursuing New York State teaching certification must achieve a minimum GPA of 2.75.

## 4. General Education Courses

Completion of 39 credits in general education courses or liberal arts as shown below.

### Division of Arts and Letters (12 credits)

ENG 1010 (3) and ENG 1020 (3) are required courses for all students. At least 6 additional credits must be taken in this division. These 12 credits must be distributed over at least two areas in the division: English/communication arts (considered one area); and fine arts (art, music, and theater) or foreign languages. All teacher education students must complete at least 3 credits of a language other than English and all childhood education students must also have at least one course in art, music or theater.

Placement into ENG 1010 College Writing is determined by the score on the writing section of the SAT/ACT. Students scoring less than 430 on the SAT or less than 18 on ACT will be placed in ENG 1000 (Fundamentals of Writing). ENG 1000 is a credit-bearing course but is not credit toward core.

### Division of Natural Sciences and Division of Mathematics and Information Technology (9 credits)

A minimum of one 3- or 4-credit laboratory science is required. Science majors are advised to take BIO 1130 (4) or CHM 1510 (4). Non-science majors may take either AST 1100 (3), BIO 1030 (4), BIO 1110 (3), BIO 1130 (4), CHM 1050 (4), CHM 1510 (4), ERS 1030 (3), ERS 1040 (3), PHY 1010 (4) PHY 2010 (4), MST 2010 (3), MST 2020 (3), SCI 1001 SCI 1001 (3), SCI 1030 (3).

A minimum of one 3- or 4-credit mathematics course is required. Depending on the student’s mathematical proficiency and on the requirements of individual majors, the following courses are appropriate. Science majors are advised to take MTH 1500 (3) or SCI 1030 (4); non-science majors may elect MTH 1015 or any higher-level course in mathematics. Various examinations are given to identify students’ aptitude for quantitative literacy. If students do not receive a satisfactory score on the placement test

to take college-level mathematics course, they will be required to take MTH 0110 and /or MTH 0150 . Both of these courses are 3-credit equivalent developmental courses and are not applicable to the degree.

The remaining 3-credit General Education requirement may be taken in either the Division of Natural Science (astronomy, biology, chemistry, earth science, physics, or science (SCI)) or the Division of Mathematics and Information Technology (the only CSC and CIT courses that count for general education are CIT 3250 , CIT 1900 or CIT 2550 ).

### **Division of Philosophy and Religious Studies (9 credits)**

A minimum of 3 credits in philosophy and a minimum of 3 credits in religious studies are required. The remaining 3 credits may be in either philosophy or religious studies.

### **Division of Social Sciences (9 credits)**

A minimum of one 3-credit course is required in history; any 1000-level course fulfills this requirement. The remaining 6 credits may be taken in the following areas so that within the total social science credits two areas are fulfilled: anthropology, criminology (CRI 1110 only) economics, geography, history, political science, psychology and sociology.

## **GENERAL EDUCATION CURRICULUM SUMMARY**

### **Division of Arts and Letters**

(12 required - 6 must be in English; at least 3 must be in another area)

- ENG 1010 - College Writing Credits: (3) (required)
- ENG 1020 - Forms of Literature Credits: (3) (required)
- ENG or CMA (0-3)
- ART, MUS, THR, FR, GER, SPA or ITA (3-6)

### **Division of Natural Science and Division of Mathematics and Information Technology**

(9 credits - must include mathematics and a laboratory science)

- MTH (3-6)
- AST, BIO, CHM, ERS, PHY, MST, SCI (3-6)
- CIT 3250 - Object Oriented Programming Credits: (3)
- CIT 1900 - Internet Programming Credits: (3)
- CIT 2550 - Introduction to Programming Credits: (3)

### **Division of Social Sciences**

(9 credits over two areas; 3 must be in history)

- HIS (3)
- ANT, CRI 1110, ECO, GEO, HIS, POS, PSY, SOC (6)

### **Division of Philosophy and Religion**

(9 credits - 3 must be in philosophy; 3 must be in religion; remaining can be in either area)

- PHL (3)
- REL (3)
- PHL and/or REL (3)

## 5. First-Year Experience (FYE) Program

The First-Year Experience (FYE) Program welcomes first-year students and fosters success as they transition into the Mount Saint Mary College community. Through specifically designed programming throughout students' first year of college, the FYE cultivates community-based learning, academic success, the personal development necessary for college life, and a connection to the Mount as first-year students become active members in our community of learners. The First-Year Experience Program includes two components: (1) Community-Based Learning and (2) FYE 1010.

Community-Based Learning is designed to support first-year students in their academic, social and personal transition to college. In Community-Based Learning, courses such as BIO 1030, ENG 1010, PSY 1010, or other appropriate courses in the General Education curriculum or students' majors are linked to provide students opportunities to make connections between their courses and to receive tailored information literacy instruction. Each community is composed of 20 students, a personal librarian, an academic coach and two faculty course instructors. Students entering the traditional program will be required to participate in Community-Based Learning during their first semester of matriculation. Students entering in the spring semester will be required to enroll in a learning community in the subsequent fall semester and should consult with their academic advisor and the FYE program coordinators to schedule their learning community. Program requirements for Community-Based Learning and FYE 1010 are outlined on the First-Year Experience (FYE) website ([www.msmc.edu/fye](http://www.msmc.edu/fye)). Successful completion of the First-Year Experience Program is a requirement for graduation. Exceptions may be made at the discretion of the Vice-President of Academic Affairs (VPAA).

## 6. Computer Literacy

Demonstration of minimum computer literacy is a requirement for all degree-seeking students. It is recommended that this is completed within the first two years of study for traditional students, and in the first year at the Mount for transfer students.

Computer literacy can be satisfied by:

- Successful completion of CIT 1052 (Computer Competency)
- Successful completion of CIT 1002 (Online Computer Competency)
- Successfully passing the College's Computer Literacy Test.\*
- Successful completion of MTH 1015 (Investigating Contemporary Issues)
- Computer Information Technology majors satisfy their computer literacy with CIT 1100

\* Note – the Computer Literacy Test may be taken only once. Students who do not pass this exam must satisfy the computer literacy requirement with one of the courses listed above.

**Adolescence Education Candidates:** Please Note: New York State, as of February 2011, requires that teacher candidates seeking adolescence certification in teaching students with disabilities, along with adolescence certification in a subject area, must be certified as Adolescence Generalists for Teaching Students with Disabilities in grades 7-12. To be eligible for this certification, all candidates must have completed six hours of study in college level courses in four areas: English, social science, mathematics, and science, in addition to completing all required pedagogical courses. Mount Saint Mary College students will likely complete most of these distributive requirements as part of the required CORE or general education requirements for the bachelor's degree. However, even if one has met the Mount Saint Mary College general education requirements,

these required courses must be met to be eligible to receive New York State certification as an Adolescence Generalist for Teaching Students with Disabilities in grades 7-12.

## 7. Majors

- a. **Bachelor of Arts:** A major discipline of studies (“major”) leading to a Bachelor of Arts shall consist of not fewer than 20 and not more than 40 credits in an approved major subject over and above courses in that subject taken to meet general education requirements. Students enrolled in interdisciplinary programs may not exceed 48 credits in the component disciplines taken together over and above the general education requirements or 39 credits in any single component discipline. A minimum of 12 upper-level credits in the major subject (unless otherwise specified by a particular major) must be completed at Mount Saint Mary College. A student who exceeds, or plans to exceed, the 40-credit maximum must initiate a request for waiver (waiver form available in the Office of the Registrar) with an academic advisor. The advisor makes a recommendation and forwards the request to the division chair. The division chair makes a recommendation and forwards the request to the Academic Standards Committee for review and a decision. The committee can approve the overload without additional requirements; disapprove the overload; or require the student to take additional non-major courses equivalent to or less than the overload within the major. Graduation credits would be 120 plus major overload credits not waived.
- b. **Bachelor of Science:** A major leading to a Bachelor of Science shall consist of not fewer than 20 and not more than 50 credits in an approved major subject over and above courses in that subject taken to meet general education requirements. A minimum of 12 upper-level credits, in the major subject, as specified by the division, must be completed at Mount Saint Mary College.
- c. A major leading to a Bachelor of Science in education for the education curriculum shall consist of not fewer than 20 and not more than 40 credits in an approved major subject over and above courses in that subject taken to meet general education requirements. A minimum of 12 upper-level credits, in the major, as specified by the division, must be completed at Mount Saint Mary College. In addition, the student must have completed 60-89 liberal arts and science credits and have a minimum of 18 credits in approved education courses. For a major to be recorded on the transcript, a student must have a minimum 2.0 Grade Point Average, calculated from all required courses contributing to the major.
- d. Students may change their academic major with the permission of the chairperson of the department into which they wish to transfer. In order to effect a change of major, students must secure the required signature(s) on a Change/Declare Major form, which then must be submitted to the Office of the Registrar. Students who change their majors understand that, by doing so, the length of time and/or number of total credits required to graduate with that major may increase. Forms are available in the Office of the Registrar and online at: <https://my.msmc.edu/web/Registrar/documents-and-forms>

## 8. Minors

A minor area of studies is not required for the baccalaureate degree. However, a student may elect a minor area of studies. A minor area of studies constitutes a group of courses amounting to at least 18 credits in a particular discipline. The following college policy applies to all minors:

- a. At least 9 credits to be used toward a minor must have been taken at Mount Saint Mary College.

- b. A student must have a 2.0 GPA in a discipline for it to be recorded as a minor.
- c. Courses designed as support courses for a major or a maximum of 3 courses (up to 12 credits) required by a major may constitute part of a minor in a second discipline.

Not all academic divisions offer a minor. Students should refer to the information found under each of the Mount's academic divisions to determine the areas that offer a minor and the guidelines established for the minor. It is advisable that the student consult with a member of the faculty in the area in which the individual wishes to minor when initially planning the program.

## **9. Concentrations**

A concentration is open to all students in all majors. Not all academic divisions offer concentrations.

## **10. Electives**

Completion of a sufficient number of free electives is required to bring the total course work to 120 semester hours. In this category, the student should seek advice and guidance from members of the faculty, but the student is free to select course work provided that free electives shall not be used to increase the work in the major subject beyond the maximum limit set under the major and that not more than 20 elective credits be at the 1000 level. The maximum number of physical education credits that may be credited toward the 120 credits (minimum) for the degree shall be 3 credits.

## **11. Transfer Students**

Students transferring to Mount Saint Mary College with the Associate of Arts (AA) degree or the Associate of Science (AS) degree in a major taught at the College are awarded full junior status and guaranteed 60 credits of transfer. For certain programs, students transferring under community college articulation agreements will be allowed to graduate with up to 45 earned credits in their major, as detailed in the articulation agreements. Students with an Associate of Applied Science (AAS) in business, who enter the business program, are awarded full junior status and guaranteed 60 credits of transfer. Credits equivalent to the junior college's requirements for the AA or AS degree (to a maximum of 66 credits) will be accepted only for grades of C or better. C-, D+ and D grades will not be accepted for any part of the maximum award. D grades may be used to bring the transfer credits to the guaranteed minimum level of 60 credits.

Students who have completed an AAS in nursing and who are enrolled in the RN to BS in nursing program may apply for up to 30 credits in nursing upon completion of the required nursing bridge course; this policy extends only to students enrolled in the RN to BS in nursing program. The 60-credit guarantee does not apply to those individuals who complete their associate degree after matriculating at Mount Saint Mary College.

Students may transfer a maximum of 90 acceptable credits from a baccalaureate program and must complete the remaining 30- credit minimum at Mount Saint Mary College, including at least 12 upper level credits in their majors. Students with an AAS in nursing who are in the RN to BS in nursing program are awarded full junior status and guaranteed 60 credits of transfer. Transfer courses or Mount Saint Mary College courses, used by a returning student after a significant absence, may not be used toward the degree if the courses are not consistent with current requirements. The specific courses affected by this policy will be identified and evaluated by the respective divisions.

## **12. Internships, Independent Studies**

Internships and/or independent studies can be used to satisfy major or elective requirements for the baccalaureate degree. Independent Study is a course designed

by the student and a faculty member. Such study is intended to give the student the responsibility and freedom in investigating subjects of special interest, expand knowledge beyond the limits of a given course, or allow upper level research. It may take a variety of forms, such as readings, art projects, research projects, or work evolving from another course. Independent Study is not intended to complete other courses.

No more than 18 credits in internships and independent studies combined can be used toward the degree. Of these 18 credits, a maximum of 6 credits may be applied to independent studies. At least 12 of the 18 credits must be used within the major. Divisions have the right to further limit the number of enrollments in internships and independent studies. Credit will not be awarded for work completed before registration for an internship or independent study.

In addition, students must meet the following additional requirements for independent studies: Have a minimum of 60 credits; have a minimum GPA of 2.75; develop and submit a proposed course outline to a faculty mentor; and meet the requirements of the division sponsoring the independent study.

### **13. Prerequisites**

Students may not enroll in a course that is a prerequisite for a course already completed in general education, major or elective programs. There are three exceptions to this policy:

- a. Enrollment in lower level course by students with transfer credits, which do not follow the numbering sequence at Mount Saint Mary College, will be evaluated on an individual basis by the appropriate division chair;
- b. Students enrolled in the accelerated program may request waiver of a prerequisite requirement for a higher-level course due to scheduling difficulties. The prerequisite course will be scheduled when available;
- c. Students seeking an exception not covered may appeal to the Academic Standards Committee;
- d. Students may not register for a course if the prerequisite for that course has not been met or waived by the division chair. Students may request to transfer in prerequisite course work with the prior permission of an advisor and a division chairperson responsible for the course. In order for this course to be transferred in, the student must receive a grade of C or better from an issuing regionally accredited college. This grade will be calculated into the student's Mount GPA. Once the student has completed the course, a signed permission slip and official transcript from the issuing college must be submitted to the Office of the Registrar. A student may then register for a required course.

### **14. Waivers**

#### **Waivers for Program Requirements**

Waivers for courses required for degree programs are granted only under exceptional circumstances. The academic chairperson responsible for the course for which the waiver is requested is the only person authorized to grant a waiver. Students must obtain a Waiver Request Form from the Office of the Registrar and submit the request to their academic advisor with supporting documentation. If the academic advisor supports the student's request, it will be forwarded to the appropriate chairperson for review. If approved, the chairperson will provide written approval to the Office of the Registrar. The approved course waiver will appear on the student's transcript with a grade of "X" for the course and will not be calculated into the student's Grade Point Average. In addition the waiver does not provide credit(s) toward degree completion. New York State has requirements regarding the minimum number of total credits and minimum number of

liberal arts credits required for graduation. Students are expected to complete all degree requirements along with the required number of credits for their degree program.

### **Waivers for Core Requirements (General Education requirements)**

The Waiver Request Form is available in the Office of the Registrar; both the student's academic advisor and the chairperson of the academic division responsible for the course must support the request. Once the request has been approved by both faculty members, it is forwarded to the chair of the Academic Standards Committee for review. The committee's decision is then forwarded to both the student and the Office of the Registrar.

## **15. Course Substitutions**

Students are expected to complete all requirements of their individual degree programs. New York State has requirements regarding the minimum number of total credits and minimum number of liberal arts credits required for graduation. Students are expected to complete all degree requirements along with the required number of credits for their degree program. Only under exceptional circumstances may a course substitution be considered for certain degree requirements. Substitution requests must follow the specific approval process for the type of course substitution being requested. Only a course of equal or greater value may be considered for a substitution (i.e., only a 2000 level course or above may be used to substitute for another 2000 level course). If approved, the course substitution will appear on the academic transcript with a grade of "S" with no additional credits granted.

- a. **Core Requirements** (General Education requirements): The student must complete a Course Substitution Requirement form, available in the Office of the Registrar, and provide a written justification for the proposed substitution. The completed form is forwarded to both the student's academic advisor and to the chairperson of the academic division responsible for the course. Both faculty members must support the request. It is then forwarded to the chair of the Academic Standards Committee for review and a final decision by the committee. The results of the committee's action are forwarded to the student and to the Office of the Registrar for appropriate action.
- b. **Major Requirements:** The student must complete the Course Substitution Requirement form, available in the Office of the Registrar, and provide a written justification for the proposed substitution. The academic advisor must support the request.
  1. For course substitutions that involve a course in a disciplinary area overseen by the chairperson of the division offering the major, the chairperson of the division responsible for the course reviews the request and renders a final decision.
  2. For course substitutions that involve a course in a disciplinary area overseen by a chairperson in a division other than the one offering the major, the chairperson of the division offering the major, in consultation with the chairperson of the division overseeing the course, shall determine whether the substitution meets the objectives of the required course. The chairperson of the division offering the major shall document the consultation and render a final decision.

## **SECOND BACHELOR'S DEGREE CANDIDATES**

Any applicant who has already completed a bachelor's degree must apply as a transfer student following the procedures outlined for transfer students. The Office of Admissions reviews and approves applications for a second degree. The criteria for admission as a second-degree candidate are as follows:



- a. The intended major of the second degree must require at least 15 credits that were not contained in the major of the first degree.
- b. Second degree candidates receive a maximum of 90 credits in transfer; the number of liberal arts and upper division credits will be based on the courses taken in the first degree. All students are required to have completed all general education core courses.
- c. The student must complete a minimum of 30 credits in residence during the second matriculation.
- d. The student must complete a minimum of 12 upper-level credits in the major subject (unless otherwise stated by a particular major) which are to be completed at Mount Saint Mary College.
- e. It is the responsibility of the student to set up an appointment with an advisor of the intended major to discuss all requirements.

## COLLABORATIVE PROGRAMS

Mount Saint Mary College offers a number of programs in collaboration with other colleges/universities. The collaborating institutions have designed the programs to meet high quality and rigorous academic standards. The Mount's academic divisions consider only exceptional students for inclusion in collaborative programs: students who indicate a capability for graduate studies before completion of undergraduate studies.

Collaborative programs fall into two categories: articulation programs and affiliation programs. Articulation programs are agreements whereby the Mount student completes undergraduate studies in less than the traditional four-year period and begins graduate studies toward an advanced degree in what would otherwise be the fourth or senior year. Affiliation programs are agreements whereby a graduate institution will give preferential admissions consideration to Mount graduates who have met certain academic conditions.

### **Counseling or Mental Health Counseling (master's degree) (3/2 articulation)**

Students complete a dual/joint 5-year program leading to a Bachelor of Arts in psychology or human services from the Mount and a master's degree in counseling or mental health counseling from Pace University. Students spend the first three years at the Mount taking courses to fulfill the requirements for a bachelor's degree and the psychology or human services major, while establishing eligibility for admission into the master's in counseling program at Pace. Students must reserve 12 credits of open electives in order to take four, 3-credit graduate courses during their fourth year. Psychology majors may also use six credits for the three electives at the 2000 level or above. The remaining 24 or 36 credits of the master's program are taken at Pace.

### **Physical Therapy (doctorate) (4/3 affiliation)**

Students graduating from the Mount with a bachelor's degree in biology or psychology can be recommended for early acceptance to New York Medical College. Recommended students meeting NYMC's admissions criteria must take the Graduate Record Examination. For more information, contact the Mount's Division of Natural Sciences.

### **Podiatric Medicine (doctorate) (3/4 articulation)**

Students who complete three years of prescribed course work at the Mount toward the bachelor's degree in biology can be recommended for early admission to the New York College of Podiatric Medicine. At the end of their fourth year of study, students earn a bachelor's degree from the Mount and, at the conclusion of the seventh year of study, the degree of Doctorate of Podiatric Medicine (DPM). For more information, contact the Mount's Division of Natural Sciences.

### **Publishing (master's) (3/2 articulation)**

Students take all course work during their first three years at the Mount. In their senior year, students take two to three undergraduate courses per term at the Mount and two graduate courses per term at Pace University. The fifth year of study is exclusively at Pace. Students who successfully complete the course of study earn a bachelor's degree in English from the Mount, and a master's degree in publishing from Pace University in five years. For more information, contact the Mount's Division of Arts and Letters.

### **Social Work (master's) (3/2 Joint Degree)**

Students who complete three years of prescribed course work at the Mount toward the bachelor's degree with a major in human services, sociology, or psychology can be recommended for early admission to the Fordham University Graduate School of Social Services. At the end of their fourth year of study, students earn a bachelor's degree from the Mount and at the conclusion of the fifth year of study, students earn a master's degree in social work (MSW). For more information, contact the Mount's Division of Social Sciences.

## **ACADEMIC SUPPORT**

### **Academic Advisement**

Academic advisement is the ongoing process of assisting students to learn to use the resources of Mount Saint Mary College to meet their individual needs and aspirations. To facilitate this process, each student who has declared a major is assigned by the division chair to a faculty member who acts as an academic advisor. Students in the teacher education program who have not declared a major will initially be advised by a member of the teacher education faculty and an advisor for undeclared majors. When such students declare a major, they will receive dual advisement from an assigned major advisor in addition to their education advisor. All other undeclared majors are assigned to an advisor by the Office of Student Success, who will serve as academic advisor until such time as they declare a major.

New students admitted to the College under special consideration status are assigned a faculty advisor from their academic major by the division chair and receive additional support services from the Special Consideration program and its administrator.

Transfer students receive an official evaluation of transfer credit once they have been accepted to the College. Upon acceptance, transfer students with a declared major are assigned an academic advisor from their major by the division chair. The Office of Student Success will assign an advisor to transfer students who are undeclared. With their academic advisor's assistance, these students integrate their previous college experience and transfer credits into their chosen degree program.

All students must declare a major area of studies upon completion of 45 academic credits to ensure the proper development of their program. If a student decides to change a major, a new academic advisor will be assigned.

Students entering the College via non-traditional programs are assigned an academic advisor from their major by the division chairperson and receive additional support services from the program staff. Preliminary advisement is also available to new students before fall enrollment but final schedules are contingent upon placement test scores.

### **Adult Degree Completion Program Academic Advisement**

Adult students who participate in ADC Programs are assigned to an academic advisor who will help to guide them through their academic experience. The advisor provides

academic guidance, access to resources, and assistance in navigating through the various departments on campus. Student and advisor work together as a team throughout the academic journey from inquiry to graduation. Beyond graduation, advisors (in conjunction with the Career Center) offer counsel in the job search and professional skills arena, such as providing interview skills and resume writing workshops, etc.

### **Developmental Coursework**

The College shall make a commitment to all full-time students to provide the opportunity to complete a degree program of the College within four years. The need for developmental courses, however, may extend the time required to complete a degree. Students must bear the costs associated with these courses. Thus, students may be eligible for the Supplemental Tuition Assistance Program (STAP) and the Tuition Assistance Program (TAP) and federal programs.

Students enrolled in developmental courses must take an exit exam at the end of the course to evaluate whether or not they have achieved the College's standard for minimal competency. A need for additional developmental work may be determined by the exit exam or the course instructor. Although grades in developmental are not included in a student's Cumulative Grade Point Average (GPA), these grades will be included in determining academic standing in a student's first semester at the Mount. Students who fail a developmental course twice will be reviewed for possible academic dismissal. Students enrolled in developmental courses are expected to observe the same regulations regarding credit-bearing courses, specifically concerning attendance and academic honesty.

### **Service Learning**

**Service Learning** at Mount Saint Mary College is either an academic component (curricular) of a credit-bearing course or an educational enrichment of student activities (co-curricular) on campus. Service Learning enables students to learn and develop through thoughtfully organized community service that fosters civic responsibility while enhancing the academic curriculum through real world experience, application of theory, and integration through critical reflective thinking.

Opportunities to participate in service learning are available in selected courses throughout the disciplines and/or through student activities.

### **The Library**

The **Kaplan Family Library and Learning Center** is the hub of information and research at Mount Saint Mary College. Located on the first two floors of the Dominican Center, the library plays an integral role in the academic experience of every student.

The newly designed library space, which opened in January 2014, offers a wide variety of seating and workspace options where students can work together or individually on all aspects of their projects and assignments. In addition to designated quiet study areas in the stacks, the library offers space for discussion and collaborative work. There are also six study/presentation rooms equipped with the latest in presentation and collaboration technology, where students can practice presentations, work on group projects, or study in solitude. These rooms can be reserved in advance or used on a drop-in basis.

Library faculty and staff offer MSMC students expert assistance with research and information technology. Librarians teach information literacy skills through the First Year Experience program, course-integrated instruction, individual assistance at the Information Desk, and in-depth, one-on-one research consultations tailored to a student's specific needs.

The library collection includes close to 80,000 books, more than 8,000 videos/dvd's, and 200+ current journal subscriptions. In addition, the library web page (<http://www.msmc.edu/library>) provides access to approximately 75 online research databases, 11,000+ e-books, and 50,000+ full-text journals, newspapers, and magazines. The site also guides students through the research process and helps them prepare bibliographies, evaluate information sources, and avoid plagiarism. The library web page serves as a portal to many library services, including the online library catalog, electronic reserves, online interlibrary loan requests, and research assistance via e-mail.

The Kaplan Family Library and Learning Center supports student learning by providing a technology-rich learning environment, as well as traditional research resources and services, within a comfortable space specifically tailored to the needs of today's students. There are more than 70 internet workstations located throughout the library, as well as five high-volume, high-speed printers.

The **Curriculum Materials Center (CMC)** is located on the first floor of the library. It provides print, electronic, and media resources to support the curriculum and instructional activities of the MSMC education program. The emphasis of the CMC is on practical materials that can be used for curriculum planning, lesson preparation and teaching, and pupil assessment. The collection of nearly 9,000 items includes books for children and young adults, textbooks, educational games, models, mathematics and science manipulatives, assessment tools, and New York State curriculum guides. Computer workstations in the CMC permit students to do research as well as use specialized educational software.

Kaplan Library is open until midnight five nights/week when classes are in session and until 2:00 a.m. during exam periods. The south wing of the library (including the computer lab, café seating, and other seating areas) is open to all students 24 hours a day during the regular spring and fall semesters. The complete schedule of hours can be found on the library web page. The library can also be reached by phone at 845-569-3600.

A valid MSMC ID card is required to borrow books and other items. As an incentive for the timely return of library materials, and in recognition of the library as a shared resource for the entire campus, fines are charged for overdue and lost materials, including reserve items. Theft of or damage to library materials may result in disciplinary action. Students are expected to comply with all library policies in order to retain library borrowing privileges.

### **Tutoring**

The Office of Student Success offers free tutorial assistance in major subject areas and skill areas (reading, writing, study and research methods).

## **ACADEMIC STANDARDS**

The Academic Standards Committee will review all students' academic progress at the end of each full time semester (fall or spring) as well as at the end of the summer for students who take summer classes. A student may be placed on probation by the Academic Standards Committee, and will no longer be in Good Academic Standing. Among the factors the committee shall consider when reviewing a student's progress are:

- a. Failure to fulfill entrance conditions;
- b. Failure to attain a semester GPA of 1.75 in any semester. The semester GPA is the weighted average of the student's academic standing for one semester as measured by the reported grades and weighted according to credit and letter grade values. Grade Point Equivalents will be used for developmental courses

during the semester GPA point average calculations; these values will not be included in cumulative GPAs;

- c. Failure to attain satisfactory grades in courses required in the major program for which the student is enrolled;
- d. Failure to attain sufficient credits and grade point averages required for sophomore, junior or senior status. To advance in academic status, a student must meet the following requirements.

### **Grade Point Average and Status**

Students with fewer than 30 credits need to maintain a cumulative GPA of at least 1.85. All other students need to maintain a cumulative GPA of at least 2.00. The following table will be used as a guideline in determining academic standing based on cumulative GPA, but students will generally have at least one semester on probation as an opportunity to raise their GPAs before being academically dismissed.

<b>Credits</b>	<b>Good Standing (GPA)</b>	<b>Monitored (GPA)</b>	<b>Probation (GPA)</b>	<b>Dismissal (GPA)</b>
0-15	1.85 or greater	1.75-1.84	1.00-1.74	0.99 or less
16-30	1.85 or greater	1.75-1.84	1.50-1.74	1.49 or less
31-60	2.00 or greater	1.86-1.99	1.65-1.85	1.64 or less
61+	2.00 or greater	1.94-1.99	1.80-1.93	1.79 or less

### **Monitored Program**

This program of studies must be approved by a division chair or advisor. It must be restricted to 12 credits (maximum of 13 credits for students enrolled in an approved laboratory course, a practicum or physical education) and may include developmental studies. Students on monitored status are permitted to participate in varsity athletics. If the student has fulfilled the requirements imposed by the Academic Standards Committee, the individual will return to good standing.

### **Academic Probation**

Placement on probation is a serious warning to students that unless their academic record is improved they may be dismissed. The usual duration of academic probation is a traditional semester (12 credits). At the end of the semester, the Academic Standards Committee reviews the student's progress. If the student has fulfilled the requirements imposed by the Academic Standards Committee, the individual will be reinstated as a student in good standing. Following two semesters on probation students will be considered for Academic Dismissal. The student must be informed of the probation by a written communication from the Academic Standards Committee. Students on probation will be restricted to 12 credits (13 for students enrolled in an approved laboratory course, a practicum or physical education). Students on probation are not permitted to participate in varsity athletics. This policy conforms to current NCAA regulations relative to ineligibility of student-athletes on probation. If the student has fulfilled the requirements imposed by the Academic Standards Committee, the individual will return to good standing.

The College provides structures of academic support to students in academic jeopardy to assist in their return to good academic standing. Students who are deemed to be in academic jeopardy by the Academic Standards Committee are directed to the Office of Student Success for the appropriate support, including academic coaching. The student's academic advisor is also informed. The CSS tracks student participation.

For transfer students bringing in 15 or more credits, their first semester will be evaluated using the criteria for students with 0-15 credits. After their first semester, transfer students will be evaluated using their total credits earned.

## **Academic Dismissal**

The College reserves the right to dismiss a student who fails to make reasonable progress toward the completion of the degree and the program in which the individual is enrolled. The Academic Standards Committee may recommend dismissal. The student may submit a written appeal of a dismissal decision within two weeks to the Associate VPAA, as chair of the College's Appeals Committee. The College also reserves the right to require the withdrawal of a student at any time if the individual's conduct does not conform to its spirit and standards. When considering dismissal, the committee will review the factors stated under a-d above, as well as whether a student has incurred probation twice. Students who fail a developmental course twice will be reviewed for possible academic dismissal. A student's academic standing or status will be determined by one's ability or failure to maintain the institution's academic standards as described above.

## **Academic Honesty**

### **College Position**

The mission of Mount Saint Mary College is concerned with "...the development of sound values, goals and commitments on the part of students. Equipping students to play responsible roles in society has been a consistent aim of our institution." Instances of academic dishonesty subvert the mission of the College and the experience students derive from it. These instances harm the offender as well as students who maintain academic honesty. The Mount community, therefore, commits itself to do all in its power to prevent such dishonesty and imposes impartial sanctions upon those who harm themselves, their fellow students and the College in this way.

### **Definitions**

Generally, academic dishonesty may be defined in the following ways:

- a. Cheating: using or attempting to use, giving or attempting to give, unauthorized materials, information, assistance or study aids in any academic exercise or evaluation (tests), unless the nature of the academic exercise legitimizes cooperative learning;
- b. Plagiarism: copying or imitating the language, ideas or thoughts of another person, and passing off the same as one's original work;
- c. Falsification: forgery, alteration or misuse of academic documents, records or forms.

### **Prevention of Academic Dishonesty**

Both students and faculty members should be alert to academic dishonesty and should work diligently to eliminate situations that foster academic dishonesty. Students have an obligation to make their abhorrence of it known to their peers. Faculty members have an obligation to create a classroom atmosphere that encourages careful proctoring of examinations and monitoring of papers. Other professional staff should encourage honesty in a manner dictated by the nature of their interactions with students.

### **Due Process**

In any allegation of academic dishonesty, every effort will be made to ensure due process. Due process is defined as a course of formal proceedings carried out regularly and in accordance with established rules and principles. Thus, in the unfortunate event of an alleged breach of academic honesty, the student so charged will be insured due process as follows:

- a. Immediately if possible, but not later than two school days, after the alleged

- incident or the awareness of academic dishonesty, the instructor presents to the student the specific charge with supporting evidence. This charge, if given orally and/or in writing, should include the nature of alleged academic dishonesty (cheating, plagiarism, falsification); the date, time, description of the incident; the action that was taken by the instructor at the time of the incident.
- b. The instructor meets with student and permits the student to respond to the charge with facts and mitigating circumstances relating to the alleged incident of academic dishonesty. If, after hearing the student's response, the instructor concludes that the student is culpable of the allegation, the instructor has the authority to impose a sanction on the student. (See Section V, Sanctions, of this policy.) The nature of the sanction is communicated to the student, the Vice President for Academic Affairs (VPAA), and the chair of the division.
  - c. Appeal of the instructor's decision: Within three school days after the student has been notified of the instructor's decision, the student may appeal in writing to the chair of the division to which the faculty member belongs. The division chair will initiate the development of an Appeals Committee. The Appeals Committee will consist of three teaching faculty members who, in the opinion of the division chair, are competent to evaluate the appeal. The division chair will be one of the three members unless that person is the faculty member who charged the student with academic dishonesty.
  - d. The Appeals Committee will designate one of its members to serve as chair of the committee. The Appeals Committee has the authority to hear the case, to rule on procedure for the hearing, to impose or alter sanctions on the student and to communicate the findings of the committee to the student and to the faculty member and the VPAA or designate. The case must be decided by a majority vote within 48 hours of conclusion of the hearing by the Appeals Committee.
  - e. A student who has been penalized for academic dishonesty and who believes that he/she has not been accorded the rights stated in this policy may seek an appeal of the Committee's decision from the vice president for academic affairs. If in the judgment of the vice president for academic affairs, an appeal hearing is warranted, the VPAA will convene an administrative Appeals Board. This Board will consist of the VPAA, the chair of the Faculty Senate, and the Dean of Student Affairs. Such an appeal must be made in writing within 14 school days after the student has been notified of the Appeals Committee decision. Failure by the student to appeal the decision of the Appeals Committee on a timely basis shall constitute a waiver of the student's right to appeal. The appeal must be based on one or more of the following grounds: (The student was not accorded due process as described in this policy. The student has new evidence that was not available or was unknown at the time of the Appeals Committee hearing. The administrative Appeals Board will review and make the final disposition of the case. The decision of this Appeals Board will be final and binding.
  - f. **Conduct of appeals hearing:** Both the student and the faculty member must be present at each appeals hearing, i.e., Appeals Committee and administrative Appeals Board. Both the student and the faculty member may have counsel at each appeals hearing. Persons providing counsel may advise students and faculty, and may be present during, but not participate in, the hearings. Both the student and the faculty member may present his/her case, and hear and question all witnesses during an appeals hearing.
  - g. The student will receive a written report of the findings and the decision at each level of the appeal process. Copies of this written report will be given to the faculty member, the VPAA, and the Registrar.



- h. **Sanctions:** In cases where culpability is established, the student is to be accorded the opportunity to enter mitigating circumstances through the student's own testimony and that of any witnesses the student produces. Such testimony may be made during the meeting with the faculty member and during an appeals hearing. In cases where culpability is established, the following sanctions will be imposed:
1. For an initial transgression, and where culpability is established, the student will face sanctions up to and including failure for the course. In addition, a memo detailing the infraction must be forwarded by the instructor to the Registrar to be placed in the student's file.
  2. If the Registrar determines that this is the second infraction on the part of a student with fewer than 30 credits, the case will be referred to the VPAA before any action is taken.
  3. If the Registrar determines that this is a second infraction on the part of a student with more than 30 credits, the penalty is immediate failure of the course. The Registrar will inform the student and the instructor of the failing grade in the course.
  4. A third infraction will result in academic dismissal from the College.

## ENROLLMENT STATUS

### Matriculation

Students who are admitted to the Mount in a degree-seeking program will be considered matriculated and will be assessed a matriculation fee (payable during the second semester of the entering year) after completing a full-time semester at the Mount. The College requires that all candidates for matriculation must have:

- Completed all admissions requirements of the College;
- An appropriate GPA (see table under Academic Standards).

To advance in academic status, a student must complete the minimum credits and attain the specific grade index associated with the individual's particular status.

Students who break their matriculation for more than one calendar year from the date of departure and who present themselves to return to the College must comply with the general education and all requirements in place at the time of the approved leave of absence. Students seeking exceptions must petition the Academic Standards Committee. Students cannot mix the requirements of two catalogs.

### Withdrawal from the Mount

There may be times when a student feels uncertain about continuing his/her academic experience at Mount Saint Mary College. Such feelings need to be considered carefully and may be discussed with the student's academic advisor and/or counselor. Often these feelings arise as a result of a situation in the student's academic or personal life that can be resolved.

If a student determines, however, that withdrawal from college, either temporarily or permanently, is the best course of action, the student must schedule an exit interview with the academic advisor. Students who withdraw from the College are also required to submit a signed student withdrawal form. This form is available at the Office of the Registrar, and, when completed, should be returned to the Registrar. The form needs to be signed by the advisor and members of the offices of Student Accounts, Financial Aid, Residence Life, the Registrar, and the Dean of Student Affairs. Students unable to complete the form are required to notify the Registrar in writing; failure to do so may



result in academic and or/financial penalty. The College refund policy concerning the refund of tuition and fees is listed in the section “Tuition and Fees” in this catalog. The withdrawal form is not official until it is completed and submitted to the Registrar. Note: when withdrawing after the last day to withdraw without academic penalty, students will receive “F” grades in all classes, and may be subject to academic probation.

## **Medical Leave/Course Withdrawal**

### **VOLUNTARY MEDICAL OR MENTAL HEALTH COURSE WITHDRAWAL AND LEAVE POLICY**

#### **Course Withdrawals for Medical or Mental Health Reasons**

When a student has significant medical or mental health concerns, or has had extenuating circumstances (e.g., a tragedy in the family), he or she may request a course withdrawal(s) by submitting: 1) a completed Voluntary Medical Leave/Course Withdrawal Request form and 2) appropriate documentation from a qualified health professional to the Director of Health Services. The request must be received prior to the end of the current semester.

The Director of Health Services will consider the student’s request, and make a determination as to whether the request for the leave is appropriate. If the request is deemed appropriate, the Director of Health Services will recommend a course withdrawal for medical reasons to the Office of the Registrar and the Office of Academic Affairs. Students may first be encouraged to consult with their instructors or advisors to determine if there are alternative methods to alleviate their academic workload before obtaining a course withdrawal.

If a student is not granted a withdrawal(s) he/she may submit a written appeal, within two weeks of receiving the decision, to the Assistant Vice-President for Academic Affairs (AVPAA). The AVPAA will review the appeal in consultation with the Vice-President for Academic Affairs, and their decision regarding the request will be final. If a request is denied, the College catalog policies will apply, based upon the original date the Voluntary Medical Leave/Course Withdrawal Request form was originally submitted.

If the student’s recommended course withdrawal is approved due to medical or mental health reasons, he/she may withdraw from a course, even after the official drop period has ended, and without academic penalty. The student will be given a waiver for tuition charges for the course he/she withdrew from, which may be used to offset the cost of tuition when he/she next registers for courses at the College. Should the student not register for future courses, no refund of tuition charges will be given.

#### **Leaves from the College for Medical or Mental Health Reasons**

When a student has significant medical or mental health concerns or has had extenuating circumstances (e.g., a tragedy in the family), he or she may request a Medical Leave from the College, by submitting: 1) a completed Voluntary Medical Leave/Course Withdrawal Request form, and 2) the appropriate documentation from a qualified health professional to the Director of Health Services. The request must be received prior to the end of the current semester.

The Director of Health Services will consider the student’s request, and make a determination as to whether the request is appropriate. If the request is deemed appropriate, the Director of Health Services will recommend to the Office of the Registrar and the Office of Academic Affairs that the medical leave be granted to the student. Students may first be encouraged to consult with their instructors or advisors to determine if there are alternative methods to alleviate their academic workload before obtaining a Medical Leave.

If a student is not granted a Medical Leave, he/she may submit a written appeal, within two weeks of receiving the decision, to the AVPAA. The AVPAA will review the appeal in consultation with the Vice-President for Academic Affairs and their decision regarding the request will be final. If a request is denied the College catalog policies will apply, based upon the original date the Voluntary Medical Leave/Course Withdrawal Request form was originally submitted.

A student recommended for and granted a Medical Leave will be withdrawn from all current courses he or she is registered for, even after the official withdrawal period has ended and without academic penalty. Additionally, a student on Medical Leave will receive a one-year Maintenance of Matriculation that allows the student to return without having to re-apply or pay another application fee. The student will be responsible for meeting 100% of his/her fees and room charges, as outlined in the College catalog. The student's board will be prorated. If the student receives financial aid funding, a portion of their federal student aid may have to be returned. A calculation will be run based on current federal student aid guidelines.

If the student intends to return to the College to complete his/her degree, the student will be given a waiver for tuition charges to offset the cost of tuition upon his/her return. Should the student not return to the college to complete his/her degree, no refund of tuition charges will be given. If away for more than one year, the student would be subject to the catalog requirements in place at the time of return.

When a student wants to return to the College, he/she will be required to submit to the Director of Health Services appropriate documentation from a qualified health professional stating that the student has been cleared to return. It is recommended that he/she schedule a meeting with the Director of Health Services to review any relevant matters about this transition. If a student returning from a medical leave requires a reasonable accommodation in order to meet the essential eligibility requirements for MSMC students, MSMC will attempt to accommodate him/her as outlined in the MSMC Student Handbook. If the student is not approved to return to the College, he/she may submit a written appeal, within two weeks of receiving the decision, to the AVPAA. The AVPAA will review the appeal in consultation with the Vice-President for Academic Affairs, and their decision regarding the request will be final.

### **Leave of Absence Policy**

A leave of absence from the College may be granted to students for reasons other than academic difficulties for up to one full year after the end of the semester in progress. Students who do not intend to return in a subsequent semester must file for a Leave of Absence in order to remain classified as an "active" student. The leave requires approval by the academic advisors and the Registrar, and begins after the end of the semester in progress. Students requesting a leave of absence need to complete the Leave of Absence/Withdrawal Form available in the Office of the Registrar. The student must indicate his/her intended date of return to the College on the form. If the student does not return to the College on or before the appropriate date, he/she will be considered as having withdrawn from the College.

A student returning from a Leave of Absence **MUST** meet all requirements in place at the time of the approved leave of absence as long as the student returns within two academic semesters. Students taking a Leave of Absence who have received loans should consult the Financial Aid Office for information about loan repayment obligations. Filing for a Leave of Absence does not preclude suspension or dismissal at the conclusion of a semester. Students who were placed on probation at the time they took a leave of absence will, upon their return, continue to be on probation, and will be required to meet the conditions set by the College while they are on probation.

## Returning to the Mount

Students who break their matriculation for more than one calendar year from the date of departure and who would like to return to Mount Saint Mary College must submit an Application to Return to Mount Saint Mary College to the Registrar for a declared major. Students who were previously under an academic probationary status are subject to the conditions of that status upon return. Permission to return or request for admission into a specific major is not guaranteed and will be based upon the review. Upon approval from the Registrar, students may register for class. Any course work completed while away from the Mount will be reviewed for possible credit upon receipt of official transcripts. All students must complete the general education and major requirements in place at the time of re-entry. Student cannot mix requirements of two different catalogs. Students seeking any exception must petition the Academic Standards Committee.

## GRADING

The quantitative measure of a student's scholastic standing is the Grade Point Average (GPA) or the weighted average of the student's academic standing as measured by the reported grades and weighted according to credit and letter value.

The college uses the following grading system (quality points are indicated under the grade or to the right):

A	A-	B+	B	B-	C+	C	C-	D+	D
4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0
P	Passing								0.0
F	Failure								0.0
I	Incomplete (absent from final exam and/or incomplete required course work)								0.0
S	Exempted, course requirement has been substituted, no credit								0.0
W	Withdrawal during the period from the second week of class to the third week after the mid-semester date								0.0
AW	Administrative Withdrawal – for a student who fails to attend class before the end of the add/drop period.								0.0

Any sophomore, junior, or senior in good academic standing with a GPA of 2.2 may take advantage of the P/F grading system through the first two weeks of the semester. The Registrar will receive a form with notification of the student's choice of electives for P/F grading and at the end of the semester will change the letter grade received from the instructor to Pass (for A, B, C, or D) or Fail (F). The P course shall not be used in computing the GPA.

The Incomplete (I) grade is used only when a student has met the class attendance requirements of a course and must postpone the completion of certain papers, reports, or other assignments for reasons beyond the individual's control (individual or family health or emergency problems). The student must obtain the proper request form from the Registrar and submit a written request to the instructor for a grade of I. After reviewing the student's record, the instructor will determine the validity of the request in light of the reasons stated above and approve or deny the I grade. Approved I grade requests will be submitted with the Grade Report. The Registrar will monitor all requests for appropriate justification.

At the time the I grade is requested, the student and the faculty member will agree on a date by which the course work must be completed. Incomplete grades will generally be resolved by the fifth week of the following academic semester. All incomplete grades

must be changed by the tenth week of classes for graduating seniors or the day before the final examinations for all other students. If the grade is not changed by the date on the request form, the I grade will be changed to an F grade.

If the student is not awarded an Incomplete and the student believes the required conditions have been met, a written appeal may be presented to the division chair responsible for the course, and the Registrar. The division chair will evaluate the case and inform the student, the instructor, and the Registrar of the decision. If the division chair is the instructor, the VPAA will appoint a senior faculty member within the division to hear the student's appeal. The decision is final with no further appeal.

If a student voluntarily repeats a course, the better of the two grades will be used for the purpose of calculating the GPA and for meeting degree requirements. If the student withdraws from the course during the withdrawal period, the student will retain the first entered grade, which will be used in all calculations. The student's record will show that the course was repeated and the final grades for each time will be shown. Consult the Tuition Assistance Program in the Financial Aid section of this catalog for financial aid regulations regarding repeating a course.

A minimum semester GPA of 1.75 is required each semester.

Nursing students must attain at least a grade of C+ in required nursing and health courses. Education certification students must attain at least a GPA of 2.75 in required certification courses.

Candidates for a degree must attain a GPA of 1.85 by the end of the freshman year, and a 2.0 by the end of the sophomore year and each succeeding semester.

For class ranking purposes, when there is a tie in cumulative Grade Point Averages, with two or more students, the number of credits successfully taken at Mount Saint Mary College will be the tie-breaker; the student(s) with more institutional credits will be ranked higher.

## **Evaluation**

In evaluating the learning experiences provided by a semester of study, instructors may choose a variety of procedures; among these may be written or oral examinations, projects, practicums or theses. The course requirements and methods of evaluation are stated in writing and distributed by the instructor at the beginning of the semester.

## **Grade Appeal**

A student who believes that the grade he/she has received in any subject is in error should initiate the procedure outlined below. If the student is dissatisfied with the response at any step, he/she should proceed to the next specified step within two weeks following the issuance of the unfavorable response.

Step 1: The student should discuss the case with the instructor before the third week of the next regular semester following the one in which he/she received the grade.

Step 2: The student should submit a written appeal to the instructor giving a rationale for the grade change and providing supporting information.

Step 3: The student should submit the written appeal and supporting evidence to the chair of the division offering the course in question.

The hearing of the appeal will proceed as follows:

- a. The division chair will form an Appeals Committee. The Appeals Committee will consist of three teaching faculty members who, in the opinion of the division

chair, are competent to evaluate the appeal and the subject matter of the course.

- b. The committee will designate one of its members to serve as the chair. The chair will monitor the hearings, rule on procedure, and communicate the findings of the committee to the student and college officials. The division chair will be one of the three members, unless that person is the instructor against whom the grievance has been brought. Both the student and the faculty member must be present at the presentation of the appeal to the committee.
- c. In a case where the faculty member against whom the grievance is made cannot be contacted due to change in employment, death, etc., the vice president for academic affairs will be empowered to take the place of the faculty member and will change the course grade if the Appeals Committee decides in favor of the student. Both the student and the faculty member may have counsel at the hearing. The case must be decided by a majority vote within the semester during which the appeal is initiated. The decisions of the Appeals Committee are final and binding. They will be communicated to the student in writing by the chair of the Appeals Committee with copies sent to the faculty member, the VPAA, and the Registrar.

## HONORS STANDING

### Latin Honors

Three grades of honors are awarded at commencement to those graduates who have maintained a superior level of achievement during the entire undergraduate program:

Summa Cum Laude, or highest honors, is awarded to those having a GPA of 3.80 and no grade below B for all course work;

Magna Cum Laude, or high honors, is awarded to those having a GPA of 3.60 and no grade below C;

Cum Laude, or with honor, is awarded to those having a GPA of 3.40 or above.

### Scholars

In order to foster scholarly activity and to recognize academic achievement, the faculty, upon the recommendation of the Academic Standards Committee, may confer the title of Aquinas Scholar or Ralph Scholar. These scholars must have attained a high degree of proficiency in their studies and have demonstrated initiatives and/or activities that exemplify a sincere commitment to learning at Mount Saint Mary College. The candidates must be enrolled as full-time students.

The title Aquinas Scholar is awarded to juniors or seniors who have completed at least 30 credits at Mount Saint Mary College. The students must have attained a minimum GPA of 3.60 and have received the recommendation and approval of the division in which their major is offered. Only up to 5% of the students per division per class, or three students per division per class, whichever number is larger, may be nominated.

The title Ralph Scholar is awarded to sophomores who have completed at least 30 credits, 24 of them at Mount Saint Mary College, in the freshman year. Students must have attained a GPA of 3.40 and have received the recommendation of at least two faculty members. Ralph Scholars may be nominated by any individual faculty member on the basis of overall freshman performance, not as divisional majors. Only 5% of the class may be named.

### Dean's List

The Dean's List is announced at the end of each semester. The Dean's List includes the

names of students who have carried at least 12 graded credits in a semester. A minimum semester GPA of 3.50 in the graded courses is required.

Students with unresolved I grades will not be considered for academic awards. Only students with resolved I grades due to emergencies (illness or family) or due to the nature of the course will be retroactively considered for the Dean's List.

## HONOR SOCIETIES

**Alpha Chi** is a national college honor scholarship society for full-time juniors and seniors of all disciplines. The purpose of the organization is to promote and recognize academic excellence and exemplary character. Among requirements for admission is that a student must rank in the highest 10% of the class. The New York State Kappa Chapter of Alpha Chi was established at Mount Saint Mary College in 1981.

**Alpha Sigma Lambda** is the honor society for adult students in continuing higher education. The Gamma Iota Chapter was established at Mount Saint Mary College in 1982. Alpha Sigma Lambda is dedicated to the advancement of scholarship and leadership, and recognizes the high scholastic achievement of the adult learner in light of the competing interests of home and work on the academic life of the non-traditional student. The Chapter's members are selected from the highest 20% of adult students who have met eligibility criteria, including a minimum GPA of 3.2.

**Beta Beta Beta** is the national biological honor society; it was established at Mount Saint Mary College in 1975. Active membership in the Lambda Theta chapter is open to biology majors who have completed the first semester of their sophomore year and attained a Grade Point Average of 3.0 or better in all courses in biology; active membership is considered to be evidence of superior scholastic and professional achievement. Associate membership is open to all students interested in the life sciences. The society strives to stimulate scholarship, promote biological research and disseminate scientific knowledge.

**Chi Alpha Epsilon** (XAE) National Honor Society recognizes academic achievements of students admitted through non-traditional criteria and serves developmental, Student Support Services, McNair Scholars, and Educational Opportunity Program students. Its purpose is to promote continued high academic standards, increased communication among its members, and honor academic excellence.

**Delta Mu Delta** is an international honor society, which was established in 1913 to recognize academic excellence in both undergraduate and graduate business and accounting programs. The Epsilon Iota Chapter was established at Mount Saint Mary College in 1989. Induction in Delta Mu Delta brings lifetime membership and the highest international recognition that a business student can earn. Undergraduate students with a GPA of 3.25 or higher (3.6 or higher for graduate students) who are also within the top 20% of their class and have completed one-half of their required course work for their degree with at least 24 of those credits taken at the Mount are eligible to apply.

**Gamma Nu Eta** is the national honor society in Information Technology. The Epsilon Chapter was established at Mount Saint Mary College in 2016 to recognize and encourage excellence in the field of Information Technology among students and to foster scholarship, leadership, and community involvement within its membership. Members are chosen from students of information technology and other closely related fields who are strong academically and demonstrate leadership, campus involvement and excellent character. All students who have completed the required number of information technology courses and have earned the required overall GPA and required GPA in the major are eligible.

**Gamma Sigma Epsilon** is a national honor society in chemistry. The Kappa Epsilon chapter was established at Mount Saint Mary College in 1999. The purpose of the society is to recognize outstanding academic achievement in chemistry and to increase interest, scholarship and research in the discipline. Students who have completed a minimum of 16 credits in chemistry with a minimum Grade Point Average of 3.0, and a 3.00 GPA in chemistry courses, are eligible for membership.

**Kappa Delta Pi** is the International Honor Society in Education. The Sigma Tau Chapter was established at Mount Saint Mary College in 1992. Kappa Delta Pi promotes excellence in, and recognizes outstanding contributions to, education. The society endeavors to maintain a high degree of professional fellowship among its members, quicken professional growth and honor achievement in educational work. Active membership is open to upper-class and graduate students who have completed the appropriate number of credits with the required scholastic average. Membership is open to Mount alumni and faculty.

**Kappa Mu Epsilon** is the honor society in mathematics. The Pi Chapter was founded at Mount Saint Mary College in 2007 to promote interest in mathematics among undergraduate students. Chapters are located in colleges and universities of recognized standing that offer a strong mathematics major. The chapters' members are selected from students of mathematics and other closely related fields who have maintained standards of scholarship, have professional merit, and have attained academic distinction.

**Lambda Pi Eta** is the communication arts honor society of the National Communication Association. The Phi Pi Chapter was established at Mount Saint Mary College in 2007. Eligibility for membership is open to students in communications majors who have completed a minimum of 12 credits in the major while maintaining a GPA of 3.0 and GPA in the major of 3.25. Phi Pi recognizes scholarship in communication studies; promotes and encourages professional development; provides for opportunities to discuss ideas in the fields of communication; and provides opportunities to be of service to the community.

**Phi Alpha Theta** is the International Honor Society of History. It was established at Mount Saint Mary College in 1993. Phi Alpha Theta is a professional society whose purpose is to promote the study of history through the encouragement of research, good teaching, publication, and the exchange of learning and ideas among historians. All students who have completed the required number of history courses and are maintaining high standards in their college studies are eligible.

**Psi Chi** is the National Honor Society in Psychology, founded in 1929 for the purpose of encouraging, stimulating, and maintaining excellence in scholarship, and advancing the science of psychology. Membership is open to graduate and undergraduate men and women who are making the study of psychology one of their major interests, and who meet the minimum qualifications. Psi Chi was established at Mount Saint Mary College in 1994.

**Sigma Delta Pi**, the National Collegiate Hispanic Honor Society, is a non-profit organization incorporated in the State of South Carolina, a member of the Association of College Honor Societies and partners with the American Association of Teachers of Spanish and Portuguese, Estudio Internacional Sampere, the Instituto Universitario de Investigación en Estudios Norteamericanos Benjamin Franklin, the Universidad Veritas, the International Association of Hispanists, and the North American Academy of the Spanish Language. The honor society was founded at the University of California, Berkeley in 1919.



**Sigma Tau Delta** is the International Honor Society for English studies. The Alpha Mu Upsilon Chapter of Sigma Tau Delta was established at Mount Saint Mary College in 2005 with the mission to confer distinction upon full-time students of English language and literature and to promote a community of scholars dedicated to learning and to service. Eligibility is limited to students who have earned a GPA of 3.0 and a 3.25 GPA as an English major or minor. Members of Sigma Tau Delta have the opportunity not only to be recognized for their outstanding achievements but also to be enriched in their education and helped in their careers.

**Sigma Theta Tau** is the International Honor Society of Nursing. The Mu Epsilon Chapter was chartered in 1989. The purpose of Mu Epsilon is to recognize superior achievement and leadership, to foster high professional standards, to encourage creative work, and to strengthen commitment to the ideals and purposes of the nursing profession. Eligibility in Mu Epsilon is determined by several criteria including grade point average, leadership qualities, scholarship and contributions to the nursing profession. Membership in Mu Epsilon is by invitation to upper-class nursing students, faculty and community leaders in nursing.

**Tau Upsilon Alpha** is the national Honor Society for Human Services. The Alpha Omicron chapter was established at Mount Saint Mary College in 2012. It's mission is to honor academic excellence, to foster lifelong learning, leadership and development, and to promote excellence in service to humanity.

## HONORS PROGRAM

The Honors Program at Mount Saint Mary College offers high-achieving students the opportunity to work with their peers to enhance their educational experience. Admission into the program is by invitation from the Director of the Honors Program. Freshmen qualify on the basis of exemplary high school records, a composite score on college proficiency exams and SATs (or ACTs) that indicate the student's ability to meet the rigors and challenges of honors-level course work.

Students seeking to participate in the program after the fall term of the freshman year, as well as transfers students, qualify for consideration based on the following criteria: they have attained a GPA of 3.4 after a minimum of 15 credits taken at the Mount and they are recommended by a faculty member.

### Oversight

The Honors Program is overseen by the Faculty Honors Council, the Director of the Honors Program and the Assistant VPAA . This council includes the Assistant VPAA, the Director of the Honors Program and faculty from each division, as well as a student representative. This student representative is an elected member of the Student Honors Council, a student-led organization that is the voice of Honors students on campus.

### Types of Honors Courses

There are three types of Honors courses through which a student can earn Honors credit. First, HON designated courses are designed specifically for the Honors program, and the entire class is assumed to be in the Honors program. These courses are usually Honors versions of courses that fulfill requirements in the General Education curriculum (e.g. Introduction to Psychology, World Religions, etc.).

Second, Honors-by-Contract courses are those made through individual contracts between a faculty member and an Honors student in courses for which there is not an Honors section. Each contract must be developed by the student and faculty member and submitted for approval to the Associate VPAA before the Drop/Add date of the semester in which the course is taken.



Third, a student may register for an Honors Tutorial, which is associated with regularly-scheduled course, and which combines the advantages of dedicated Honors sections with the Honors-by-contract model. If offered during the term, students register a traditional version of the course and a separate zero-credit section of Honors Tutorial. In addition to meeting with the regular class, Honors students meet, as a group, with the instructor for at least an additional 10 hours over the course of the semester. In this type of course the Honors students benefit from the collective learning of a classroom in courses for which there are insufficient students to warrant a dedicated Honors section. (A minimum of five Honors students is required for this option.)

### Academic Progress

The student is responsible for the selection of, enrollment in, and completion of a minimum of 18 Honors credits over four years. It is recommended that Honors students taking only the minimum number of credits to qualify for the completion of the program take 6-9 Honors credits in the freshman year and the remaining credits in subsequent years. Students must complete one interdisciplinary HON 3000-level theme-based course and one culminating 4000 level Honors research/project course to satisfy program requirements. The Registrar, in consultation with the VPAA and the Honors Program Director must approve Honors courses transferred from other institutions.

To maintain their status in the Honors Program, students will need to demonstrate that they are making “satisfactory progress” towards earning the 18 credits necessary for graduation from the Honors Program. This progress will be demonstrated not only through maintenance of a 3.4 GPA, but also through completion of Honors courses according to the schedule below:

Credits Earned	Required Honors Credits Earned
30	6
60	9
90	12
120	18

Note that the credit expectations outlined above are the minimums required to maintain status as a student in the Honors program; earning more credits in the first, second, and third years can reduce the requirement in the senior year.

During the junior and senior years, Honors students are required to take (1) a theme-based interdisciplinary studies course and (2) the culminating independent study research course, which may be centered in their major field of study. In identifying the topic, focus and scope of this independent research, the student is guided by an academic advisor/mentor, chosen by the student in consultation with the Director of the Honors Program.

### Grade Point Average Requirements

The following table will be used as a guideline in determining academic standing based on cumulative GPA, but students will generally have at least one semester on probation as an opportunity to raise their GPAs before being academically dismissed.

Credits	Good Standing	Probation	Dismissal
0-30	GPA ≥ 3.40	3.40 > GPA ≥ 3.00	GPA < 3.00
31-60	GPA ≥ 3.40	3.40 > GPA ≥ 3.10	GPA < 3.10
61+	GPA ≥ 3.40	3.40 > GPA ≥ 3.20	GPA < 3.20

Along with satisfactory academic progress, there is a required GPA minimum of 3.40 to remain in the Honors Program. If a student's GPA falls below 3.40 at the end of a given semester, that student may be placed on Honors Probation, or may be dismissed from the Honors Program. A minimum grade requirement of "B" or better is required in a designated Honors course in order for the course to be recorded as an Honors course and for the Honors student to receive Honors credit. Should a student not receive a grade of "B" or better in a designated Honors course but still pass the course with a "D" or better, the student will not receive Honors credit but will receive liberal arts elective credits for the course.

A student on Honors probation has up to two semesters to bring his or her GPA to a 3.40, with the Assistant VPAA's approval in consultation with the Faculty Honors Council and the Director of the Honors Program. A student who falls below the GPA mark for dismissal, as shown in the table, will be dismissed from the program. As a result, it is possible that a student could take 18 credits of Honors course work and still not complete the Honors Program, if that student's GPA is less than 3.40 by the time of graduation.

Readmission to the program will be up to the discretion of the Assistant VPAA in consultation with the Faculty Honors Council and the Director of the Honors Program. Appeals may be made within the semester of notification of dismissal or probationary status.

The Honors Program's academic agenda is complemented and reinforced by cultural and social activities. While designed for traditional undergraduate students, the program is open to non-traditional students. The Honors Program provides students with the opportunity to interact with faculty and other Honors students in courses and in social and cultural activities. Other benefits during the student's college career include early registration, Honors housing, and cultural trips as well as social activities planned throughout the year. Also, Honors program seniors, who have satisfactorily completed the program, are acknowledged at an Honors Program Recognition Event prior to graduation. Successful completion of the Honors Program is indicated on the student's official academic transcript.

## **CLASS SCHEDULING AND ATTENDANCE**

### **Attendance Policies**

Course attendance requirements are determined by individual instructors. If a student misses classes, he or she must discuss these absences with the respective faculty members. The offices of Health Services, Student Affairs, and Athletics are not authorized to excuse students from classes. If a student knows in advance that he/she will be absent from a class, the instructor should be informed as soon as possible. The Dean of Student Affairs will inform the instructors and the Registrar. Students who miss classes remain responsible for work assignments and material covered in their absence. Students who withdraw from the College must inform the Registrar before departure. Consecutive absences will be reported to the Dean of Student Affairs by the instructor at mid-term and at term end.

### **Closings (Weather Line)**

Should severe weather or other conditions make it necessary for the administration to suspend classes, such notification will usually be made over local radio stations at approximately 6 am. Students can consult the Weather Line (845-569-3500) or the College website, [www.msmc.edu/weather](http://www.msmc.edu/weather), for school closings or delays; students should not call the switchboard or college personnel. Any canceled classes are required to make up any missed class time.

## **Auditing Courses**

On December 16, 1976, the Board of Trustees approved a resolution from the Faculty Senate that provides for senior citizens (anyone 60 years or over) to audit courses free of charge, subject to permission of the instructor, available space and in accordance with college policy on auditing. The present policy on auditing is as follows:

A regularly enrolled student may audit courses with the permission of the instructor or the chair of the division in which the course is offered, the Registrar and/or the student's advisor. The instructor establishes the conditions under which the student may audit. In no case will a student receive credit for auditing, but the course audited will be counted in determining student load.

Tuition (generally 50% of the course costs) is charged for an audited course with the exception of senior citizens as described above.

## **Off-Semester Scheduling**

### **JANUARY INTERIM**

January Interim enables students to give exclusive attention to one course of study over a two- to three-week period before the spring semester. In order to meet the needs of a wide variety of students, courses of both a traditional and non-traditional nature are offered by the College faculty.

If a student pursues a course or courses abroad in another accredited institution of higher education, that credit is treated as a permission credit. In such a situation, the student pays his/her fee to the accredited institution abroad and that college is required to pay the salary of the instructor. Mount Saint Mary College merely records the course, grade, and credit on the student's transcript and does not get involved in an exchange of finances. However, if the Mount offers a course abroad and hires an instructor to teach the course, the student pays the Mount a fee for the credits taken and the College pays the instructor for teaching the course.

Participation in January Interim is entirely voluntary. Students may participate in anticipation of early graduation, as an alternative to the normal five-course study program in the spring and fall semesters or to take advantage of the many non-traditional course offerings that are common to the Interim.

A student may register for a maximum of one 3-credit seated class and one 3-credit online class during January Interim. Requests for exceptions to this policy will be forwarded to the Academic Standards Committee.

### **SUMMER SESSION**

The college offers two 5-week summer sessions. Students who register for Summer Session courses are generally advised not to carry more than two courses per session.

## **REGISTRAR INFORMATION**

The Office of the Registrar is responsible for the following services:

- a. Maintaining the integrity of Mount Saint Mary College academic records by adhering to all college, state, and federal policies and procedures.
- b. Establishing registration procedures and editing all academic calendars and schedule of classes.
- c. Maintaining student authorization for release of education information via the FERPA Release form available in the registrar's office and on the student portal.
- d. Evaluating and recording of transfer credits on a student's academic record. The

Student Information System will reflect the transfer courses accepted. Advisors have access to this system.

- e. Coordinating the evaluation of nontraditional credit programs.
- f. Processing independent study and internship forms, incomplete request forms, registration forms, add-drop forms, pass-fail registrations, FERPA verification, and all request forms to study outside of the Mount. All forms are available in Office of the Registrar and on the student portal.
- g. Maintaining academic progress reports for each student through the Student Information System. All mid-term and final grades are available via the Student Information System.
- h. Issuing official student transcripts at a student's written request. The cost is \$5 each. An unofficial copy of a student's transcript will be provided upon written request at no charge to currently enrolled students. Note: Official and unofficial transcripts will not be released if the Student Accounts Office or other college officials have initiated a "hold" on transcripts.

### **Add/Drop Policy**

The add/drop period allows students the opportunity to alter their schedule without incurring a notation on their transcript or being charged tuition. For traditional courses, this period extends for the first week of the semester. For accelerated courses, this period ends after the first week of the class. See the Academic Calendar for specific add/drop dates.

Students may not attend classes for which they have not officially registered. Students who attend class without the proper authorization from the Registrar will not receive a grade or credit for the class. A student can add courses to their schedule via the campus web module, or by submitting an add slip to the Registrar by the specified deadline.

Not attending a class does not, by itself, constitute an official drop from that course. To officially drop a course, students must use the campus web module or submit a drop slip to the Registrar by the specified deadline. Failure to take the appropriate action will result in a failing grade and a financial penalty.

After the end of the add/drop period, students still have the opportunity to withdraw from a class without incurring an academic penalty. See the withdrawal policy for further details.

### **Withdrawal from a Course**

Students must submit a withdrawal slip to the Registrar to be dropped from a class and reduce the financial obligation. The date of withdrawal submission to the Registrar will determine any reimbursement. When a student withdraws during the period of the second week of class and three weeks after the mid-semester date, the symbol W will be entered on the individual's transcript. No credits or quality points will be given for the course work. When a student withdraws after the above period, the grade F will be entered on the individual's record.

### **Permission for Credits**

The usual course load is 15 credits or five academic credit courses in a traditional semester. Full-time students with a minimum GPA of 3.0 may be permitted to register for more than five academic credit courses. (See course load limitations below.) These limits may not be exceeded without the approval of the Academic Standards Committee. Students should anticipate graduation, major and course requirements and submit appropriate requests in a timely manner. Freshmen in their first semester at Mount Saint Mary College are limited to five credit bearing courses.

Requests for course overloads must be submitted to the chair of the Academic Standards Committee before the start of the semester. All requests must be submitted and approved by the end of the add/drop period.

<b>Course Load Limits</b>		
Student Status	Regular	Maximum Credits Per Fall/Spring Semester With Lab, Practicum, Physical Education
Probation, Monitored or Special Consideration	12 credits	13 credits
Students in Good Standing* With 15 MSMC credits	15 credits	17 credits
3.000-3.499 GPA	18 credits	20 credits
3.500-4.000 GPA	21 credits	23 credits
Seniors with 2.750-2.999 GPA for their final semester (or for any senior also completing student teaching)	18 credits	18 credits

\*Students enrolled in the Adult Degree Completion program may take 18 credits per semester with a maximum of 20 credits with lab, practicum, or internship, providing they are in good academic standing.

Students, while matriculated at the Mount, may transfer credits and grades (of C or better; this does not include C- grades) toward degree requirements for course work taken at other institutions, provided prior permission for such courses has been granted by chair of the division offering the courses. In the case of juniors and seniors, course work should be taken at an institution granting the baccalaureate degree.

Students, while matriculated at the Mount, may transfer credits and grades (of C or better; this does not include C- grades) properly evaluated by New York State College Proficiency Examinations or the College Level Examination Program (CLEP). Mount Saint Mary College participates in the Visiting Student Program of the Association of Colleges and Universities in the State of New York.

### **Reports and Transcripts**

Students' grades are available mid-term (traditional students) and at the end of the semester via the campus web module. Students may request a copy of their academic transcript by filling out a Transcript Request Form, or by submitting a written request to the Office of the Registrar. Fees: Official Transcript: \$5; Student Copy: \$3 (no charge for currently enrolled students); five copies to same address: \$20; 10 copies to same address: \$30. You can also access the link to the National Student Clearinghouse at <http://www.getmytranscript.com>

### **Transcript Notifications**

For students who, after a formal conduct procedure, have been found responsible for a crime of violence (including forcible and nonforcible sex offenses, robbery, aggravated assault, criminal homicide, burglary, motor vehicle theft, and arson), the College will make a notation on the transcript of such students that they were "Suspended After a Finding of Responsibility for a Code of Conduct Violation" or "Expelled After a Finding of Responsibility for a Code of Conduct Violation." For respondents who withdraw from the College while such conduct charges are pending, and decline to complete the disciplinary process, the College will make a notation on the transcript of such students that they "Withdrew with Conduct Charges Pending."

Students may seek the removal of a transcript notation for a suspension in accordance with the procedures outlined in Article III, The Student Conduct Hearing of the Student

Code of Conduct, located in Section XII of the Student Handbook, except that such notation shall not be removed prior to one year after conclusion of the suspension. Notations for expulsion shall not be removed.

If a finding of responsibility is vacated for any reason, any such transcript notation shall be removed.

### **Family Educational Rights and Privacy Act**

Among the Education Amendments Act of 1974 was one amendment sponsored by Senator James Buckley of New York entitled the Family Educational Rights and Privacy Act (FERPA), which became effective in November 1974.

In summary, the Buckley Amendment governs access to, and release of, records maintained by certain educational institutions and agencies. Educational records may not be released to third parties (with some exceptions) without the student's prior, written permission. Eligible Mount Saint Mary College students who have been in attendance have access to their educational records.

Educational records are defined broadly to include records, files, documents and other materials that contain information directly related to a student and are maintained by this college or by a person acting for this college.

The following educational records are maintained by the Registrar as indicated:

- Academic Probation and Dismissal Letters
- Acceptance Letters
- Admissions Application
- Advanced Placement Reports
- Appeal and Re-admission Letters\
- College-level Exams Reports
- Computer Data Form
- Grade Changes
- High School Transcript
- Incomplete Grade Requests
- Independent Study Requests
- Internship Requests
- Pass/Fail Requests for Grades
- Permission Forms for Study Outside Mount Saint Mary College
- Proficiency Examination Results
- Secondary School Reports
- Student Transcript
- Student Directories
- Transfer Evaluations and Supporting Transcripts
- Veterans' Administration Forms
- Withdrawal Forms

The Office of Student Affairs maintains medical records and disciplinary records.

The Career Center maintains student and alumni placement files.

Upon request, a student may obtain an unofficial transcript of courses. No official transcript is issued to proper authority without the expressed, written consent of the student. A student's academic advisor may request an evaluation of transfer credits for advisory purposes.

Reports of proficiency examinations, advanced placement tests, and college level examinations are also evaluated by the division chair.

### **Access to Records**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

- a. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar, Associate VPAA, or chair of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
- b. The right to request the amendment of the student's education records that the student believes is inaccurate or misleading. Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- c. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.
- e. The right of access shall include:
  1. List of records kept by the College that are directly related to the student;
  2. Right of inspection and review;
  3. Right to obtain copies but at the individual's own expense (cost of reproduction: \$3 for unofficial transcript, \$5 per official transcript, 10 cents per page for other educational records);
  4. Right to reasonable explanation of records;
  5. Right to hearing to challenge the content of records.

Eligible students do not have a right of access in the following cases:

- a. Financial records of parents;
- b. Confidential materials or recommendations submitted before January 1, 1975;
- c. Where there has been a waiver concerning confidential recommendations - admissions, employment, and honor awards.

### **Challenges to the Contents of Records**

Eligible students shall have the right to a hearing to ensure that records are not inaccurate, misleading, or otherwise violate privacy. The opportunity to correct or delete information where appropriate shall be provided. In addition, an opportunity to submit a written explanation when deemed necessary by the challenger is provided.

### **Student/Alumni Directory Information**

Student Directory Information is standard information that the College may release for public consumption without prior authorization. It includes: student's name, address, telephone listing, college email address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student.

Mount students may request that directory information not be released without their written consent by contacting the Office of the Registrar. Mount graduates may likewise request a ban of release of directory information in the Alumni Directory before publication by sending a written request to the Office of Alumni Affairs.

## **STUDY ABROAD PROGRAM**

Mount Saint Mary College affords students the opportunity to pursue academic year, semester, summer or January Interim programs abroad. The study abroad initiative is in accord with the Mount's response to the growing need for students to gain cultural competency and study within a global classroom. Our purpose is to enhance the college experience of our students by providing opportunities in academic achievement, global competence, and personal growth through quality international education. For semester or year-long study students must be sophomores standing or above, with a minimum GPA of 2.5. January interim and summer programs are open to all students who have successfully completed 12 undergraduate credits with an overall GPA of a 2.5 or a 3.0 in their major.

### **Academic Year/Semester Study Abroad**

In order to give students experiences provided by other member institutions in the consortium, the Mount also maintains formal affiliation agreements with third party providers of study abroad opportunities such as EF (Education First), CAPA the Global Education Network, ISA (International Studies Abroad), CEA (Cultural Experiences Abroad) and CIS (Center for International Studies). All federal monies are portable for Mount students studying abroad for a fall and/or spring term. Institutional aid is also available though not guaranteed. We also offer students the opportunity to intern abroad in fourteen different countries during the summer months through our partnership with CIS Abroad.

Mount students have recently studied abroad in Italy; Australia; South Africa; Peru, the Czech Republic and more. Mount students have also participated in the Semester at Sea Program sponsored by The University of Virginia and have volunteered all over the world.

**Note:** The student must achieve the equivalent of a C- grade or better in a course taken abroad from either a foreign institution or from another American college or university



sponsoring the study abroad for the course credit to transfer to the Mount. All academic coursework is approved prior to travel to assure that appropriate degree progress is being met. Students on probation or under disciplinary action must be off probation for one full semester prior to travel.

### **The Mount's Short-Term Study Abroad Programs**

The Mount sponsors its own short-term summer, spring break and interim study abroad programs. While these Mount-based programs are primarily directed toward its own student body, students from other colleges and universities are welcome to participate. In the event of unprecedented demand for a limited number of program participant vacancies, preference is given first to Mount students with a minimum 2.5 Grade Point Average; secondly, to students from member institutions in the Lower Hudson Valley Catholic Colleges Consortium; and, thirdly, to students from other colleges and universities.

Mount students must have a minimum 2.5 overall GPA or a 3.0 within their major field to participate in Mount study abroad programs. All students must be recommended by two full-time Mount faculty members or by an administrator to be accepted into the program. A satisfactory interview with the Director of International Programs may also be required.

Regular short-term programs include the following and unless noted are run concurrently with the Summer 1 class session (please note that programs may change annually; plan ahead for your study abroad experience):

#### **The Mount in Dominican Republic 2017 (every spring break)**

The Spring Break Dominican Republic Program is open to the following majors: Nursing, Human Services, and Hispanic Studies. Undergraduates can earn 3 credits during their spring semester. This course will provide an intensive introduction into the health care system and the role of the nurse in health promotion. Students will work in conjunction with the Foundation for Peace while caring for people in the Bateyes in the Dominican Republic.

#### **The Mount in Florence, Italy 2017 (every summer)**

This program allows students to study within the heart of Italy, walking distance from the art and architecture that has defined European culture. Students take two courses (3 credits each course) taught by Mount Saint Mary College professors in areas such as Italian Art History, Psychology, Math and Science. Excursions are included and students live in standard Italian apartments walking distance from the campus. All classes take place at the CAPA center within the shadow of The Duomo.

#### **The Mount in London, England 2017 (every other summer)**

This program allows students to study at London's only residential garden campus, with the center of London just a few steps away. Students take two courses worth 3 credits taught by Mount Saint Mary College professors in areas such as History, Art, Religion, English, and Theater. Students can experience life as it was when Shakespeare first produced his masterpieces at the Globe Theater, take a ride on the London Eye, or stroll through the Harry Potter Experience.

#### **The Mount in Spain: Travel and Learn 2017 (every other summer)**

This program is designed to give students a true Spanish experience. From Madrid to Barcelona, students will travel to four different Spanish cities all in one month. Each location offers an amazing opportunity to explore the diverse populations and wonders

of Spain. Students take two courses worth 3 credits taught by Mount Saint Mary College professors in areas such as History, Spanish language, Philosophy, Nursing, and Economics. Student can engage in cultural activities and excursions to expose the rich history and culture of Spain.

#### **The Mount in Shanghai, China - January Interim 2016 - 2017 (every other winter)**

Shanghai is the perfect choice for students wanting to witness the making of China's future. It's a bustling metropolis with a must have mentality towards anything Western, hip, and ultra-modern. The program takes place late December to mid-January. Students earn 3 credits during their winter break along with local and overnight excursions to Chinese sights of interest taught by Mount Saint Mary College professors in areas such as Business, History, Sociology, and Science. Past trips included Taji in the park, Beijing, and Xi'an.

### **MSMC SHORT TERM STUDY ABROAD 2018**

#### **The Mount in Dominican Republic 2018 (every spring break)**

The Spring Break Dominican Republic Program is open to the following majors: Nursing, Human Services, and Hispanic Studies. Undergraduates can earn 3 credits during their spring semester. This course will provide an intensive introduction into the health care system and the role of the nurse in health promotion. Students will work in conjunction with the Foundation for Peace while caring for people in the Bateyes in the Dominican Republic.

#### **The Mount in Dublin, Ireland 2018 (every other summer)**

Students choose two courses that best fit their academic needs for 6 credits. As a complement to classrooms studies, students participate in visits to local companies and places of interest related to the program. All classes and lectures are held at Griffith College in the center of Dublin, making for a truly immersive Irish experience in a global city.

#### **The Mount in Florence, Italy 2018 (every summer)**

This program allows students to study within the heart of Italy, walking distance from the art and architecture that has defined European culture. Students take two courses (3 credits each course) taught by Mount Saint Mary College professors in areas such as Italian Art History, Psychology, Math and Science. Excursions are included and students live in standard Italian apartments walking distance from the campus. All classes take place at the CAPA center within the shadow of The Duomo.

#### **The Mount in Paris, France 2018 (every other summer)**

The summer program in France is focused on French culture and experience. Students can study intensively while using the unique context of France, its business, museums, monuments, and communities to bring to life the materials learned in class. Students will choose two courses that best fit their academic needs for a total of 6 credits. As a complement to classrooms studies, students will also have the opportunity to participate in visits to local companies and places of interest related to the program.

#### **The Mount in New Zealand - January Interim 2017-2018 (every other winter)**

This course is designed to introduce students to the cultural and biological diversity of New Zealand. The program takes place late December to mid-January. Students earn 3 Biology credits taught by Mount Saint Mary College professor. This multi-week trip will include visits to reintroduction/colony sites of many endangered species, the major cities of New Zealand, and strongholds of the first settlers of New Zealand.

Mount students have a wide range of study abroad options. With the permission of the Mount's academic divisions, the Director of International Programs can make arrangements with other institutions to facilitate and expand venues for Mount student participation in study abroad. Advisors in the student's major participate in the course approval process to assure that courses taken abroad complement and are integrated into a student's total academic program at the Mount, and that credits awarded count towards the completion of the 120 credits required for graduation. Learn more about the MSMC study abroad options through our website at [http://www.msmc.edu/Academics/Study\\_Abroad](http://www.msmc.edu/Academics/Study_Abroad).

### **INTERNATIONAL INTERNSHIPS (summers only)**

Interning abroad will encourage personal development while laying the foundation as an engaged world citizen ready to succeed in the new global economy. Internships combine practical work experiences with academic majors and career goals. International internships provide you with a well-rounded education that will help you to:

- Broaden academic perspectives
- Increase global awareness
- Build cultural competency

Our internships combine practical work experience with academic majors and career goals. Previous international internships included sites in Ireland, Spain, London, and China. In summary, nothing can add to the professional dimension and powerful credentials to a student's education better than an internship experience.

For more information on how to study abroad with Mount Saint Mary College, contact the Office of International Programs at (845) 569-3798 or email [study.abroad@msmc.edu](mailto:study.abroad@msmc.edu).

## **CAREER CENTER**

The Career Center offers students and alumni information and services to assist them in their career preparation.

Career Development provides individual counseling regarding career planning, interest assessment, resume/cover letter critiques, graduate school guidance, and job search assistance. Workshops and seminars are also conducted on various topics that include career decision making, applying to graduate school, resume and cover letter writing, interviewing skills, and job search strategies. In a comprehensive survey concerning the status of a recent graduating class, results indicated that 91% were employed six months after graduation, with 86% employed in positions related to their field, and 35% were pursuing graduate, professional or other study beyond the bachelor's degree.

Co-ops, internships, volunteer and shadow opportunities are optional educational experiences that promote academic, personal, and professional development. This enrichment opportunity adds a professional dimension to the traditional college curriculum by enabling students to combine practical work experiences with academic majors and career goals. Students who are pursuing programs of study in psychology, physical therapy/psychology, human services, technology and digital media, and sports management are required to participate in this program to obtain their prescribed internship.

Many businesses, schools, health-care facilities, social service agencies, scientific laboratories, information systems companies, public relations and media companies employ students in career-related work experiences that reinforce knowledge learned in the classroom and prepare students with life skills and career choices.

Students may work in paid co-op positions or in internships related to their majors. During the internship experience, students earn academic credit that satisfies degree requirements. Occasionally, students may earn academic credit for the learning that occurs during a paid co-op experience. Faculty must approve the co-op or internship job description as worthy of academic credit before a student may register for credit.

Students are required to complete a minimum of 45 hours of work to earn one academic credit. Grading will be either Pass or Fail. Credit will not be awarded for work completed before registration for an internship.

The Career Center staff will also assist students in obtaining appropriate volunteer and shadow experiences that are necessary to satisfy application requirements for graduate professional schools.

Participation in co-ops, internships, volunteer and shadow experiences affords students in all academic disciplines the opportunity to:

- gain practical career-related experience before graduation;
- enhance job search skills including resume writing and interview strategies;
- develop professional work habits, interpersonal skills and confidence;
- apply skills learned in the classroom;
- explore potential career interests;
- develop employer and networking contacts;
- earn college credit for internships and selected co-op experiences;
- defray educational costs.

Students acquire practical experience in their major field by working part time (15-20 hours per week) or full time during a semester, or part time or full time during the summer.

Matriculated students in any major who have completed the freshman year and earned 30 credits, are registered for at least 6 credits per semester and have a minimum GPA of 2.5 (2.0 for psychology, physical therapy/psychology, human services, technology and digital media, and sports management) are eligible to participate in co-ops, internships, volunteer and shadow experiences. Students must be in good academic and social standing. Those on academic probation, monitored program and those who are under any imposed sanctions as described in the Student Judicial Code, including residence hall probation and disciplinary probation, are not eligible to participate.

Students interested in these experiential education opportunities must work together with the Career Center staff coordinators to complete the application process and/or update their portfolios during the semester preceding the work experience. With assistance from their academic advisors, students who carefully plan their course schedules can accommodate both class and work schedules.

Mount students and alumni may access our database, Connections, to search for part-time and full-time jobs, co-ops, internships, volunteer and shadow experiences. The Career Center staff coordinators will assist students as they apply for positions.

Staff coordinators develop and maintain contacts and referrals and facilitate the introduction of students to cooperating employers. The final responsibility for interviewing, evaluating, selecting, and hiring students, however, rests with the employer. The student, under the direction and supervision of the employer during each work period, then becomes the employee of the cooperating employer. Therefore, Mount Saint Mary College will not guarantee that students will be selected by employers/organizations for positions or assume liability for any action or omission by a student or employer during a co-op, internship, volunteer or shadow experience.

## **OFFICE OF GRADUATE AND ADULT DEGREE COMPLETION PROGRAMS**

The Office of Graduate and Adult Degree Completion Programs welcomes and assists all just starting or resuming academic studies in our evening/weekend format to acquire new work-related competencies or pursue interests that enrich their lives. The Mount offers seven bachelor's degree programs and three master's degree programs in business, education, and nursing. More information can be obtained by visiting the Mount's website at [www.msmc.edu](http://www.msmc.edu), or by visiting the campus and speaking to one of our representatives.

Students matriculated in the College's accelerated or traditional undergraduate and graduate programs may avail themselves of the Mount's Career Center and other campus services.

Contact the Office of Admissions for Graduate and Adult Degree Completion Programs at 845-569-3223, or send an email to [adultstudentadmissions@msmc.edu](mailto:adultstudentadmissions@msmc.edu) for more information or to speak with an advisor. Candidates for the master's degree may program may send an inquiry to [graduateadmissions@msmc.edu](mailto:graduateadmissions@msmc.edu)

### **Adult Degree Completion Programs**

Adult Degree Completion Programs provide busy adult students the chance to earn a bachelor's degree in two and a half years. For pre-licensure nursing majors, the program takes three and a half years. Students may pursue a degree at a chosen pace, and may elect to "stop out" for a period as family or work demands dictate.

The ADC Program offers in-classroom, hybrid, and fully online courses to provide greater flexibility for the non-traditional student. It offers several programs of study: accounting, business, human services, interdisciplinary degree toward education, nursing, online RN to BS in nursing, and psychology. By participating fully in this flexible program, a student may earn up to 48 credits per year.

The academic year is divided into shorter sessions, with courses offered Monday/Wednesday, Tuesday/Thursday evenings, or Saturdays. Hybrid courses and online learning are being incorporated into academic offerings to maximize student convenience and flexibility. The combination of hybrid courses and online learning with the Mount's personalized advisement and adaptable scheduling allows more adults to obtain a bachelor's degree in the shortest time period. Through individualized counseling, students are encouraged to establish a realistic educational plan that suits their long-term goals while fulfilling their family and job responsibilities.

### **Adult Students in the Traditional Undergraduate Program**

Adult students may choose the traditional undergraduate program that offers a wider choice of majors and courses, and the opportunity to pursue New York State Teacher Certification as part of their undergraduate degree.

### **Traditional Students in Adult Degree Completion courses**

Students enrolled in the traditional program who have earned fewer than 60 credits are not allowed to enroll in 8-week accelerated courses that overlap with the traditional fall or spring semesters. Traditional students with 60 or more earned credits and a GPA of 2.75 may enroll in one 8-week accelerated course during the traditional fall or spring semester after they have completed one semester of full-time (12 credits) coursework in the traditional day program, with the permission of their advisor and the chair of the division offering the course. Students may seek exceptions to these policies from the vice president for academic affairs, with the approval of their advisor and the chair of the division offering the accelerated course as well as the Director of ADCP..

## **Desmond Campus for Adult Enrichment**

The Desmond Campus for Adult Enrichment in Balmville (2 miles north of the main campus) provides noncredit courses and educational programs for adults of all ages to expand their skills, knowledge, and understanding, from art to computer skills to yoga. LIFE (Learning Is Forever Enriching) is an educational and social program for adult learners, aged 55 and older. Courses are taught during daytime hours by volunteer instructors. Full-length courses, short courses, and day trips are offered through the program. There are three sessions per year: March-June; July-October; and November-February, with separate catalogs for each. A minimal membership fee applies for each session.

Since 1997, the Desmond staff have organized the Mount's participation in the Road Scholars program, which is held every year during the summer. Each one-week session includes classroom instruction and related field trips. The program is offered to those 55 years old and over on a resident or commuter basis. For more information about any of these programs, call the Desmond Campus for Adult Enrichment at 845-565-2076, or send an email to [desmondcampus@msmc.edu](mailto:desmondcampus@msmc.edu).

Life experience plus credit by examination may not exceed 45 credits.

## **Prior Learning Assessment**

Prior Learning Assessment (PLA) is the evaluation of any learning that did not take place in a traditional college classroom or that was garnered outside of traditional college courses. This can include, but is not limited to, on the job training, community service, voluntary service, independent study or hobbies, professional development courses, and training at conference seminars or workshops. Students demonstrate the college level learning they have acquired through any of these methods, or a combination of one or more, and are assessed through a portfolio of prior learning experience.

In addition, reflecting on prior learning experience and relating it to college level learning is a valuable exercise unto itself; it provides the student with the opportunity to analyze what they have learned. PLA goes hand in hand with the non-traditional format of the Adult Degree Completion Program. The student can identify potential learning experiences and use that learning where it would fit best: to fulfill requirements within their major, or as liberal arts electives.

Credits are granted by the institution to students who can prove the level of knowledge they have acquired outside of academia over an extended period of time. In addition, credits are granted not based upon the experience itself, but the level of learning and knowledge obtained through the experience, which is presented through a well-crafted portfolio.

## **Credit by Examination**

The New York State College Proficiency Examination Program (NYSCPEP), the College Level Examination Program (CLEP), Defense Activity for Non-Traditional Education Support (DANTES), other national proficiency examination programs and select teacher-made exams are designed to enable undergraduates to earn college credits. Life experience plus credit by examination may not exceed 45 credits.

Mount Saint Mary College requires that:

- a. The CLEP General Examinations and subject examinations selected must be consistent with the College's general curriculum. Students should see their advisors or the Office of the Registrar for additional information. Students are responsible for any costs associated with these examinations.
- b. Applicant's credits will be evaluated as transfer credits from other institutions.

- c. No more than 45 credits may be awarded for credit by examination, only nine of which may be in a student's major area, excepting registered nurses seeking advanced placement and military LPN's enrolled through the AMEDD program. Registered nurses matriculating in the nursing program may earn up to 24 credits in nursing by examination.
- d. Examinations equivalent to lower level division work at Mount Saint Mary College will be counted with the transfer credits of two-year institutions. Generally, a maximum of 60 credits is allowed; however, students completing an associate's degree will be allowed to transfer the number of credits (maximum of 66 credits for courses with C or better grades) required to attain that degree at the two-year institution. If the examinations are equivalent to upper level division work, the credits will be counted in the 90-credit authorization of four-year institutions.

Credits granted by examination will be indicated on the student's transcript and will not be granted in a subject area below the level of work for which course credit has been previously awarded. When a student is awarded credit by examination after matriculation at Mount Saint Mary College, the grade received will be indicated on the student's transcript and will be included in the cumulative index.

Mount Saint Mary College Challenge Examinations provide a way for students to meet certain requirements of the College:

- a. A Challenge Examination may be taken for waiver of a course without getting credit for a course (for example, to satisfy a prerequisite). The examination may be taken to receive full credit for the course. The fees associated with these examinations may be found under Tuition and Fees in this catalog.
- b. Teacher-designed Challenge Examinations may be given for any course that contributes to the major at the discretion of the division for that major. Divisions are not required to provide Challenge Examinations but may do so for all, some or none of their courses, as appropriate to their requirements and Academic Standards.
- c. Teacher-designed Challenge Examinations for general education courses are approved only for those courses for which there does not already exist a nationally recognized assessment examination such as CLEP.
- d. Teacher-designed tests are not subject to limitations on transfer credits (for example, a student who has already transferred 60 credits may still gain credit by a Challenge Examination). No more than 6 credits can be granted by Mount Saint Mary College Credit Examinations. These credits do not count toward the 30-credit residency requirement for a degree from the College. There is no limit on the number of courses a student may waive via Challenge Examinations.
- e. Challenge examinations can be taken just one time for any given course.
- f. A grade corresponding to a C is the minimum requirement to pass a Challenge Examination. However, only the Pass grade will be awarded.
- g. Students should be aware that other institutions may not accept credits earned by Challenge Examinations for transfer.

## OFFICE OF ONLINE EDUCATION

Mount Saint Mary College promotes the application of online learning technologies in hundreds of courses offered to undergraduate and graduate students every year, from enhancing traditional classroom instruction to enabling the delivery of teaching online in lieu of on-campus class meetings. The College views online learning as an extremely valuable format to supplement classroom learning and to strengthen learner engagement and collaboration in all Mount academic programs. For graduate and adult undergraduate programs, online learning also provides the opportunity to increase access for student populations that otherwise would not be able to participate in and benefit from the College's higher education programs due to constraints of family, work, distance, and so forth.

A variety of technologies are being used for online learning, including our advanced learning management system and synchronous learning delivery platform that facilitate and encourage collaborative learning and interactions among the faculty and students in their respective courses. Faculty members are also eager to explore and integrate emerging technology applications into their courses, such as blogs, wikis, and other Web 2.0 tools.

Mount Saint Mary College offers fully online and hybrid courses for undergraduates. Call the Office of Admissions for Graduate and Adult Degree Completion at 845-569-3223 for more information.

For general information, or to learn more about online learning, email the Office of Online Education at [onlinelearning@msmc.edu](mailto:onlinelearning@msmc.edu) or call 845-569-3457.



# ACADEMIC PROGRAMS

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## Accounting BS/MBA (5-Year) — Certified Public Accounting Track (CPA) Program

The BS/MBA 5 Year CPA Track Program at Mount Saint Mary College provides training in the fundamentals of accounting and business. Accounting students who complete this program will fulfill the education requirements needed for licensure as a CPA in New York State. The program is designed to provide an opportunity for students to complete their undergraduate and graduate degrees within 5 years.

BS/MBA undergraduate accounting students must maintain a GPA of at least 2.85 to remain eligible for admission in the MBA Program. Upon the completion of ninety credits, if the 2.85 GPA requirement is not met, students are required to transfer to the non-CPA track in accounting.

The undergraduate accounting curriculum provides a sequence of specialized instruction in financial accounting, managerial accounting, cost management, budgeting, auditing, accounting theory, accounting systems, taxation and accounting as a tool for management. Students majoring in accounting are prepared for a career in public accounting, corporate accounting, nonprofit and governmental accounting as well as for graduate studies.

The graduate business program at the Mount provides an integrated curriculum of graduate courses that incorporates the College's strengths in the liberal arts with contemporary business management studies and advanced accounting research. With special permission, undergraduate students may take up to 6 graduate credits in the MBA program.

Mount Saint Mary College has received accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE) Olathe, Kansas. IACBE is the premier business accrediting body for business programs in student-centered colleges and universities throughout the world. The IACBE accredits business degree programs at more than 225 colleges and universities in more than 20 countries. IACBE promotes and recognizes excellence in business education in colleges at both the undergraduate and graduate level. Undergraduate Program Requirements for the BS/MBA Accounting Major.

### Program Requirements for Accounting Major - CPA Track

#### COURSE REQUIREMENTS IN ACCOUNTING

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ACC 1050 - Financial Accounting	Credits: 3
ACC 1060 - Managerial Accounting	Credits: 3
ACC 2010 - Intermediate Accounting I	Credits: 3
ACC 2020 - Intermediate Accounting II	Credits: 3
ACC 3030 - Auditing	Credits: 3
ACC 3040 - Federal Income Tax	Credits: 3
ACC 3061 - Computer Applications in Accounting and Business	Credits: 3
ACC 3070 - Accounting for Managerial Decisions and Control	Credits: 3
ACC 4020 - Contemporary Accounting Theory	Credits: 3
ACC 4030 - Financial Accounting Problems	Credits: 3
ACC 4060 - Not-for-Profit Accounting	Credits: 3

#### COURSE REQUIREMENTS IN BUSINESS-RELATED FIELDS

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BUS 1010 - Introduction to Management	Credits: 3
BUS 1020 - Marketing Principles	Credits: 3
BUS 2050 - Business Law I	Credits: 3
BUS 2060 - Business Law II	Credits: 3
BUS 3020 - Money and Banking	Credits: 3
BUS 3030 - Financial Management	Credits: 3

**Two Additional ACC, BUS, ECO or FIN courses Credits: 6**

## SUPPORT COURSE REQUIREMENTS

CIT 1052 - Computer Literacy	Credits: 3
CIT 2160 - Spreadsheets and Databases	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3
PHL 3120 - Business Ethics	Credits: 3
ECO 1010 - Principles of Economics, Macro	Credits: 3
ECO 1020 - Principles of Economics, Micro	Credits: 3

## GRADUATE PROGRAM REQUIREMENTS FOR THE BS/MBA ACCOUNTING MAJOR

MGT 5000 - Seminar In Management	Credits: 1
MGT 5010 - Writing for Management	Credits: 3
MGT 5020 - Speech Communication for Management	Credits: 3
MGT 5050 - Organizational Behavior	Credits: 3
MGT 5060 - Marketing Management	Credits: 3
MGT 5080 - Quantitative Methods	Credits: 3
MGT 5090 - Financial Management	Credits: 3
MGT 5110 - Production and Operations Management	Credits: 3
MGT 5140 - Ethics in Management	Credits: 3
MGT 6510 - Accounting Research Seminar	Credits: 3
MGT Electives - Business and Liberal Arts Topics	Credits: 6

## Accounting — Non-CPA Track Program

The non-CPA track degree in accounting is designed to provide training in the fundamentals of accounting so that students may understand the financial dynamics of a business. It provides a sequence of specialized instruction in financial, managerial and cost accounting, as well as in auditing, and taxation. A concentration in sports management is also available with this major.

Mount Saint Mary College has received specialized accreditation for its business programs, including the major in accounting through the International Assembly for Collegiate Business Education (IACBE), Olathe, Kansas. IACBE is the premier business accrediting body for business program in student-centered colleges and universities throughout the world. The IACBE accredits business degree programs at more than 225 colleges and universities in more than 20 countries. IACBE promotes and recognizes excellence in business education in colleges at both the undergraduate and graduate level.

### Program Requirements for Accounting Major - Non CPA

#### COURSE REQUIREMENTS IN ACCOUNTING AND ADDITIONAL BUSINESS COURSES

ACC 1050 - Financial Accounting	Credits: 3
ACC 1060 - Managerial Accounting	Credits: 3
ACC 2010 - Intermediate Accounting I	Credits: 3
ACC 2020 - Intermediate Accounting II	Credits: 3
ACC 3030 - Auditing	Credits: 3
ACC 3040 - Federal Income Tax	Credits: 3
ACC 3070 - Accounting for Managerial Decisions and Control	Credits: 3
ACC 4030 - Financial Accounting Problems	Credits: 3
<b>Five Additional ACC, BUS, ECO or FIN courses</b>	<b>Credits: 15</b>

#### COURSE REQUIREMENTS IN BUSINESS-RELATED FIELDS

BUS 1010 - Introduction to Management	Credits: 3
BUS 1020 - Marketing Principles	Credits: 3
BUS 2050 - Business Law I	Credits: 3
BUS 2060 - Business Law II	Credits: 3
FIN 3020 - Money and Banking	Credits: 3
FIN 3030 - Financial Management	Credits: 3

## ADDITIONAL COURSE REQUIREMENTS (FROM THE GENERAL EDUCATION PROGRAM)

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MTH 2070 - Elementary Statistics	Credits: 3
PHL 3120 - Business Ethics	Credits: 3

## Accounting Sports Management Concentration

Accounting students who are in the Non-CPA Track Program may pursue a concentration in Sports Management. To fulfill the requirements for the concentration, students take the following courses to supplement/replace business electives:

### SPORTS MANAGEMENT CONCENTRATION

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BUS 2500 - Introduction to Sports Management	Credits: 3
BUS 2700 - Sports Facility Management	Credits: 3
BUS 4250 - Financial and Economic Analysis in Sport	Credits: 3
BUS 4260 - Applied Marketing Management in Sport	Credits: 3
BUS 4850/4860 - Business Internship (Sports management setting)	Credits: 3, 6

## Accounting — Minor

### Minor in Accounting (non-business)

The School of Business offers a minor in accounting for non-business majors. To fulfill the requirements for the minor, students take the following courses:

ACC 1050 - Financial Accounting	Credits: 3
ACC 1060 - Managerial Accounting	Credits: 3
ACC 2010 - Intermediate Accounting I	Credits: 3
ACC 2020 - Intermediate Accounting II	Credits: 3

### CHOOSE ANY TWO OF THE FOLLOWING: (6 CREDITS)

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ACC 3030 - Auditing	Credits: 3
ACC 3070 - Accounting for Managerial Decisions and Control	Credits: 3
ACC 3040 - Federal Income Tax	Credits: 3

## Accounting Certificate

The Certificate in Accounting is designed for the non-traditional student who may be seeking to enhance skills and career potential.

### ACCOUNTING CERTIFICATE REQUIREMENT (15 CREDITS)

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ACC 1050 - Financial Accounting	Credits: 3
ACC 1060 - Managerial Accounting	Credits: 3
ACC 2010 - Intermediate Accounting I	Credits: 3
ACC 2020 - Intermediate Accounting II	Credits: 3
ACC 3061 - Computer Applications in Accounting and Business	Credits: 3

## Art Minor

Art courses are designed to increase the student's enjoyment, understanding and practice of art; to develop critical judgment and taste; and to provide for enrichment of the student's artistic and professional life. Any art course other than Creative Arts (ART/ED 3090) may be used to fulfill the Foundations requirement in the Division of Arts and Letters. In certain courses, students may be required to purchase some supplies. There is no major in art.

A minor in ART requires a total of 18 credits in the discipline, including ART 1030 (History of Art) or ART 1600 (2-D Design Fundamentals). The remaining courses may be selected from any other art courses. Twelve of the 18 credits must be from courses numbered 2000 or above.

# Biology

Biologists study the living world and attempt to understand the nature of life itself in all of its complexity and majesty. The biology faculty realizes that in order to develop the knowledge and understanding that provide insight into life's mysteries requires a liberal arts education with a broad exposure to science. True specialization is relegated to postgraduate education. It is this philosophy that has guided the structure of the biology major.

## What Can One Do with a Biology Major?

Students pursuing a major in biology have many career paths available to them. In addition to the traditional careers in medicine, veterinary medicine and dentistry, many allied health professions begin with a major in biology. Optometry, podiatry, chiropractic, medical technology, cytotechnology, physical therapy and careers as physicians' assistants all have biology as their foundation.

Outside of the health professions, there are many varied careers that include zookeepers, museum curators, science writers, agricultural specialists, environmental consultants, genetics counselors, nutritionists, and forensic specialists to name just a few. Students who wish to develop expertise in a sub-discipline of biology, such as physiology, microbiology, immunology, ecology, etc. attend graduate school, working toward either a master's degree (MS) or a doctorate (PhD). Those trained as research scientists often build careers in academia or in industry.

## Program Requirements for the Biology Major

Most majors take Biological Principles (BIO 1130 - BIO 1140) as their foundation courses in the freshman year. Students in the physical therapy program take Anatomy and Physiology (BIO 1030 - BIO 1040) in lieu of the principles courses.

Six upper-level biology courses (2000-and above) are also required. In the second year, sophomore biology majors will take Genetics (BIO 2040) in the fall semester and Principles of Microbiology (BIO 2080) in the Spring. In addition, all biology majors are required to take three Natural Science Seminars (BIO 3910 , BIO 3920 , and BIO 4900 ) and Ecology (BIO 4080 ), one organismal biology course and one cell/molecular biology course. The remaining upper level biology course can be any other Biology course numbered 2000 and above. Only one upper-level biology course may be a three credit course.

There are several support courses that biology majors are required to take. These include Chemical Principles (CHM 1510 - CHM 1520), Organic Chemistry (CHM 2010 - CHM 2020), General Physics (PHY 2010 - PHY 2020) and Calculus (MTH 2510 - MTH 2520). Courses in foreign language, statistics and computer science are also highly recommended.

All biology courses above the 1000-level have a pre-requisite of at least one college-level chemistry course with a grade of C or better. All biology courses have a pre-requisite of a C or above in BIO 1140 (Biological Principles II) or BIO 1040 (Anatomy & Physiology II) and a C or above in any other pre-requisite course(s).

A biology major must attain a minimum grade point average (GPA) in biology courses of 1.7 by the end of the freshman year and 2.0 by the end of the sophomore year and each succeeding semester. A student who does not maintain the minimum GPA in biology will be asked to withdraw as a biology major.

## Required Biology Courses

BIO 1130 - Biological Principles I	Credits: 4
BIO 1140 - Biological Principles II	Credits: 4
BIO 2040 - Genetics	Credits: 4
BIO 2080 - Principles of Microbiology	Credits: 4
BIO 4080 - Ecology	Credits: 4
BIO 3910 - Natural Science Seminar I	Credits: 1
BIO 3920 - Natural Science Seminar II	Credits: 2
BIO 4900 - Natural Science Seminar III	Credits: 1

**One Course in Cell/Molecular Biology (numbered 2000 or above)**

**One Course in Organismal Biology (numbered 2000 or above)**

**One Biology Elective course (numbered 2000 or above)**

**\* Only one Biology course can be at 3 credits and count toward the Major.**

## Required Support Courses

CHM 1510 - Chemical Principles I	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
PHY 2010 - General Physics I	Credits: 4
PHY 2020 - General Physics II	Credits: 4
MTH 2510 - Analytic Geometry and Calculus I	Credits: 4
MTH 2520 - Analytic Geometry and Calculus II	Credits: 4

## Biology — Minor

Students minoring in biology must take a minimum of 11 credits in biology courses numbered 2000 or above in addition to two semesters at the introductory level (BIO 1030 - BIO 1040 or BIO 1130 - BIO 1140) for a total of 19 credits. A minimum of five biology credits must be taken at Mount Saint Mary College including one laboratory course numbered above 2000.

## Biology Education

As our world increases in technological complexity, it is becoming more imperative that we educate our youth to be able to function in such a society. The program in biology education at Mount Saint Mary College is designed to prepare teachers to present modern scientific concepts in an exciting and dynamic way while also equipping their students with the ability to make educated judgments when the appropriate data is presented. In attempting to do this, the program is designed to give the successful graduate a broad and balanced background that addresses the standards of the National Science Teachers Association (NSTA). All students, after successfully completing this program, will have been exposed to topics that constitute the core competencies, advanced competencies and supporting competencies recommended for teachers by the NSTA. Students will follow a program of courses similar to a biology major, without the calculus requirement but including two semesters of earth science and one semester of statistics.

## Biology with Adolescent Certification (gr. 7-12)

### Recommended Course Sequence

#### Biology Major with Adolescent Education\*

##### FRESHMAN

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##### Fall

BIO 1130 - Biological Principles I	Credits: 4
CHM 1510 - Chemical Principles I	Credits: 4
ENG 1010 - College Writing	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3

##### Spring

BIO 1140 - Biological Principles II	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
ENG 1020 - Forms of Literature	Credits: 3
ED 2051 - Orientation to Teaching	Credits: 1
PSY 1010 - General Psychology	Credits: 3

## SOPHOMORE

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### Fall

BIO 2040 - Genetics Credits: 4

PHL 1020 - Logic Credits: 3

or

PHL 1030 - Introduction to Philosophy Credits: 3

CHM 2010 - Organic Chemistry I Credits: 4

PSY 3230 - Adolescent Psychology Credits: 3

Language Core

### Spring

BIO 2080 - Principles of Microbiology Credits: 4

CHM 2020 - Organic Chemistry II Credits: 4

PSY 3020 - Psychology of Learning Credits: 3

PSY 3401 - Psychology of Exceptional Learners Credits: 3

## JUNIOR

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### Fall

BIO (300-400 level)

PHY 1010 - Introductory Physics I Credits: 4

ED 3302 - Introduction to Instruction and Assessment for  
Adolescence Education Credits: 3

PSY 3360 - Content Enhancement for Adolescent Learners Credits: 3

BIO 3910 - Natural Science Seminar I Credits: 1

### Spring

BIO course at the 3000 or 4000 level Credits: 4

PHY 1020 - Introductory Physics II Credits: 4

ED 3201 - Literacy in the Content Areas for Adolescence Education Credits: 3

Social Sciences Core

BIO 3920 - Natural Science Seminar II Credits: 2

## SENIOR

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### Fall

BIO (300-400) Level

ERS 1030 - Introductory Earth Science I Credits: 3

History Core

REL/PHL Core

ED 3407 - Science Methods Credits: 3

BIO 4900 - Natural Science Seminar III Credits: 1

(Course may also be taken during the Spring Semester)

### Spring

BIO (300-400 level) (4)

BIO 4900 - Natural Science Seminar III Credits: 1

(Course may also be taken during the Fall Semester)

ERS 1040 - Introductory Earth Science II Credits: 3

PHL 3080 - Philosophy of Education Credits: 3

Arts & Letters Core

PSY 3301 - Managing Behavior in Special Education or Mainstreamed Settings Credits: 3

## 9TH SEMESTER

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ED 4021 - Student Teaching in the Secondary School Credits: 9

ED 4240 - Integrative Fieldwork Credits: 3

**Note:** \* This sequence is extremely rigorous and will necessitate course work during the summers or extra semesters to complete.

# Biology with Childhood Certification (gr. 1-6)

## Recommended Course Sequence

### Biology Major With Childhood Education\* Certification

#### FRESHMAN

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##### Fall

BIO 1130 - Biological Principles I	Credits: 4
CHM 1510 - Chemical Principles I	Credits: 4
ENG 1010 - College Writing	Credits: 3
PSY 1010 - General Psychology	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3

##### Spring

BIO 1140 - Biological Principles II	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
ENG 1020 - Forms of Literature	Credits: 3
PSY 3010 - Child Psychology	Credits: 3
ED 2051 - Orientation to Teaching	Credits: 1

#### SOPHOMORE

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##### Fall

BIO 2040 - Genetics	Credits: 4
CHM 2010 - Organic Chemistry I	Credits: 4
PHL 1020 - Logic	Credits: 3
or	
PHL 1030 - Introduction to Philosophy	Credits: 3
ED 2110 - Methods in Mathematics for Childhood Education	Credits: 3
PSY 3401 - Psychology of Exceptional Learners	Credits: 3

##### Spring

BIO 2080 - Principles of Microbiology	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
ED 2120 - Literacy, Teaching, and Learning for Diverse Learners	Credits: 4
ED 2510 - Language Arts Methods for Childhood Education	Credits: 3

#### JUNIOR

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##### Fall

Bio (300-400 level)	
PHY 1010 - Introductory Physics I	Credits: 4
ED 3120 - Social Studies Methods for Childhood Education	Credits: 3
PSY 3301 - Managing Behavior in Special Education or Mainstreamed Settings	Credits: 3
Language Elective	
ED 4500 - Special Topics: Literacy	Credits: 3
BIO 3910 - Natural Science Seminar I	Credits: 1

##### Spring

Biology course at the 3000 or 4000 level	Credits: 3
PHY 1020 - Introductory Physics II	Credits: 4
ENG 1020 - Forms of Literature	Credits: 3
PSY 3700 - Metacognitive and Social Support for Pupils with Disabilities	Credits: 3
BIO 3920 - Natural Science Seminar II	Credits: 2

## SENIOR

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### Fall

BIO (300-400) level	
ERS 1030 - Introductory Earth Science I	Credits: 3
Social Science Core	
Philosophy/Religion Core	
ED 2520 - Science and Technology Methods for Childhood Education	Credits: 3
BIO 4900 - Natural Science Seminar III	Credits: 1
(Course may also be taken during the Spring Semester)	

### Spring

BIO (300-400 level)	Credits: 4
BIO 4900 - Natural Science Seminar III	Credits: 1
(Course may also be taken during the Fall Semester)	
PHL 3080 - Philosophy of Education	Credits: 3
ERS 1040 - Introductory Earth Science II	Credits: 3
ART/MUS/THR Core	

### 9TH SEMESTER

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ED 4011 - Student Teaching in the Elementary School	Credits: 9
ED 4240 - Integrative Fieldwork	Credits: 3
ED 4031 - Child Abuse Health and Safety Education Workshop	Credits: 0

**Note:** \* This sequence is extremely rigorous and will necessitate course work during the summers or extra semesters to complete.

## Biology/Adolescence Education (5-year)

This 5-year program is designed for students interested in teaching high school biology. A similar program is available for chemistry. In five years, students will be able to complete all required courses for a bachelor's degree in biology, a master's in education degree, and New York State Certification in Adolescence Education.

Students will be admitted into the biology/adolescence education upon application to Mount Saint Mary College in their freshman year. Requirements for entrance and continuing enrollment in the 5-year master's program in biology/adolescence education at the Mount are:

- Incoming freshmen must have completed high school biology and chemistry, and must meet two of the following three criteria: a. 85 scholastic average in HS ; b. Top 30% of their graduating class; c. SAT scores of 1000 (critical reading and mathematics).
- Students transferring into the program (internally or externally) must have a 3.0 cumulative average, including two semesters of majors-level introductory biology with no grade in these introductory courses lower than a B-.
- Students must maintain a 3.0 cumulative grade point average throughout the five years of the program and must pass ED 2051, Orientation to Teaching. Students who transfer ED 2051 from another college must pass the writing assessment section of ED 2051 at Mount Saint Mary College.
- Students in the 5-year master's program will be evaluated at the end of each semester. Students who do not meet the minimum 3.0 GPA requirement in any semester will be placed on probation. Only one probationary period will be allowed; students who fail to meet the minimum GPA requirement for more than one semester will be removed from the program and placed into the BA program in biology.

Admissions criteria of the college will be applied along with the maintenance of a 3.0 Grade Point Average throughout the 5-year program for those selecting this degree option. For those who may choose to apply for the 5-year master's degree option after initial admission, either as a transfer student or a Mount student who decides to change majors, will come under the original admissions stipulations at the time they apply for the 5-year master's option. Each student in the program will be assigned two advisors: one from the Division of Natural Science and one from the Division of Education.



Students in the 5-year master's degree program may elect to remove themselves from the program and enter a bachelor's program at Mount Saint Mary College at any time. However, no more than 6 credits of graduate education courses may be counted toward an individual bachelor's degree if a student leaves the 5-year master's program for any reason. These graduate credits may not then be used toward a master's degree.

Both degrees will be awarded at the completion of the fifth year of the program.

### **Recommended Course Sequence BA Biology/MS Adolescence Education:**

#### **Year 1**

##### **FALL**

BIO 1130 - Biological Principles I	Credits: 4
CHM 1510 - Chemical Principles I	Credits: 4
MTH 2070 - Elementary Statistics	Credits: 3 *
ENG 1010 - College Writing	Credits: 3
ED 2051 - Orientation to Teaching	Credits: 1

##### **SPRING**

BIO 1140 - Biological Principles II	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
PSY 1010 - General Psychology	Credits: 3
ENG 1020 - Forms of Literature	Credits: 3

#### **Year 2**

##### **FALL**

BIO 2040 - Genetics	Credits: 4
CHM 2010 - Organic Chemistry I	Credits: 4
PHL 1020 - Logic	Credits: 3
or	
PHL 1030 - Introduction to Philosophy	Credits: 3
HIS	Credits: 3
Language	Credits: 3

##### **SPRING**

BIO 2080 - Principles of Microbiology	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
Social Science	Credits: 3
ART/MUS/THR	Credits: 3

#### **Year 3**

##### **FALL**

BIO elective	Credits: 4
PHY 1010 - Introductory Physics I	Credits: 4
PHL 3080 - Philosophy of Education	Credits: 3
BIO 3910 - Natural Science Seminar I	Credits: 1

##### **SPRING**

BIO elective	Credits: 4
PHY 1020 - Introductory Physics II	Credits: 4
BIO 3920 - Natural Science Seminar II	Credits: 2

## Year 4

### FALL

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BIO elective	Credits: 4
ERS 1030 - Introductory Earth Science I	Credits: 3
PHL/REL (3)	
BIO 4900 - Natural Science Seminar III (Course may also be taken during Spring semester)	Credits: 1

### SPRING

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BIO elective	Credits: 4
ERS 1040 - Introductory Earth Science II	Credits: 3
ED 5042 - Appl Rsch Behavior Mgmt	Credits: 3
BIO 4900 - Natural Science Seminar III (Course may also be taken during the Fall semester)	Credits: 1

## Year 5

### FALL

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ED 5390 - Collaboration w/ parents	Credits: 3
ED 5710 - Differentiated instruction	Credits: 3
ED 5700 - Teaching w/ Technology	Credits: 3

### SPRING

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ED 5464 - Student Teaching	Credits: 6
ED 5521 - Workshop in Health Ed	Credits: 0

**Note:** \*Although calculus is not required for this program, calculus and calculus-based physics may be included in the educational plan for more flexibility within the major.

\*\*MSED courses will be scheduled during evening hours.

# Business Management and Administration

The Bachelor of Science in Business Management and Administration major at Mount Saint Mary College offers students an insight into the dynamics of the business environment within the context of a comprehensive liberal arts education. The program provides a unique focus on business as a calling and the importance of ethical awareness for future leaders within the business profession. The business curriculum is designed to offer training in business management and administration by providing a sequence of specialized instruction in management, marketing, economics, business law and accounting. Students are prepared for careers in diverse organizations as well as for graduate studies.

Mount Saint Mary College has received accreditation for its business program through the International Assembly for Collegiate Business Education (IACBE) Olathe, Kansas. IACBE is the premier business accrediting body for business programs in student-centered colleges and universities throughout the world. The IACBE accredits business degree programs at more than 225 colleges and universities in more than 20 countries. IACBE promotes and recognizes excellence in business education in colleges for both undergraduate and graduate programs.

All required courses in the Business Management and Administration major must be taken at Mount Saint Mary College unless prior approval has been obtained from the division chair. With special permission, undergraduate seniors majoring in business at Mount Saint Mary College may take up to 6 graduate credits in the College's Master of Business Administration (MBA) Program.

## PROGRAM REQUIREMENTS FOR BUSINESS MANAGEMENT AND ADMINISTRATION MAJOR ARE AS FOLLOWS: 48 CREDITS

BUS 1010 - Introduction to Management	Credits: 3
ACC 1050 - Financial Accounting	Credits: 3
ACC 1060 - Managerial Accounting	Credits: 3
BUS 2050 - Business Law I	Credits: 3
BUS 2060 - Business Law II	Credits: 3
BUS 1020 - Marketing Principles	Credits: 3
BUS 3010 - Production Systems Management	Credits: 3
BUS 3020 - Money and Banking	Credits: 3
BUS 3030 - Financial Management	Credits: 3
BUS 3150 - Organizational Behavior	Credits: 3
BUS 4010 - Seminar in Management	Credits: 3
Electives in Business-Related fields (ACC, BUS, ECO, FIN)	Credits: 15

## ADDITIONAL COURSE REQUIREMENTS IN RELATED FIELDS (15 CR.)

MTH 2070 - Elementary Statistics	Credits: 3
ECO 1010 - Principles of Economics, Macro	Credits: 3
ECO 1020 - Principles of Economics, Micro	Credits: 3
PHL 3120 - Business Ethics	Credits: 3
MTH 1400 - Elementary Functions	Credits: 3
or	
MTH 1500 - Precalculus	Credits: 3
or	
MTH 2300 - Introduction to Management Science	Credits: 3
or	
MTH 2510 - Analytic Geometry and Calculus I	Credits: 4

## Concentrations

The following concentrations are available for the Business Management and Administration Major: Finance (15 credits), Marketing (15 credits), or Sports Management (15 credits).

## Business Management and Administration/ Finance (15 Credits)

The finance concentration is designed to prepare business majors for a wide variety of professional opportunities in the field of finance. Business students who are seeking a concentration in finance would take the following courses to supplement/replace business electives:

### FINANCE CONCENTRATION

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FIN 3040 - Corporate Finance	Credits: 3
BUS 4080 - Investment Analysis	Credits: 3
FIN 4010 - Seminar in Finance	Credits: 3
BUS 4850/4860 - Business Internship	Credits: 3, 6
Finance Electives - Choose one of the following:	Credits: 3
ACC 3040 - Federal Income Tax	
BUS 4300 - Data Analytics	
BUS 4250 - Financial and Economic Analysis in Sport	

## Business Management and Administration/Marketing (15 Credits)

The marketing concentration is designed to prepare business majors for a wide variety of professional opportunities in the field of marketing. Business students who are seeking a concentration in marketing would take the following courses to supplement/replace business electives:

### MARKETING CONCENTRATION

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BUS 3385 - Consumer Behavior	Credits: 3
BUS 4031 - Marketing Management	Credits: 3
BUS 4055 - Marketing and Management Research	Credits: 3
Marketing Electives - Choose two of the following:	Credits: 6
BUS 3041 - Retail Management	
BUS 3121 - International Marketing	
BUS 3171 - Introduction to Electronic Commerce	
BUS 4088 - Advertising	
BUS 4850/4860 - Business Internship	

## Business Management and Administration/ Sports Management (15 credits)

The sports management concentration is designed to prepare business majors for a wide variety of professional opportunities in the sports industry. Business students who are seeking a concentration in sports management would take the following courses to supplement/replace business electives:

### SPORTS MANAGEMENT CONCENTRATION

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BUS 2500 - Introduction to Sports Management	Credits: 3
BUS 2700 - Sports Facility Management	Credits: 3
BUS 4250 - Financial and Economic Analysis in Sport	Credits: 3
BUS 4260 - Applied Marketing Management in Sport	Credits: 3
BUS 4850/4860 - Business Internship	SM Setting Credits: 3, 6

# Business Management and Administration - Minor (18 credits)

Students from other disciplines (except accounting) may pursue a minor in business management and administration. To fulfill the requirements for the minor, students take the following courses:

## **BUSINESS MINOR REQUIRED COURSES:**

ACC 1050 - Financial Accounting	Credits: 3
BUS 1010 - Introduction to Management	Credits: 3
BUS 1020 - Marketing Principles	Credits: 3
BUS 2050 - Business Law I or BUS 2060 - Business Law II	Credits: 3
BUS 3030 - Financial Management	Credits: 3
ECO 1020 - Principles of Economics, Micro	Credits: 3

# Business Management and Administration Certificate

The Certificate in Business Management and Administration is designed for the non-traditional student who may be seeking to enhance skills and career potential.

## **THE CERTIFICATE PROGRAM REQUIRES A TOTAL OF 18 CREDITS INCLUDING:**

ACC 1050 - Financial Accounting	Credits: 3
BUS 1010 - Introduction to Management	Credits: 3
BUS 1020 - Marketing Principles	Credits: 3
BUS 2060 - Business Law II	Credits: 3
ECO 1020 - Principles of Economics, Micro	Credits: 3
One Business-Related Elective (ACC, BUS, ECO or FIN)	Credits: 3

# Chemistry

A major in chemistry at Mount Saint Mary College prepares a student for a variety of career options, including an entry level position in the chemical industry, graduate studies in chemistry or allied fields, professional schools such as medical school or dental school, etc., or careers in teaching.

## **Program Requirements For Chemistry Major**

A chemistry major pursues a rigorous course of study that includes a number of prescribed courses: Chemical Principles (CHM 1510 - CHM 1520), Organic Chemistry (CHM 2010 - CHM 2020), Analytical Chemistry (CHM 3110), Physical Chemistry (CHM 3070 - CHM 3080), and the Natural Science Seminars (CHM 3910, CHM 3920, and CHM 4900). One more upper-level laboratory course is required to meet the 36 credit requirement. This can be accomplished by taking Instrumental Methods of Chemical Analysis (CHM 4110) or Biochemistry (CHM 4310) or Special Problems in Scientific Research (CHM 4910), or four credits of Independent Study (CHM 4970/4980/4990).

There are several support courses that chemistry majors are required to take. These include Biological Principles (BIO 1130 - BIO 1140), General Physics (PHY 2010 - PHY 2020) and math courses through Calculus III (MTH 2530). Chemistry majors are also encouraged to participate in research or independent study.

All chemistry courses have a pre-requisite of a C or above in any other pre-requisite course(s). If foreign language proficiency for graduate study is needed, German or French are the recommended languages.

A limited number of substitutions authorized by the Division of Natural Sciences may be made in the preceding requirements.

## REQUIRED COURSES (36 CREDITS)

CHM 1510 - Chemical Principles I	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
CHM 3070 - Physical Chemistry: Thermodynamics/Kinetics	Credits: 4
CHM 3080 - Physical Chemistry: Quant/Statistical Mechanics	Credits: 4
CHM 3110 - Analytical Chemistry	Credits: 4
CHM 3910 - Natural Science Seminar I	Credits: 1
CHM 3920 - Natural Science Seminar II	Credits: 2
CHM 4900 - Natural Science Seminar III	Credits: 1

### **Electives (choice of one of the courses listed below for a total of 4 credits)**

CHM 4310 - Biochemistry	Credits: 4
CHM 4110 - Instrumental Methods of Chemical Analysis	Credits: 4

## SUPPORT COURSES (24 CREDITS)

BIO 1130 - Biological Principles I	Credits: 4
BIO 1140 - Biological Principles II	Credits: 4
MTH 2510 - Analytic Geometry and Calculus I	Credits: 4
MTH 2520 - Analytic Geometry and Calculus II	Credits: 4
MTH 2530 - Analytic Geometry and Calculus III	Credits: 4
PHY 2010 - General Physics I	Credits: 4
PHY 2020 - General Physics II	Credits: 4

**Note:** \* The courses above, care must be taken in scheduling upper level courses since they are not offered every year.

Students must achieve a minimum GPA of 2.0 overall and in Chemistry courses to be eligible for the degree.

## Chemistry Minor

### STUDENTS MINORING IN CHEMISTRY MUST TAKE

CHM 1510 - Chemical Principles I	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
one advanced chemistry course with a laboratory.	Credits: 3,4

## Chemistry/Adolescence Education (5-year)

### Chemistry Education

As our world increases in technological complexity, it is becoming more imperative that we educate our youth to be able to function in such a society. The program in chemistry education at Mount Saint Mary College is designed to prepare teachers to present modern scientific concepts in an exciting and dynamic way, while also equipping their students with the ability to make educated judgments when the appropriate data is presented. In attempting to do this, the program is designed to give the successful graduate a broad and balanced background that addresses the standards of the National Science Teachers Association (NSTA). All students, after successfully completing this program will have been exposed to topics that constitute the core competencies, advanced competencies and supporting competencies recommended for teachers by the NSTA.

Students majoring in chemistry and planning to qualify to teach in elementary or secondary schools must take a year of earth science courses (ERS 1030 - ERS 1040) in addition to the courses listed for the chemistry major.

Students who are majoring in chemistry and pursuing education certification are assigned two advisors: one from the Division of Natural Science and one from the Division of Education.

## Chemistry/Adolescence Education

This program is designed for students interested in teaching high school chemistry. A similar 5-year program is available for biology. In five years, students will be able to complete all required courses for a bachelor's degree in chemistry, a master's in education degree, and New York State Certification in Adolescence Education.

Students will be admitted into the chemistry/adolescence education BA/MSEd program upon application to Mount Saint Mary College in their freshman year. Requirements for entrance and continuing enrollment in the 5-year master's program in chemistry/adolescence education at the Mount are:

- Incoming freshmen must have completed high school biology and chemistry, and must meet two of the following three criteria: a. 85 scholastic average in HS; b. Top 30% of their graduating class; c. SAT scores of 1000 (critical reading and mathematics).
- Students transferring into the program (internally or externally) must have a 3.0 cumulative average, including two semesters of majors-level introductory chemistry with no grade in these introductory courses lower than a B-.
- Students must maintain a 3.0 cumulative grade point average throughout the five years of the program and must pass ED 2051, Orientation to Teaching. Students who transfer ED 2051 from another college must pass the writing assessment section of ED 2051 at Mount Saint Mary College.
- Students in the 5-year master's program will be evaluated at the end of each semester. Students who do not meet the minimum 3.0 GPA requirement in any semester will be placed on probation. Only one probationary period will be allowed; students who fail to meet the minimum GPA requirement for more than one semester will be removed from the program and placed into a BA program in chemistry.

Admissions criteria of the college will be applied along with the maintenance of a 3.0 Grade Point Average throughout the 5-year program for those selecting this degree option. For those who may choose to apply for the 5-year master's degree option after initial admission, either as a transfer student or a Mount student who decides to change majors, will come under the original admissions stipulations at the time they apply for the 5-year master's option. Each student in the program will be assigned two advisors: one from the Division of Natural Science and one from the Division of Education.

Students in the 5-year master's degree program may elect to remove themselves from the program and enter a bachelor's program at Mount Saint Mary College at any time. However, no more than 6 credits of graduate education courses may be counted toward an individual bachelor's degree if a student leaves the 5-year master's program for any reason. These graduate credits may not then be used toward a master's degree.

Both degrees will be awarded at the completion of the fifth year of the program.

## Recommended Course Sequence for BA Chemistry/MSEd Adolescence Education

### CHEMISTRY REQUIRED COURSES (36 CREDITS)

CHM 1510 - Chemical Principles I	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
CHM 3070 - Physical Chemistry: Thermodynamics/Kinetics	Credits: 4
CHM 3080 - Physical Chemistry: Quant/Statistical Mechanics	Credits: 4
CHM 3110 - Analytical Chemistry	Credits: 4
CHM 3910 - Natural Science Seminar I	Credits: 1
CHM 3920 - Natural Science Seminar II	Credits: 2
CHM 4900 - Natural Science Seminar III	Credits: 1

### ELECTIVES (CHOICE OF ONE OF THE COURSES LISTED BELOW FOR A TOTAL OF 4 CREDITS)

CHM 4110 - Instrumental Methods of Chemical Analysis	Credits: 4
CHM 4310 - Biochemistry	Credits: 4

## SUPPORT COURSES (36 CREDITS)

PSY 1010 - General Psychology	Credits: 3
PHL 3080 - Philosophy of Education	Credits: 3
BIO 1130 - Biological Principles I	Credits: 4
BIO 1140 - Biological Principles II	Credits: 4
ERS 1030 - Introductory Earth Science I	Credits: 3
ERS 1040 - Introductory Earth Science II	Credits: 3
MTH 2510 - Analytic Geometry and Calculus I	Credits: 4
MTH 2520 - Analytic Geometry and Calculus II	Credits: 4
MTH 2530 - Analytic Geometry and Calculus III	Credits: 4
PHY 2010 - General Physics I	Credits: 4
PHY 2020 - General Physics II	Credits: 4

## EDUCATION COURSES

ED 2051 - Orientation to Teaching	Credits: 1
ED 5001 - Introduction to Special Education	
ED 5042 - Applied Research Behavior Mngmnt	
ED 5210 - Nature/Ed/Child	
ED 5220 - Theory, Research and Application	
ED 5231 - Content Literacy/Secondary Education	
ED 5247 - Curriculum & Asses/Science	
ED 5252 - Curriculum Methods Adolescence	
ED 5390 - Collaborations with Prof/Parents	
ED 5441 - Lit Instruct/Adolescence	
ED 5464 - Student Teaching: Secondary	
ED 5521 - Workshop in Health (non credit)	
ED 5567 - Content Science Methods	
ED 5700 - Teaching/Technology	
ED 5710 - Different Instruction	

**NOTE:** \*\*MSED courses will be scheduled during evening hours.

## Communication Arts

The word “communication” derives from the Latin word “communicare,” which means “to share knowledge or to inform by means of speaking and writing.” While our ability to share knowledge and information has expanded due to many technological advances, the Communication Arts faculty remain dedicated to the principle that all communication—no matter how sophisticated its transmission— must be based in thinking, writing, and oral skills.

Mount Saint Mary College offers majors in media studies and public relations. Media studies majors choose a concentration in either journalism or production. See programs under Media Studies and Public Relations.

## Counseling/Psychology or Human Services (Collaboration program)

This 5-year program leads to a bachelor’s degree in psychology or human services from the Mount, and a master’s degree in either counseling or mental health counseling from Pace University. Students spend the first three years at the Mount taking courses to fulfill the requirements for a bachelor’s degree in the psychology or human services major, while establishing eligibility for admission into the master’s in counseling program at Pace. Students must reserve 12 credits of open electives in order to take four, 3-credit graduate courses during their fourth year at MSMC. Psychology majors may also use 6 credits for the three electives at the 2000 level or above. The remaining 24 credits of the master’s program are taken at Pace.



For both psychology and human services majors, students must complete all General Education requirements for a bachelor's degree from the Mount. Beyond this, required courses vary within the major.

To be eligible for the program, students must have completed 78 credits, including a one-semester internship. Students must have attained a Grade Point Average of 3.0 and a GPA of 3.3 in their major. Students must also have completed PSY 3000 (Principles and Techniques in Counseling) as one of their elective psychology courses. Students meeting these criteria must submit an application to be reviewed at the Mount by the Counseling Advisory Committee. If the CAC recommends acceptance into the Pace counseling program, the Pace graduate counseling admission committee will review the application and make the decision regarding acceptance into the program.

## Criminology

Criminology is the scientific study of the making and breaking of laws, including society's reaction to both and focuses on all of the relevant parties involved in crime, including the victim, offender, society, and the criminal justice system. More specifically, students who select the Criminology major will spend time exploring issues such as: why crime happens; why certain groups become victims of crime; what type of crime takes place most often; the consequences of crime for the victim, offender, and community; how the criminal justice systems responds to crime, victims, and offenders; how crime is defined in the United States and outside the United States; and, how crime might be prevented. The Criminology program will prepare students to work in a variety of areas related to crime and in various parts of the criminal justice system, as well as preparing them to enter graduate and professional programs in criminology, criminal justice, social work, and law.

### Criminology Requirements

The Criminology Major requires 45 total credits. Twenty one (21) credits of required major courses, Nine credits (9) of support courses, three (3) credits of Criminology electives. An area of Concentration, comprised of twelve (12) credits is also required. Concentration areas are in: General Criminology, Criminal Justice Systems, Juvenile Justice or Restorative Justice.

CRI 1110 - Introduction to Criminology	Credits: 3
CRI 2250 - Victims of Crime	Credits: 3
CRI 2400 - Reading/Understanding Research in Criminology	Credits: 3
CRI 3130 - Comparative Criminology	Credits: 3
CRI 3300 - Law and Society	Credits: 3
CRI 4300 - Criminology Theory	Credits: 3
CRI 4900 - Senior Seminar in Criminology	Credits: 3

#### CRIMINOLOGY SUPPORT COURSES

SOC 1010 - Introduction to Sociology	Credits: 3
SOC 4110 - Quantitative and Qualitative Research Methods	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3

#### CRIMINOLOGY ELECTIVES - CHOOSE 1 FROM THE LIST BELOW

PSY 3410 - Forensic Psychology	Credits: 3
PSY 4250 - Abnormal Psychology	Credits: 3
REL 3460 - Religion and Justice	Credits: 3
SCI 1001 - Forensic Science	Credits: 3
CRI 4850/4860 - Criminology Internship	Credits: 3,6

### General Criminology Concentration

2 Criminology Courses at the 2000 level	Credits: 6
2 Criminology Courses at the 3000/4000 level	Credits: 6

### Criminal Justice Systems Concentration

CRI 2430 - American Criminal Justice System	Credits: 3
CRI 3410 - Ethical Issues In Criminal Justice	Credits: 3

**CRIMINAL JUSTICE SYSTEMS ELECTIVES, CHOOSE TWO FROM THE FOLLOWING:**

CRI 2450 The United States Court System	Credits: 3
CRI 2310 History of Crime and Punishment in the U.S.	Credits: 3
CRI 2440 Law Enforcement & The Community	Credits: 3
POS 3400 The United States Constitution and Supreme Court	Credits: 3

**Juvenile Justice Concentration**

CRI 2430 - American Criminal Justice System	Credits: 3
CRI 3150 - Juveniles and Crime	Credits: 3
CRI 3230 - Restorative Justice & Juvenile Offenders	Credits: 3
PSY 3230 - Adolescent Psychology	Credits: 3

**Restorative Justice Concentration**

CRI 3310 - Conflict and Resolution	Credits: 3
CRI 4150 - Peace Studies	Credits: 3
REL 3460 - Religion and Justice	Credits: 3

**RESTORATIVE JUSTICE ELECTIVE, CHOOSE ONE FROM THE FOLLOWING:**

CRI 4280 - Mediation	Credits: 3
CRI 3210 - Restorative Justice Violent Offense	Credits: 3
CRI 3230 - Restorative Justice & Juvenile Offenders	Credits: 3

## Criminology Minor

A minor in Criminology consists of a minimum of 18 credits. Requirements are as follows; CRI 1110, 3 credits of CRI courses at the 2000 level, 12 credits of CRI courses at the 3000/4000 level. CRI 4850 or CRI 4860 (Internships) CANNOT be used for the Minor in Criminology.

•CRI 1110 - Introduction to Criminology	Credits: 3
One CRI course at the 2000 level	Credits: 3
Four CRI courses at the 3000/4000 level	Credits: 12

## Education

Mount Saint Mary College's teacher education programs are fully accredited by the National Council for Accreditation of Teacher Education (NCATE) and by the following professional agencies: Association for Childhood Education International (ACEI), Council for Exceptional Children (CEC), International Reading Association (IRA), National Council of Social Studies (NCSS), National Council of Teachers of English (NCTE), National Council of Teachers of Mathematics (NCTM), and National Science Teachers Association (NSTA).

In conjunction with general education courses and an academic major in a liberal arts and sciences content area, the Division of Education offers courses that will permit prospective students to complete academic requirements for initial New York State certification in the areas listed below:

- Early Childhood Education Inclusive (birth- age 2)
- Childhood Education (1-6)
- Childhood Education with Middle School Extension (7-9)
- Dual Childhood and Students with Disabilities (1-6)
- Adolescence Education:
  - Biology (7-12)
  - Chemistry (7-12)
  - English (7-12)
  - Mathematics (7-12)
  - Social Studies (7-12)

- Adolescence Education with Middle School Extension (5-6)
- Dual Adolescence Education and Students with Disabilities (7-12)

## **Childhood Education**

Before you may enroll in any education course (those starting with an ED prefix) numbered ED 2110 or above or in PSY 2551 , PSY 3301 , or PSY 3700 , you must have passed **ALL** three Education Proficiency Tests. These are given in language arts/grammar, spelling, and arithmetic. A passing score is 85% or higher. Descriptions and spelling lists may be obtained in the Education Office (Hudson Hall, Room 109). Failure to pass all three examinations in a timely manner could significantly affect your graduation date.

These tests are given by the Center for Student Success (CSS). Tutoring is available for students who do not pass one or more tests. Waivers are permitted **ONLY** for the **first** semester of MSMC enrollment for transfer students.

## **Adolescence Education**

Before you may enroll in any education course (those starting with an ED prefix) numbered 2110 or above or in PSY 2551, PSY 3301, PSY 3360 , or PSY 3700, you must pass **ALL** three Education Proficiency Tests. These are given in language arts/grammar, spelling, and arithmetic. A passing score is 85% or higher. Descriptions and spelling lists may be obtained in the Education Office (Hudson Hall, Room 109). Failure to pass all three examinations in a timely manner could significantly affect your graduation date.

These tests are given once a semester during the first week of classes. Free tutoring courses are offered by for students who do not pass one or more tests. Waivers are permitted **ONLY** for the **first** semester of MSMC enrollment for transfer students.

You must earn a grade of at least C+ in each certification course. If you earn a C or less in a course, you must repeat that course. You may repeat it only once. Failure to earn at least a C+ in the repeated course will lead to dismissal from the certification program. A minimum cumulative grade point average (CGPA) of 2.75 is a prerequisite for student teaching.

## **Fieldwork**

### ***Childhood Education***

You must complete at least 100 hours of course-related, supervised fieldwork prior to student teaching in order to earn one teaching certificate. If you wish to pursue dual certification, you must earn an additional 50 hours of supervised fieldwork in the second area of certification. In addition, you must successfully complete a semester of student teaching. Student teaching is all day, every day for that semester. You will have two student teaching placements during the semester (i.e., grades 1-3 and 4-6). One of these placements will be in a setting staffed by a special educator if you are pursuing certification in teaching pupils with disabilities.

### ***Adolescence Education***

You must complete at least 100 hours of course-related, supervised fieldwork prior to student teaching in order to earn one teaching certificate. If you wish to pursue dual certification, you must earn an additional 50 hours of supervised fieldwork in the second area of certification. In addition, you must successfully complete a semester of student teaching. Student teaching is all day, every day for one semester. You will have two student teaching placements during the semester (i.e., grades 7-9 and 10-12). One of these placements will be in a special education setting if you are pursuing certification in teaching pupils with disabilities. If you are pursuing a middle school extension, ED 3480 Practicum for Middle School Education must be completed **after** student teaching.

## **Student Teaching**

Students must complete a semester of full-time student teaching as arranged and supervised by Mount Saint Mary College within 25 miles of the college. Each student has two placements during the semester (i.e., grades 1-3 and 4-6 for childhood programs or 7-9 and 10-12 for adolescence programs). Students pursuing the dual certification will complete one placement teaching students with disabilities.

All certification courses must be completed before student teaching unless otherwise indicated or approved by an adviser and the Director of Student Teaching. Students pursuing adolescence certification are also required to complete at least 30 credits in the content area before student teaching.

The Student Teaching Handbook outlines policies and procedures that are required in order for students to successfully complete the student teaching experience. The college will not accept transfer credits from other institutions to fulfill the student teaching requirement. Student teaching must be completed within three years of graduation from Mount Saint Mary College.

## State Education Department Requirements

The New York State Education Department sets all teacher certification requirements, which are subject to change by the Board of Regents.

Requirements for New York State initial certification are addressed in the college's general education requirements, academic majors, and teacher education requirements. As part of general education requirements, all teacher education students must complete at least one semester of study of a language other than English; all childhood education students must have at least one course in art, music or theater; and all adolescence students must complete PHL 3080 (Philosophy of Education).

The percentages of MSMC teacher education program completers passing New York State Teacher Certification exams, as reported in the Annual Institutional Report most recently issued by the NYS Education Department at the time of this catalogs publication, are

Test	# Tested	% Passed
ALST	36	86
EAS	42	95
EdTPA	29	90

Requirements for New York State professional certification include a master's degree in a functionally related area as defined by New York State, earned within five years of receiving an initial certificate. The master's degree and three years of teaching experience, including one year of mentored teaching, qualify applicants for the professional certificate from the New York State Education Department. The professional certificate must be renewed every five years. This is accomplished by completing at least 175 hours of professional development, usually through the employing district or with additional accredited coursework.

A student desiring certification outside New York is responsible for meeting the requirements of the respective state. The student should consult with the appropriate division or department for information concerning the approved majors in the various liberal arts areas.

Anticipated testing requirements for qualified candidates depend on certification type and date of application as follows:

Certificate	Applying for certification on or after 5/1/2014
Initial Teaching	edTPA Educating All Students Test (EAS) Academic Literacy Skills Test (ALST) Content Specialty Test(s) (CST)

Individuals applying on or after 5/1/2014 can find descriptions of each of the tests on the following website, under the heading "Draft Frameworks and Test Designs":  
[http://www.nystce.nesinc.com/NY\\_annProgramUpdate.asp#Required](http://www.nystce.nesinc.com/NY_annProgramUpdate.asp#Required)

## Certification

Successful completion of all requirements for your Bachelor's Degree and for certification will make you eligible for certification. However, you must apply to the New York State Education Department (NYSED) for the actual certification(s). You will be issued an **initial** certificate from the NYSED. This is a complete teaching certificate. It enables you to seek employment as a teacher for up to five years.

You must earn a masters degree in a functionally related area within five years of the effective date on your initial certificate(s). After earning the masters degree and after having taught for three (3) years with one year under the guidance of a mentor teacher, you will be qualified to receive a **professional** certificate from NYSED. You must renew your professional certificate every five years through completion of at least 175 hours of professional development, usually through your employing district or with additional accredited coursework.

## Graduate Study

Mount Saint Mary College undergraduates who are enrolled in a teacher education program at the college, who have earned at least 105 credits, and who have a Grade Point Average of 3.0 or better, may apply to take a graduate course. Eligible students must make a written request and must receive permission from the division chair. A student who wishes to apply the graduate credits toward the baccalaureate degree must indicate this in the written request and must receive the chair's permission for this purpose. Graduate credits applied toward the baccalaureate degree may not be counted toward a master's degree at Mount Saint Mary College.

## Adolescence Education (Grades 7-12) 5-Year Programs

### BA and MSED Five Year Programs

Currently MSMC has five year combined programs available for undergraduates who qualify in Biology, Chemistry, English and History/Social Studies. These programs are designed for students interested in teaching grades 7-12. Students may be admitted and allowed to stay in these programs based on criteria listed under the respective majors and a continued 3.0 or better GPA.

MSMC is seeking approval from New York State for five year programs in Mathematics and adolescence education. These programs may also be pursued with the dual certification of special education at either level.

#### ADOLESCENCE EDUCATION (GRADES 7-12)

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ED 2051 - Orientation to Teaching	Credits: 1
ED 3201 - Literacy in the Content Areas for Adolescence Education	Credits: 3
ED 3240 - Basics of Literary Instruction for Adolescence Education	Credits: 3
ED 3302 - Introduction to Instruction and Assessment for Adolescence Education	Credits: 3
ED 330_ Curriculum and Assessment in 7-12 (3305, 3306, 3307, 3308, 3309) specific content areas.	Credits: 3
ED 340_ - Specific Content Area Methods (3405, 3406, 3407, 3408, 3409)	Credits: 3
PHL 3080 - Philosophy of Education	Credits: 3
PSY 3020 - Psychology of Learning	Credits: 3
OR	
PSY 3700 Metacognitive and Social Support for Pupils with Disabilities	Credits: 3
PSY 3230 - Adolescent Psychology	Credits: 3
PSY 3301 - Managing Behavior in Special Education or Mainstreamed Settings	Credits: 3
PSY 3401 - Psychology of Exceptional Learners	Credits: 3
PSY 3360 - Content Enhancement for Adolescent Learners	Credits: 3
ED 4021 - Student Teaching in the Secondary School	Credits: 9
ED 4240 - Integrative Fieldwork	Credits: 3
ED 4030 - Workshop in Health Education	

#### ADOLESCENCE EDUCATION AND SPECIAL EDUCATION (GRADES 7-12)

**Complete the following in addition to all of the required courses for Adolescence Education.**

*If choosing this option take **PSY 3700** above.*

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PSY 2551 - Language for Students with Developmental Disabilities	Credits: 3
PSY 3551 - IEP and Transition Planning	Credits: 3

#### ADOLESCENCE EDUCATION WITH A MIDDLE SCHOOL EXTENSION (GRADES 5 AND 6)

**Complete the following in addition to all of the required courses for Adolescence Education.**

*If choosing this option take **PSY 3020** above.*

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ED 3470 - Curriculum and Instruction for Early Adolescence Education	Credits: 3
ED 3480 - Practicum for Middle Childhood Education	Credits: 3
To be taken AFTER student teaching	

# Education: Adolescence Certification (gr. 7-12) and Teaching Students with Disabilities

Please note: New York State, beginning in February, 2011, requires that teacher candidates seeking adolescence certification in teaching students with disabilities, along with adolescence certification in a subject area, must be certified as Adolescence Generalists for Teaching Students with Disabilities in grades 7-12. To be eligible for this certification, all candidates must have completed six hours of study in college level courses in four areas: English, social science, mathematics, and science, in addition to completing all required pedagogical courses. Mount Saint Mary College students will likely complete most of these distributive requirements as part of the required CORE or general education requirements for the bachelor's degree. However, even if one has met the Mount Saint Mary College general education requirements, these required courses must be met to be eligible to receive New York State certification as an Adolescence Generalist for Teaching Students with Disabilities in grades 7-12

**Complete the following in addition to all of the required courses for Adolescence Education:**

ED 3551 - IEP and Transition Planning	Credits: 3
PSY 2551 - Language for Students with Developmental Disabilities	Credits: 3
PSY 3551 - IEP and Transition Planning	Credits: 3
PSY 3700 - Metacognitive and Social Support for Pupils with Disabilities	Credits: 3

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**Total credits: 49**

# Education: Adolescence Certification (gr. 7-12) with Middle School Extension (gr. 5-6)

**ADOLESCENCE EDUCATION WITH A MIDDLE SCHOOL EXTENTION (GRADES 5 AND 6)**

**Complete the following in addition to all of the required courses for Adolescence Education.**

*If choosing this option take PSY 3020 above.*

ED 3470 - Curriculum and Instruction for Early Adolescence Education	Credits: 3
ED 3480 - Practicum for Middle Childhood Education	Credits: 3
To be taken AFTER student teaching	

# Education: Childhood Certification (gr. 1-6)

## Childhood Education (Grades 1-6) with Options

A student preparing to teach in the elementary school either as a general educator or as a teacher of students with disabilities combines a study of professional courses and student teaching with a major in one of the following areas: biology, chemistry, computer information technology, English, Hispanic studies, history, history/political science, interdisciplinary studies, mathematics and social sciences (with a concentration in history or history/political science). Students will pursue either a Bachelor of Arts or a Bachelor of Science degree. The Bachelor of Arts degree requires at least 120 credits with a minimum of 90 credits in the liberal arts. The Bachelor of Science degree requires 120 credits with a minimum of 75 credits in liberal arts courses.

Courses in the Childhood Education Program fulfill requirements for initial certification to teach grades 1-6. Students may also pursue either an extension of the childhood education certification to teach an academic subject in grades 7-9 or dual certification in childhood and teaching students with disabilities (grades 1-6). The additional courses required for the extension or dual certification are listed after the childhood education requirements. Candidates for a middle school extension program are required to complete all the requirements for the childhood education (grades 1-6) program including student teaching before the middle school practicum. Students who are pursuing the 7-9 extension must meet all of the required content courses for adolescence certification. Additionally, all students will need to take and pass the appropriate New York State content specialty test in which the extension will be granted in order to be certified in the extension area.

### CHILDHOOD EDUCATION (GRADES 1-6)

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ED 2051 - Orientation to Teaching	Credits: 1
PSY 3010 - Child Psychology	Credits: 3
ED 2110 - Methods in Mathematics for Childhood Education	Credits: 3
ED 2120 - Literacy, Teaching, and Learning for Diverse Learners	Credits: 4
ED 2510 - Language Arts Methods for Childhood Education	Credits: 3
ED 2520 - Science and Technology Methods for Childhood Education	Credits: 3
ED 3120 - Social Studies Methods for Childhood Education	Credits: 3
PSY 3401 - Psychology of Exceptional Learners	Credits: 3
PSY 3301 - Managing Behavior in Special Education or Mainstreamed Settings	Credits: 3
PSY 3700 - Metacognitive and Social Support for Pupils with Disabilities	Credits: 3
ED 4650 - Response to Intervention and Collaboration	Credits: 3
ED 4011 - Student Teaching in the Elementary School	Credits: 9
ED 4240 - Integrative Fieldwork Credits: 3	

### CHILDHOOD EDUCATION (GRADES 1-6 AND EARLY CHILDHOOD EDUCATION (BIRTH-GRADE 2))

Complete the following in addition to all of the required courses for Childhood Education .

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ED 3670 - Instruction for Early Childhood Students with and without Disabilities	Credits: 3
ED 3680 - Early Childhood Practicum with Students with and without Disabilities	Credits: 3

## Education: Childhood Certification (gr. 1-6) and Teaching Students with Disabilities (gr. 1-6)

### CHILDHOOD EDUCATION AND TEACHING STUDENTS WITH DISABILITIES (GRADES 1-6)

Complete the following in addition to all of the required courses for Childhood Education:

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PSY 3551 - IEP and Transition Planning	Credits: 3
PSY 2551 - Language for Students with Developmental Disabilities	Credits: 3

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**Total Credits: 50**

## Education: Childhood Certification (gr. 1-6) with Middle School Extension (gr. 7-9)

### CHILDHOOD EDUCATION WITH A MIDDLE SCHOOL EXTENSION (GRADES 7-9)

Complete the following in addition to all of the required courses for Childhood Education:

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ED 3470 - Curriculum and Instruction for Early Adolescence Education	Credits: 3
ED 3480 - Practicum for Middle Childhood Education (must be taken after student teaching)	Credits: 3

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**Total credits: 49**

## Education: Minor

A minor in education may be elected by any student who is not in the teacher education program at Mount Saint Mary College. Each student selecting this minor must consult with a member of the Division of Education and have this program approved by that faculty member and the division chair. A minor in education will require at least 18 credit hours in education courses. Students in teacher certification programs have *priority* over others where enrollment in methods courses is limited.

# English

The English major seeks to enhance understanding of language and literature. It is designed to prepare students for graduate study and for careers in professional fields, including adolescence and childhood education.

Students majoring in English read extensively and critically analyze selected works of literature. They are expected to achieve proficiency in oral and written expression as well as in critical thinking.

Prerequisite to this major is successful completion of ENG 1010 and ENG 1020 or their equivalents. Students then pursue a minimum of 39 credits (maximum of 40) in courses numbered 2000 and above, with at least 12 credits in 3000 and 4000 level courses, in accordance with the requirements listed below and in consultation with their advisers.

English majors who also pursue Adolescence Certification (grades 7-12) with Teaching Students with Disabilities or Adolescence Certification (grades 7-12) with Middle School Extension (grades 5-6) are reminded that 90 liberal arts credits are required for the Bachelor of Arts in English.

## Program Requirements for English Major

### REQUIRED ENGLISH COURSES 39 CREDITS

ENG 2040 - Foundations of Literary Studies	Credits: 3
A grade of C or better is required in ENG 2040 to continue as an English major.	
ENG 2010 - Major English Authors I	Credits: 3
ENG 2020 - Major English Authors II	Credits: 3
ENG 2080 - American Literature I	Credits: 3
ENG 2090 - Major American Authors II	Credits: 3
ENG 3070 - Shakespeare	Credits: 3
ENG 4160 - Development of the English Language	Credits: 3
OR	
ENG 4170 - Modern American Grammar	Credits: 3
ENG 4900 - English Capstone Seminar	Credits: 3
Elective English Courses - 15 Credits	Credits: 15
(3 of the elective credits must be in a 3000/4000 level ENG course)	

### REQUIRED ENGLISH COURSES WHEN PURSUING ADOLESCENCE EDUCATION CERTIFICATION 39 CREDITS

ENG 2040 - Foundations of Literary Studies	Credits: 3
A grade of C or better is required in ENG 2040 to continue as an English major.	
ENG 2010 - Major English Authors I	Credits: 3
ENG 2020 - Major English Authors II	Credits: 3
ENG 2080 - American Literature I	Credits: 3
ENG 2090 - Major American Authors II	Credits: 3
ENG 3070 - Shakespeare	Credits: 3
ENG 3130 - Tutoring Writing	Credits: 3
ENG 4090 - Literature for Young Adults	Credits: 3
ENG 4160 - Development of the English Language	Credits: 3
OR	
ENG 4170 - Modern American Grammar	Credits: 3
ENG 4900 - English Capstone Seminar	Credits: 3
Elective English Courses - 9 Credits	Credits: 9

# English Minor

A minor in English consists of a minimum of six English courses, numbered 2000 and above, for a total of 18 credits.



# English/Adolescence Education (5-Year)

## REQUIRED ENGLISH COURSES

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ENG 2040 - Foundations of Literary Studies	Credits: 3
A grade of C or better is required in ENG 2040 to continue as an English major	
ENG 2010 - Major English Authors I	Credits: 3
ENG 2020 - Major English Authors II	Credits: 3
ENG 2080 - American Literature I	Credits: 3
ENG 2090 - Major American Authors II	Credits: 3
ENG 3070 - Shakespeare	Credits: 3
ENG 3130 - Tutoring Writing	Credits: 3
ENG 4090 - Literature for Young Adults	Credits: 3
ENG 4160 - Development of the English Language	Credits: 3
OR	
ENG 4170 - Modern American Grammar	Credits: 3
ENG 4900 - English Capstone Seminar	Credits: 3
Elective English Courses - 9 Credits	Credits: 9

## ADOLESCENCE EDUCATION COURSES

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ED 2051 - Orientation to Teaching	Credits: 1
ED 5001 - Introduction to Special Education	
ED 5042 - Applied Research Behavior Management	
ED 5210 - Nature/Ed/Child	
ED 5220 - Theory, Research and Application	
ED 5231 - Content Literacy/Secondary Education	
ED 5245 - Curriculum & Asses/English	
ED 5252 - Curriculum Methods Adolescence	
ED 5390 - Collaborations with Prof/Parents	
ED 5441 - Lit Instruct/Adolescence	
ED 5464 - Student Teaching: Secondary	
ED 5521 - Workshop in Health (non credit)	
ED 5565 - Content English Methods	
ED 5700 - Teaching/Technology	
ED 5710 - Different Instruction	

**Note:** \*\*MSED courses will be scheduled during evening hours.

## Film Studies Minor

A minor in film studies requires six courses (18 credits) that must include FMS 1010 (History of Cinema I), FMS 1020 (History of Cinema II) and FMS 2010 (The Art of the Film). Other elective courses include FMS 4013 (Cinema of the 60s), FMS 4010 (Documentary Film), FMS 4000 (Major Influences in Contemporary Cinema).

## General Science Minor

A student may obtain a minor in general science by completing five science courses (a minimum of 18 credits) over three different disciplines, choose from; Astronomy, Biology, Chemistry, Earth Science, Physics, and/or Science.

# Hispanic Studies

The Hispanic studies major is designed to prepare students for graduate study and careers in professional fields, including adolescence and childhood education. The program also complements careers in business, communications, media, nursing, and social services. Conversation, culture, and literature are emphasized in this program. Majors are required to complete a minimum of 36 credits in Hispanic studies. Each student is assigned a faculty advisor who will assist in the development of an academic program addressing the needs and goals of the student.

Prerequisite to the Hispanic studies major is the successful completion of SPA 1030 and SPA 1040, Intermediate Spanish I & II, or passing the Mount Saint Mary College Spanish entrance exam. Students must then take 24 credits in required courses, as well as 12 credits in electives for a minimum total of 36 credits (maximum 40 credits) in Hispanic studies. These electives may include SPA 1030 and SPA 1040.

## HISPANIC STUDIES MAJOR

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SPA 2000 - Conversation-Composition	Credits: 3
SPA 2011 - Spanish Conversation I	Credits: 3
OR	
SPA 2015 Spanish for Heritage Speakers	Credits: 3
SPA 2021 - Spanish Conversation II	Credits: 3
SPA 3000 - Culture of Spain	Credits: 3
SPA 3010 - Culture of Spanish America	Credits: 3
SPA 3050 - Masterpieces of Hispanic Literature I (Spain)	Credits: 3
SPA 3060 - Masterpieces of Hispanic Literature II: Spanish America	Credits: 3
SPA 4000 - Advanced Spanish Composition	Credits: 3

## ELECTIVES FOR HISPANIC STUDIES MAJOR

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12 Credits required in this area	
SPA 1030 - Intermediate Spanish I	Credits: 3
SPA 1040 - Intermediate Spanish II	Credits: 3
SPA 2050 - Spanish for School Teachers	Credits: 3
SPA 3100 - Golden Age Art and Literature	Credits: 3
SPA 2030 - Spanish for Business	Credits: 3
SPA 3070 - Selected Readings in Caribbean Culture	Credits: 3
SPA 3080 - Contemporary Spanish Culture, Art and Politics	Credits: 3
SPA 4020 - The Novel in Spanish America	Credits: 3
SPA 4025 - Short Story in Spanish America	Credits: 3
any SPA course numbered 2000 or above	

## Additional Information

SPA 1010 - SPA 1020 (Basic Spanish I, II) do not count for the major or the minor. Courses numbered 2000 or above require SPA 1030 - SPA 1040 (Intermediate Spanish I, II) or passing the Mount Saint Mary College entrance/placement exam (required of all Hispanic Studies majors).

Students are encouraged to study abroad in a Spanish speaking country for a summer, semester or year. Credit is earned according to the length and intensity of the foreign experience with the approval of the Division of Arts and Letters. Mount Saint Mary College offers a summer program in Spain.

## Hispanic Studies (Spanish) Minor

Students who minor in Hispanic Studies must take a minimum of 18 credits that may include intermediate courses. At least 3 credits must be at the 3000-4000 level. Students should plan a minor program with a member of the language faculty.

# History

History is the study of human life recreated from the tracks our ancestors have left behind. The study of history in today's world equips students with analytical skills and research techniques of great practical value in both educational and career settings. The program is designed both to acquaint students with different ages, societies and cultures, and to develop their strengths in writing and thinking.

In organizing the curriculum, care has been taken to provide students with a broad general knowledge of history and to provide a firm foundation for graduate school or careers in business, government service, law and teaching. Practice and theory are linked through internships in historical societies and at historical sites.

## Program Requirements for History Major

Students who major in history must complete a minimum of 30 credits, but not more than 40 credits, in the discipline. Six credits in Political Science may be used as part of the 30-credit minimum. The remaining credits should be distributed over three areas: American, European, and Non-Western or Area Studies. At least 18 of the 30 credits must be taken in courses numbered 3000 or 4000.

Students majoring in history must maintain an average of "C" or better in completing the requirements of the major.

The history general education requirement is met by those history courses numbered 1000. The prerequisite for courses at the 3000 or 4000 level is a minimum of 3 credits in History or Political Science.

## History Minor

Students who minor in history must take 18 credits. Three may be in political science and at least nine of the remaining credits must be in courses numbered 3000 or 4000.

## History with Adolescence Education Certification

### ***Grades 7-12, Middle School Extension (gr. 5-6) or Special Education (gr. 7-12)***

Students who plan to see certification for secondary social studies are advised to review the description of the requirements under History with Adolescence Certification (gr. 7-12) or History with Adolescence Certification with Middle School Extension (gr. 5-6) or History with Adolescence Certification with Special Education (gr. 7-12) and select courses related to the New York State requirements for certification.

### **History with Certification in Adolescence Education and Middle School Extension (5-6)**

This major combines both the requirements of the history major with additional content requirements for certification as defined by New York State.

## Requirements

Candidates for Adolescence Education (Grades 7-12) and Middle School Extension (7-9) in social studies must include a minimum of 21 credits in United States and world history and 3 credits each in economics, government/political science and geography to meet New York State certification requirements. The social studies credits must be distributed as follows, with at least 18 credits at upper level.

**THE SOCIAL STUDIES CREDITS MUST BE DISTRIBUTED AS FOLLOWS, WITH AT LEAST 18 CREDITS AT UPPER LEVEL**

<b>American History (6 credits required)</b>		<b>Credits: 6</b>
HIS 1010 - United States History I: 1492-1865	Credits: 3	
HIS 1020 - United States History II: 1865-Present	Credits: 3	
<b>European or World History (6 credits required)</b>		<b>Credits: 6</b>
HIS 1050 - History of Western Europe I	Credits: 3	
HIS 1060 - History of Western Europe II	Credits: 3	
HIS 1030 - World History I	Credits: 3	
HIS 1040 - World History II	Credits: 3	
<b>Non-Western or Area Studies (9 credits required)</b>		<b>Credits: 9</b>
Choose three of the following:		
HIS 3000 - Foundations to Historical Studies	Credits: 3	
HIS 3192 - History of Islam	Credits: 3	
HIS 3290 - African Civilizations	Credits: 3	
HIS 4020 - History of Latin America	Credits: 3	
HIS 4040 - History of Asia	Credits: 3	
<b>Political Science (3 credits required)</b>		<b>Credits: 3</b>
<b>History Electives (minimum of 6 credits at 3000-4000 level)</b>		<b>Credits: 6</b>
6 credits in political science may be used to fulfill this requirement.		

### **Recommended for Adolescent Certification in Social Studies**

History majors seeking New York State Adolescent Certification in Social Studies will be required to pass the New York State Content Specialty Test. HIS 1030 - World History I and HIS 1040 - World History II provide the kind of synthesis of information that is needed to pass the comprehensive test. Therefore, certification candidates are advised to take at least one of the two above-specified courses in World History.

In addition, one of the following geography courses and ECO 1010 are required for New York State teacher certification.

GEO 1010 - Intro to Physical Geography	Credits: 3
GEO 1020 - Regional and Economic Geography of the World	Credits: 3
ECO 1010 - Principles of Economics, Macro	Credits: 3

**Note:** ECO 1010 and one of the GEO courses may be applied to the general education requirement in social sciences.

## **History/Adolescence Education (5-Year)**

### **REQUIRED HISTORY COURSES**

HIS 1010 - United States History I: 1492-1865	Credits: 3
HIS 1020 - United States History II: 1865-Present	Credits: 3
HIS 1030 - World History I	Credits: 3
HIS 1040 - World History II	Credits: 3
HIS 1050 - History of Western Europe I	Credits: 3
HIS 1060 - History of Western Europe II	Credits: 3

## History/Political Science

In joining two closely-related disciplines, the major in history/political science is designed to develop in a student an understanding of political behavior in both the historical and modern context.

Through the study of history, the student learns the historical foundations upon which the contemporary world is based. Through political science the student becomes aware of the structure, organization, and theory of the institutions that govern the modern world. In both disciplines, the student learns analytical skills and research techniques that will be of great practical value in both educational and career settings.

A major in history/political science provides students with a number of career opportunities related to their field of interest. These opportunities include careers in law, teaching on the elementary, secondary, college or university level, and business and government service.

Internships, offered in both state and local government offices, historical societies and historical site management, are designed to give history/political science majors valuable educational experiences and opportunities related to their field of interest. Students are encouraged to enroll in the internship program in both disciplines during their senior year.

### Program Requirements for History/Political Science Major

All history/political science majors must complete a minimum of 30 credits to be distributed as follows:

- 6 credits in American history
- 6 credits in European history
- 6 credits in government
- 6 credits in political thought
- 6 credits in elective courses, which may include internships and independent study.

### Additional Information

At least 18 of the minimum 30 credits must be taken in courses at the 3000 or 4000 level. Students majoring in history/political science must maintain an average of C or better in completing the requirements for the major. The prerequisite for courses at the 3000 or 4000 level is a minimum of 3 credits in history/political science.

## History/Political Science Minor

Students who minor in history/political science must take 18 credits. These credits should be divided equally between the two disciplines and at least 9 credits must be in courses numbered 3000 or 4000.

## History/Political Science with Adolescence Certification (gr. 7-12) and Middle School Extension (gr. 5-6)

Students who plan to seek certification for secondary social studies are advised to review the description of the requirements under Adolescent Certification in Social Studies, and select courses related to the New York State requirements for certification.

# Human Services

The human services major prepares students to work with children or adults within a variety of settings. The major emphasizes the interrelationships among individual growth and development, family structure, and the larger social setting. Students become familiar with the history of the helping professions, with various approaches to the development of social policy, and with the structure of the social service system in the United States.

Human services majors graduate with a Bachelor of Arts in human services. The program prepares them to work in direct service or administrative support in the not-for-profit, public, and private sectors. Graduates may take positions in such areas as child welfare agencies, health care, community advocacy, group residences, and recreational programs. Human services majors interested in professional study may enter graduate programs such as social work, psychology, counseling, public administration, criminal justice, and arts therapy. Human service majors are eligible to apply for 3-2 Collaboration programs in Counseling or Social Work (under Social Work)

## Program Requirements for the Human Services Major

Students majoring in Human Services will take 36 credits in the following human services/psychology/sociology courses:

HSR 1030 - Introduction to Social Work	Credits: 3
PSY 1010 - General Psychology	Credits: 3
SOC 1010 - Introduction to Sociology	Credits: 3
HSR 2110 - Human Behavior and the Social Environment I	Credits: 3
HSR 2250 - Human Behavior and the Social Environment II	Credits: 3
HSR 2510 - Theory of Social Casework	Credits: 3
HSR 3010 - Foundations of Social Policy and Planning	Credits: 3
HSR 4110 - Quantitative and Qualitative Research Methods	Credits: 3
HSR 4250 - Readings in Applied Social Research	Credits: 3
HSR 4800 - Human Services Internship Seminar	Credits: 1
HSR 4855 - Human Services Internship	Credits: 5
SOC 2410 - Marriage and the Family	Credits: 3

## Additional Requirements

In addition to these courses, a student chooses 12 major electives. Major electives must include at least one diversity elective:

### DIVERSITY ELECTIVES (3 CREDITS)

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SOC 3040 - Social Class, Power and Inequality	Credits: 3
OR	
SOC 3410 - Race, Gender and Society	Credits: 3

### OTHER ELECTIVES (9 CREDITS)

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Any HSR elective, or:	
CRI 2210 - Violence in the Community	Credits: 3
CRI 2250 - Victims of Crime	Credits: 3
PSY 3000 - Principles and Techniques of Interviewing and Counseling	Credits: 3
PSY 3010 - Child Psychology	Credits: 3
PSY 3230 - Adolescent Psychology	Credits: 3
PSY 3560 - Drugs and Society	Credits: 3
PSY 4250 - Abnormal Psychology	Credits: 3
PSY 4330 - Psych of Autism Spectrum Disorders	Credits: 3
SOC 2320 - Social Problems	Credits: 3
SOC 3260 - Aging and Society	Credits: 3
SOC 4710 - Community Action	Credits: 3

# Human Services Minor

Students wishing to minor in Human Services must take 18 credits of HSR courses including HSR/SW 1030 (Introduction to Social Work)

# Information Technology/Educational Technology

## **Information Technology**

The Bachelor of Arts in Information Technology is designed to provide the student with a practical grounding in the fundamentals and skills in specific concentrations of the computing arts.

Information Technology will prepare students to use computers effectively in educational, commercial or industrial environments, such as childhood education, networking, website design or web administration positions. All Information Technology majors are given a firm grounding in fundamental computer concepts and philosophy, in conjunction with an in-depth education in their area of concentration.

The Campus Technology Center supports students in information technology, mathematics and other fields. The center consists of a number of laboratories equipped with state-of-the-art multimedia computer systems, a multimedia production facility, and a hands-on networking laboratory. In addition, the campus infrastructure includes a wireless academic network (WAN) that provides access to online resources, including the library and the Internet, from virtually anywhere on campus. Facilities are available for individual students as well as classes. Knowledgeable staff and student assistance are available during all hours of operation.

## **Curriculum for Information Technology**

This course of study provides for a broad fundamental education in information technology in conjunction with an in-depth education in a specific concentration. Two concentrations are offered: Educational Technology and Networking and Web Technologies.

## **Educational Technology**

The Educational Technologies concentration is intended to satisfy the needs of students pursuing childhood education certification who would like to develop the skills necessary to specialize in educational technologies.

## **Program requirements for Information Technology Major**

### **REQUIRED COURSES**

CIT 1100 - Fundamentals of Computing	Credits: 3
CIT 2160 - Spreadsheets and Databases	Credits: 3
CIT 1900 - Internet Programming	Credits: 3
CIT 2300 - Networking	Credits: 3
CIT 2550 - Introduction to Programming	Credits: 3
CIT 3650 - Computer Operation and Management	Credits: 3
PHL 3060 - Philosophy and Technology	Credits: 3

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**Total credits: 21**

## **Required courses in area of concentration**

### **EDUCATIONAL TECHNOLOGIES**

CIT 2060 - Presentation Media	Credits: 3
CIT 3110 - eLearning	Credits: 3
CIT 3210 - Distributed Learning	Credits: 3
CIT 3710 - Managing Technology Resources	Credits: 3
CIT 4310 - Collaborative Technologies & Media	Credits: 3
CIT 4510 - Instructional Design of Educational Technology	Credits: 3
MTH 2050 - Mathematics for the Elementary School Teacher I	Credits: 3
OR	
MTH 2060 - Mathematics for the Elementary School Teacher II	Credits: 3
Elective (2000 level or above)	Credits: 3

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**Total credits: 24**

# Information Technology/Educational Technology — Minor

**A minor in Information Technology (Educational Technology) requires 18 credits**

A minor in Information Technology (Educational Technology) requires 18 credits: CIT 1100, CIT 2160, (CIT 2550 or CIT 1900), CIT 2060, CIT 3110, (CIT 3210 or CIT 3710).

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**Total credits: 18**

## Information Technology/Networking or Web Technologies

The Bachelor of Arts in Information Technology is designed to provide the student with a practical grounding in the fundamentals and skills in specific concentrations of the computing arts.

Information Technology will prepare students to use computers effectively in educational, commercial or industrial environments, such as childhood education, networking, website design or web administration positions. All Information Technology majors are given a firm grounding in fundamental computer concepts and philosophy, in conjunction with an in-depth education in their area of concentration.

The Campus Technology Center supports students in information technology, mathematics and other fields. The center consists of a number of laboratories equipped with state-of-the-art multimedia computer systems, a multimedia production facility, and a hands-on networking laboratory. In addition, the campus infrastructure includes a wireless academic network (WAN) that provides access to online resources, including the library and the Internet, from virtually anywhere on campus. Facilities are available for individual students as well as classes. Knowledgeable staff and student assistance are available during all hours of operation.

### Curriculum for Information Technology

This course of study provides for a broad fundamental education in information technology in conjunction with an in-depth education in a specific concentration. Two concentrations are offered: Educational Technology and Networking and Web Technologies.

#### *Networking Concentration*

The Networking sequence will satisfy the needs of the student who wishes to become a networking professional. Completion of this curriculum will also assist students to achieve national certification such as Network+ or CNE (Certified Netware Engineer).

#### *Web Technologies Concentration*

The Web Technologies sequence is intended to prepare students to enter the field of website design and management.

### Program requirements for Information Technology Major (45 credits)

#### REQUIRED COURSES

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CIT 1100 - Fundamentals of Computing	Credits: 3
CIT 2160 - Spreadsheets and Databases	Credits: 3
CIT 1900 - Internet Programming	Credits: 3
CIT 2300 - Networking	Credits: 3
CIT 2550 - Introduction to Programming	Credits: 3
CIT 3650 - Computer Operation and Management	Credits: 3
PHL 3060 - Philosophy and Technology	Credits: 3

#### NETWORKING/WEB TECHNOLOGIES COURSES

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CIT 3700 - Systems Analysis and Design	Credits: 3
CIT 4350 - Database Management Systems	Credits: 3
MTH 2450 - Topics in Computer Mathematics or MTH 2350 - Discrete Mathematics	Credits: 3
Two electives (2000 level or above)	Credits: 6



## Required courses in area of concentration

### NETWORKING SEQUENCE

CIT 3610 - Network Operating Systems and Administration	Credits: 3
CIT 4250 - Network Administration	Credits: 3
CIT 4400 - Networking Protocols	Credits: 3

### WEB TECHNOLOGIES SEQUENCE

CIT 2100 - Internet Programming II	Credits: 3
CIT 3180 - Server-Side Programming	Credits: 3
CIT 3400 - Web Site Management	Credits: 3

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**Total credits: 24**

## Information Technology/Networking or Web Technologies — Minor

A minor in Information Technology (Networking/Web) requires 18 credits

CIT 1100, CIT 2160, (CIT 2550 or CIT 3250), CIT 3650	Credits: 12
Two electives CIT 1900 or above	Credits: 6

## Information Technology/Networking — Certificate

Students taking this program must have prior knowledge and experience in computers.

### REQUIRED COURSES

CIT 2300 - Networking	Credits: 3
CIT 4250 - Network Administration	Credits: 3
CIT 4400 - Networking Protocols	Credits: 3
CIT 4610 - Network Security	Credits: 3
CIT 3610 - Network Operating Systems and Administration	Credits: 3

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**Total credits: 15**

## Information Technology/Web Technologies — Certificate

Students taking this program need only basic computer competency skills to be successful, although some programming knowledge would be helpful.

### REQUIRED COURSES

CIT 1900 - Internet Programming	Credits: 3
CIT 2100 - Internet Programming II	Credits: 3
CIT 3180 - Server-Side Programming	Credits: 3
CIT 2300 - Networking	Credits: 3
CIT 3400 - Web Site Management	Credits: 3

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**Total credits: 15**

# Interdisciplinary Studies/General Science

## General Science Concentration

The Interdisciplinary Science major was designed to provide a broad background in science for those students interested in teaching at the elementary level. Elementary teachers are expected to teach a broad spectrum of science topics including biology, chemistry, physics and earth science. Course work in each of these disciplines is included as part of the major. Students who complete this major will also be prepared to serve as science coordinators at the elementary level.

Students who are majoring in general science are assigned two advisors: one from the Division of Natural Science and one from the Division of Education.

## Program Requirements for the Interdisciplinary-General Science Major

### ONE YEAR OF BIOLOGICAL PRINCIPLES

BIO 1130 - Biological Principles I	Credits: 4
BIO 1140 - Biological Principles II	Credits: 4

### ONE YEAR OF CHEMICAL PRINCIPLES

CHM 1510 - Chemical Principles I	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4

### ONE YEAR OF PHYSICS

PHY 1010 - Introductory Physics I Credits: 4 and PHY 1020 - Introductory Physics II	Credits: 4
OR	
PHY 2010 - General Physics I Credits: 4 and PHY 2020 - General Physics II	Credits: 4)

### ONE YEAR OF EARTH SCIENCE

ERS 1030 - Introductory Earth Science I	Credits: 3
ERS 1040 - Introductory Earth Science II	Credits: 3

### MATH REQUIREMENT

MTH 2070 - Elementary Statistics	Credits: 3
or	
MTH 2510 - Analytic Geometry and Calculus I Credits: 4	

### NATURAL SCIENCE SEMINAR (BIO/CHM)

BIO 3910 - Natural Science Seminar I	Credits: 1
BIO 4900 - Natural Science Seminar III	Credits: 1
or	
CHM 3910 - Natural Science Seminar I	Credits: 1
CHM 4900 - Natural Science Seminar III	Credits: 1

### PLUS: CHOOSE AN OPTION.

#### Option 1

CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
and two other science courses with laboratory numbered 200 and above.	

#### Option 2

CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
AST 1100 - Introductory Astronomy	Credits: 3
and one other science course with laboratory numbered 200 and above.*	

#### Option 3

CHM 1060 - Introductory Chemistry II	Credits: 4
and three science courses with laboratory numbered 200 and above.	

**Note:** \* Twelve (12) credits of upper level science courses must be completed at MSMC.

# Interdisciplinary Studies/General Science with Childhood Education Certification

## General Science Concentration

The Interdisciplinary Science major was designed to provide a broad background in science for those students interested in teaching at the elementary level. Elementary teachers are expected to teach a broad spectrum of science topics including biology, chemistry, physics and earth science. Course work in each of these disciplines is included as part of the major. Students who complete this major will also be prepared to serve as science coordinators at the elementary level.

Students who are majoring in general science are assigned two advisors: one from the Division of Natural Science and one from the Division of Education.

## Program Requirements for the Interdisciplinary-General Science Major

### ONE YEAR OF BIOLOGICAL PRINCIPLES

BIO 1130 - Biological Principles I	Credits: 4
BIO 1140 - Biological Principles II	Credits: 4

### ONE YEAR OF CHEMICAL PRINCIPLES

CHM 1510 - Chemical Principles I	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4

### ONE YEAR OF PHYSICS

PHY 1010 - Introductory Physics I and PHY 1020 - Introductory Physics II	Credits: 4
or PHY 2010 - General Physics I and PHY 2020 - General Physics II	Credits: 4

### NATURAL SCIENCE SEMINAR (BIO/CHM)

BIO 3910 - Natural Science Seminar I	Credits: 1
BIO 3920 - Natural Science Seminar II	Credits: 2
BIO 4900 - Natural Science Seminar III	Credits: 1
or CHM 3910 - Natural Science Seminar I	Credits: 1
CHM 3920 - Natural Science Seminar II	Credits: 2
CHM 4900 - Natural Science Seminar III	Credits: 1

### PLUS: CHOOSE AN OPTION

#### Option 1

CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
and two other science courses with laboratory numbered 200 and above.	

#### Option 2

CHM 2010 - Organic Chemistry I	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
AST 1100 - Introductory Astronomy	Credits: 3
and one other science course with laboratory numbered 200 and above.*	

#### Option 3

CHM 1060 - Introductory Chemistry II	Credits: 4
and three science courses with laboratory numbered 200 and above.	

## DIRECTED, BUT NON-MAJOR COURSES

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ERS 1030 - Introductory Earth Science I	Credits: 3
ERS 1040 - Introductory Earth Science II	Credits: 3

## MATH COMPETENCY THROUGH

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MTH 1400 - Elementary Functions plus	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3
or	
MTH 2510 - Analytic Geometry and Calculus I	Credits: 4

**Note:** \* Twelve (12) credits of upper level science courses must be completed at MSMC.

## Recommended Course Sequence

### FRESHMAN

#### Fall

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BIO 1130 - Biological Principles I	Credits: 4
CHM 1510 - Chemical Principles I	Credits: 4
ENG 1010 - College Writing	Credits: 3
PSY 1010 - General Psychology	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3
Philosophy (Logic or Intro)	

#### Spring

BIO 1140 - Biological Principles II	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
PSY 3010 - Child Psychology	Credits: 3
ENG 1020 - Forms of Literature	Credits: 3
ED 2051 - Orientation to Teaching + 10 hours field work	Credits: 1

### SOPHOMORE

#### Fall

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CHM 2010 - Organic Chemistry I	Credits: 4
or	
Other science	Credits: 4
BIO/CHM (Upper Level)	Credits: 4
or	
AST 1100 - Introductory Astronomy	Credits: 3
PSY 3401 - Psychology of Exceptional Learners	Credits: 3
HIS (100 Level) + 30 hours of field work	Credits: 3

#### Spring

CHM 2020 - Organic Chemistry II	Credits: 4
or	
CHM 1060 - Introductory Chemistry II	Credits: 4
AST 1100 - Introductory Astronomy + 30 hours of field work.	Credits: 3

## JUNIOR

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### Fall

PHY 1010 - Introductory Physics I	Credits: 4
ERS 1030 - Introductory Earth Science I	Credits: 3
Language Elective	Credits: 3
+ 30 hours of field work	
BIO 3910 - Natural Science Seminar I	Credits: 1

### Spring

PHY 1020 - Introductory Physics II	Credits: 4
ERS 1040 - Introductory Earth Science II	Credits: 3
PSY 3301 - Managing Behavior in Special Education or Mainstreamed Settings	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3
OR	
MTH 2510 - Analytic Geometry and Calculus I	Credits: 4
+ 30 hours of field work.	
BIO 3920 - Natural Science Seminar II	Credits: 2

### Note on the Natural Science Seminars

The required Natural Science Seminars BIO 3910, BIO 3920, and BIO 4900 are cross listed at CHM 3910, CHM 3920, and CHM 4900.

## SENIOR

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### Fall

ED 4011 - Student Teaching in the Elementary School	Credits: 9
ED 4240 - Integrative Fieldwork	Credits: 3
Foundations Elective	
BIO 4900 - Natural Science Seminar III	Credits: 1 (Course may also be taken during the Spring Semester)

### Spring

PHL/REL Foundation	
Art or Music Elective	
Social Sciences Course	
10 hours of field work	
BIO 4900 - Natural Science Seminar III	Credits: 1 (Course may also be taken during the Fall Semester)

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**Total credits: 125 or 126**

**Note:** The above is a recommended sequence and some care must be taken in scheduling upper level courses since they are not offered every year.

# Interdisciplinary Studies/Integrated Marketing Communication

## Integrated Marketing Concentration

Integrated Marketing Communication is an interdisciplinary studies concentration, combining business, communication arts and computer science courses. It is designed to help students gain the capability to coordinate and integrate the many ways that organizations communicate with stakeholders. Students develop the skills to prepare and implement communication campaigns as well as the ability to formulate persuasive messages in the most appropriate channels.

### PROGRAM REQUIREMENTS FOR THE INTEGRATED MARKETING COMMUNICATION CONCENTRATION

BUS 1010 - Introduction to Management	Credits: 3
BUS 1020 - Marketing Principles	Credits: 3
BUS 3121 - International Marketing	Credits: 3
BUS 3080 - Introduction to International Business	Credits: 3
BUS 3150 - Organizational Behavior	Credits: 3
BUS 3171 - Electronic Commerce	Credits: 3
BUS 4031 - Marketing Management	Credits: 3
CMA 2050 - Introduction to Public Relations	Credits: 3
CMA 2310 - Newswriting	Credits: 3
or	
CMA 3100 - Writing for the Mass Media	Credits: 3
or	
CMA 3210 - Writing for Public Relations	Credits: 3
CMA 3120 - Management Communications	Credits: 3
CMA 4090 - Case Studies in Public Relations	Credits: 3
CMA 4130 - Integrated Marketing Communication Seminar	Credits: 3
CIT 2050	
and	
CIT 3550 - Web Page and Web Site Design	Credits: 3
CIT 3700 - Systems Analysis and Design	Credits: 3

**Note:** Within the General Education courses, the following courses are required:

CIT 1150	
MTH 2070 - Elementary Statistics	Credits: 3
PHL 3120 - Business Ethics	Credits: 3

## Interdisciplinary Studies/Liberal Studies

A student who wishes to pursue a specific topic or theme that crosses disciplinary lines and for which there is no formal major at the college may choose to major in interdisciplinary studies. Any topic for which there are sufficient courses in the catalog to meet the requirements of the major may form the basis for an interdisciplinary major. Once a student decides to pursue this major, but no later than having earned 90 credits towards graduation, he/she must contact his/her advisor to design a plan of study which includes courses for a major and electives.

The interdisciplinary studies major shall consist of no fewer than 33 and no more than 48 credits. These credits shall be distributed in at least two and not more than three major disciplines of study. There shall be no fewer than 9 credits in any major discipline of study included in the interdisciplinary program and 12 credits shall be at the upper division level. To integrate the disciplines in the program into a meaningful interdisciplinary major, students are required to complete INT 4900 Interdisciplinary Capstone: Portfolio for 1 credit hour; students are also strongly advised to complete INT 4991, INT 4992 or INT 4993, and the Interdisciplinary Capstone Independent Study for 1, 2 or 3 credit hours.

Once a student decides to pursue this major, he/she contacts or is referred to the adviser for interdisciplinary studies. Under advisement, the student will design a major plan of courses for a major and for electives. This plan may include as many as 9 credits in life experience toward the major area.

Aside from completing requirements for the major, students shall earn 39 credits of general education course requirements, as required for the degree. Students shall choose electives from other academic areas, so that the total number of credits earned will be at least 120.

The plan will then be presented to the division chairs or a faculty member designated by the division chair of selected major disciplines for their approval.

The student should retain one copy of the major plan; one will be given to the advisor; and one will be forwarded to the Registrar.

The concentrations that follow represent established models of interdisciplinary study. They are not meant to be inclusive. In consultation with the advisor for interdisciplinary studies, the student may develop an interdisciplinary studies program with concentrations tailored to his/her interests and career aspirations.

## Interdisciplinary Studies/Self-Designed

A student who wishes to pursue a concentration that is more focused and intentional than the concentration in liberal studies may develop a self-designed concentration. The focus of the concentration will be noted on the student's transcript. A self-designed concentration allows a student to lay out a series of courses in advance that are integrated around a particular theme and that cross the lines among disciplines and existing programs. A self-designed concentration must be approved by the interdisciplinary studies coordinator before a student has completed 67 credit hours. The student must contact his or her advisor to design a plan of study which includes courses for a major and electives.

The interdisciplinary studies major shall consist of no fewer than 34 and no more than 48 credits. These credits shall be distributed in at least two and not more than three major disciplines of study. There shall be no fewer than 9 credits in any major discipline of study included in the major and 12 credits shall be at the upper division level. To integrate the disciplines in the program into a meaningful interdisciplinary major, students are required to complete INT 4900 Interdisciplinary Capstone: Portfolio (1 credit hour); students are also strongly advised to complete INT 4991, 4992 or 4993, and an Interdisciplinary Capstone Independent Study for 1, 2, or 3 credit hours.

Aside from completing requirements for the major, students shall earn 39 credits of general education course requirements, as required for the degree. This plan may include as many as 9 credits in life experience toward the major area. Students shall choose electives from other academic areas, so that the total number of credits earned will be at least 120.

The plan will then be presented to the division chairs or a faculty member designated by the division chair of the selected major disciplines for their approval.

The student should retain one copy of the major plan; one will be given to the advisor; and one will be forwarded to the Registrar.

The concentrations that follow represent established models of interdisciplinary study. They are not meant to be inclusive. In consultation with the advisor for interdisciplinary studies, the student may develop an interdisciplinary studies program with concentrations tailored to his/her interests and career aspirations.

## Interdisciplinary Studies/Technology and Digital Media

The technology and digital media interdisciplinary concentration will allow students to develop creative skills based upon a solid theoretical foundation and technical and conceptual expertise with a focus on hands-on experience in production skills. The program will include courses in hardware and software, networking, digital imaging, digital film, non-linear editing, interactive web design, and digital illustration.

Students with this major will graduate with the skills necessary to succeed in careers, graduate school, or both. To gain hands-on experience in a real world environment, students will be required to complete an internship relevant to their career goals.

## Program Requirements (48 credits)

CMA 2020 - Mass Media and Communication Gateway Course: C or better required	Credits: 3
CIT 1100 - Fundamentals of Computing Gateway Course: C or better required	Credits: 3
CMA 2045 - Fundamentals of Television Production	Credits: 3
CMA 2165 - Introduction to Non-Linear Editing	Credits: 3
CMA 3090 - Digital Video Production I	Credits: 3
3 Credits in ART Chose from (ART 1600 , ART 1700 , ART 2110 , ART 2200 , ART 2750 , ART 2800 , ART 3550 , ART 3600 , ART 3800 )	Credits: 3
CIT 1900 - Internet Programming	Credits: 3
CIT 2060 - Presentation Media	Credits: 3
Chose either CIT 2300 Networking or CIT 3250 Object Oriented Programming	
CIT 2550 - Introduction to Programming	Credits: 3
CIT 3400 - Web Site Management	Credits: 3
CIT 3650 - Computer Operation and Management	Credits: 3
Chose either CMA 4150 Media: Problems and Practices or PHL 3060 Philosophy and Technology	
CIT 4650 - Technology Studio	Credits: 3
3 Credits in any CIT or CMA course at the 2100 level or above.	Credits: 3
3 Credits MINIMUM in an Internship in CIT or CMA	Credits: 3

## Mathematics

Mathematics courses are designed to engender general interest and professional competence in the field. They will prepare students who wish to become professional mathematicians or use mathematical concepts in their own field of study. Students majoring in mathematics may also qualify for certification in childhood or adolescence education. An appropriate selection of courses will provide the background and skills requisite for mathematical applications in the sciences, social sciences and business areas. The demands of a technological society present many career opportunities for qualified students who can interpret and implement computer-based information.

Proficiency in fundamental mathematical skills is a prerequisite for all science courses and credit-bearing math courses. A mathematics proficiency examination will be given to the students before registration for these courses. The score on that examination, along with SAT scores and high school performance, will be used to determine the level of the student's mathematical skill. The level of proficiency expected and the passing score will be stated for each examination. Each science or mathematics course lists the level of mathematics proficiency required to enter the course. Those students judged to be deficient in mathematical skills must remedy the deficiency or obtain the permission of the appropriate department to enter the above mentioned course.

### PROGRAM REQUIREMENTS FOR THE MATH MAJOR (39 CREDITS)

MTH 2510 - Analytic Geometry and Calculus I	Credits: 4
MTH 2520 - Analytic Geometry and Calculus II	Credits: 4
MTH 2530 - Analytic Geometry and Calculus III	Credits: 4
MTH 2650 - Fundamentals of Mathematical Reasoning	Credits: 3
MTH 3010 - Probability and Mathematical Statistics	Credits: 3
MTH 3060 - Linear Algebra	Credits: 3
MTH 4040 - Coordinating Seminar	Credits: 3
MTH 4050 - Modern Abstract Algebra	Credits: 3
A minimum of 12 additional credits in mathematics courses numbered MTH 2200 or above or CIT 3250 , CIT 1900 or CIT 2550 . At least 6 elective credits must be MTH courses at the 3000 or 4000 level.	Credits: 12

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**Total: 39 Credits**



## Students Pursuing Education Certification

Elementary/Childhood Education students may take MTH 2060 toward the 12 credit electives.

Adolescent Education students are **required** to take either MTH 4020 or MTH 4031 .

Students preparing for a career in applied mathematics are encouraged to take up to 6 credits in a related area (e.g.PHY 2010 , PHY 2020 , BUS 1010 BUS 1020 , or ECO 1010 ECO 1020).

## Mathematics — Minor

### A minor in mathematics requires 21 credits in mathematics courses including

MTH 2510 - Analytic Geometry and Calculus I	Credits: 4
MTH 2520 - Analytic Geometry and Calculus II	Credits: 4
MTH 2530 - Analytic Geometry and Calculus III	Credits: 4
9 additional credits in mathematics courses numbered MTH 2200 or above.	Credits: 9

## Media Studies Major/Journalism Concentration

The Media Studies major with a concentration in Journalism is designed to prepare students for graduate study and positions in the various media professions, such as journalism, publishing, radio, television, digital media and other electronic communications. Emphasis is on writing and producing for broadcast, digital media, and print. Prerequisite to this major is the successful completion of ENG 1010 and ENG 1020 or their equivalents. Students may then pursue a minimum of 39 (maximum of 40) credits in the field.

### Major Course Requirements for Media Studies/Journalism Concentration

CMA 2020 - Mass Media and Communication	Credits: 3 *
CMA 2045 - Fundamentals of Television Production	Credits: 3
CMA 2165 - Introduction to Non-Linear Editing	Credits: 3
CMA 3090 - Digital Video Production I	Credits: 3
CMA 3055 - Writing Workshop: Screenwriting for Film & Television	Credits: 3
CMA 3100 - Writing for the Mass Media	Credits: 3
CMA 3600 - Broadcast Journalism	Credits: 3
CMA 4150 - Media: Problems and Practices	Credits: 3
CMA 4160 - Digital Video Production II	Credits: 3
CMA 4700 - Producing for Film and Television	Credits: 3
CMA Electives or Internships (6 credits required)	Credits: 6
CMA 4500 - Coordinating Seminar	Credits: 3

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**Required credits: 39**

**Note:** \* C or better to continue in the major, MTH 2070 (Elementary Statistics) is strongly advised

## Media Studies/Journalism — Minor

### Requirements

A minor in Media Studies, *Journalism Concentration*, requires six courses in the discipline (18 credits) that must include CMA 2020 and should include the following:

CMA 2310 - Newswriting	Credits: 3
CMA 3080 - Argumentation and Persuasion	Credits: 3
CMA 3320 - Journalistic Writing	Credits: 3
or	
CMA 3360 - Copyediting	Credits: 3
CMA 4150 - Media: Problems and Practices	Credits: 3

# Media Studies/Production Concentration

The media studies major with a concentration in production is designed to prepare students for graduate study and positions in the various media professions, such as journalism, publishing, radio, television, digital media, and other electronic communications. Emphasis is on media creation, production, and editing. Prerequisite to this major is the successful completion of ENG 1010 and ENG 1020 or their equivalents. Students may then pursue a minimum of 39 (maximum of 40) credits in the field.

## Major Course Requirements for Media Studies/Production Concentration

CMA 2020 - Mass Media and Communication	Credits: 3 *
CMA 2165 - Introduction to Non-Linear Editing	Credits: 3
CMA 2045 - Fundamentals of Television Production	Credits: 3
CMA 3055 - Writing Workshop: Screenwriting for Film & Television	Credits: 3
CMA 3090 - Digital Video Production I	Credits: 3
CMA 3100 - Writing for the Mass Media	Credits: 3
CMA 3600 - Broadcast Journalism	Credits: 3
CMA 4150 - Media: Problems and Practices	Credits: 3
CMA 4160 - Digital Video Production II	Credits: 3
CMA 4700 - Producing for Film and Television	Credits: 3
CMA Electives or Internships (6 credits required)	Credits: 6
CMA 4900 - Production Capstone	Credits: 3

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**Required credits: 39**

**Note:** \* C or better to continue in the major, MTH 2070 (Elementary Statistics) is strongly advised

# Media Studies/Production — Minor

## Requirements

A minor in Media Studies, *Production Concentration*, requires six courses (18 credits) in the discipline that must include CMA 2020 and should include:

CMA 2165 - Introduction to Non-Linear Editing	Credits: 3
CMA 2045 - Fundamentals of Television Production	Credits: 3
CMA 2310 - Newswriting	Credits: 3
CMA 3090 - Digital Video Production I	Credits: 3
or	
CMA 4150 - Media: Problems and Practices	Credits: 3

# Nursing

The courses in nursing are designed for students who wish to major in nursing. Courses in health (Pharmacology and Nutrition) are open to non-nursing majors on a "space-available" basis. The program leads to the Bachelor of Science in nursing.

The program is accredited by the Commission on Collegiate Nursing Education. For further information about CCNE accreditation status, contact: CCNE, One Dupont Circle, NW, Suite 530, Washington, D.C. 20036. Graduates apply to take the licensure exam for registered nursing (NCLEX-RN) upon satisfactory completion of the program.

## Grade Point Average and Credit Requirement for Prospective Nursing Students

Students who intend to major in nursing must have successfully completed high school courses in biology and chemistry. Any matriculated student not meeting admission requirements to nursing must take a minimum of fifteen (15) credits at Mount Saint Mary College and achieve a GPA of 2.75 or better before applying for a change of major to nursing. Students without high school courses in biology must take BIO 1110 General Biology or BIO 1030 Anatomy and Physiology 1, or among the 15 credits required to change major to nursing.

Students have until the end of the Spring term of the year after the year of admission into the nursing program to complete BIO 1030, BIO 1040 and CHM 1080 with a C or higher, complete PSY 1010 and SOC 1010, and to maintain a GPA of 2.75 or higher; this is required for all nursing students to continue on in the program. Students may not register for NUR or HLT courses if the prerequisites for the course have not been met.

## Program Requirements for Nursing Major

### SUPPORT COURSES

Nursing students must complete a minimum of 120 credits which includes general education requirements, and includes the following support courses:

BIO 1030 - Human Anatomy and Physiology I	Credits: 4
BIO 1040 - Human Anatomy and Physiology II	Credits: 4
CHM 1080 - Nursing Chemistry Fundamentals	Credits: 4
BIO 2020 - Microbiology	Credits: 4
BIO 3030 - Pathophysiology	Credits: 3
PSY 1010 - General Psychology	Credits: 3
PSY 3050 - Developmental Psychology	Credits: 3
SOC 1010 - Introduction to Sociology	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3
PHL 3670 - Medical Ethics	Credits: 3

**Note:** Students must fulfill all college general education distribution requirements as stated elsewhere in this catalog. Liberal arts and science courses required for the nursing major may be used to fulfill general education requirements.

### THE FOLLOWING NURSING AND HEALTH COURSES ARE REQUIRED FOR THE NURSING MAJOR

NUR 1200 - The Developing Nursing Student	Credits: 1
NUR 2044 - Nursing Physical Assessment	Credits: 4
NUR 2024 - Nursing Skills	Credits: 4
NUR 3001 - Foundations of Nursing Research	Credits: 3
NUR 3013 - Adult Health Nursing I	Credits: 6
NUR 3022 - Adult Health Nursing II	Credits: 4
NUR 3051 - Mental Health Nursing	Credits: 4
NUR 3650 - Nursing Care of Older Adult	Credits: 3
NUR 3800 - Nursing Care of Families in Transition	Credits: 6
NUR 4020 - Community Health Nursing	Credits: 4
NUR 4052 - Complex Health Nursing	Credits: 6
NUR 4060 - Professional Nursing: Issues and Trends	Credits: 3
HLT 3010 - Normal and Therapeutic Nutrition	Credits: 3
HLT 3040 - Pharmacology	Credits: 3

**Note:** Free electives are selected primarily from upper level liberal arts and sciences.

## Additional Information

All bachelor's and master's level programs at Mount Saint Mary College are accredited by the Commission on Collegiate Nursing Education (CCNE) and meet New York State Department of Education regulations.

Licensed Practical Nurse (LPN) applicants to the nursing program at Mount Saint Mary College must be graduates of an accredited LPN program. Qualified LPNs are admitted to the single undergraduate nursing curriculum offered by Mount Saint Mary College. Students may be granted advanced standing after evaluation of college transcripts and satisfactory performance on proficiency examinations in nursing. Applicants should consult the School of Nursing for details of the requirements for advanced standing.

## Nursing and Health Courses

Nursing students must attain a minimum grade of C in all natural science courses and C+ in NUR and HLT courses for the grade to apply toward nursing degree requirements. Please note that grades of C-, D+, and D will not be accepted for transfer credit into the School of Nursing. In order to enter into the 200 level nursing courses as nursing majors, all students must complete all required courses in Anatomy and Physiology and Chemistry with a C or better, pass PSY 1010 and SOC 1010 and maintain a GPA of 2.75 or greater to be in good standing within the School of Nursing. These courses must be completed by July 20 at the end of the first year of admission to either enter with a change of major (with space available) or for nursing majors to stay in nursing.

Nursing students may not register for NUR or HLT courses if the prerequisite for the course has not been met. Nursing students receiving less than the required grade of C in natural science courses and less than a C+ in NUR and HLT course must confer with their academic advisor and arrange to repeat such course as soon as possible.

Nursing students are permitted a maximum of one (1) NUR or HLT course repetition for the entire undergraduate nursing program. Any student who earns a grade of less than C+ (76 percent) in any NUR or HLT course may repeat the course one time. Such repetition may only occur once. If the student earns a grade of less than C+ in a second NUR or HLT course, the student will be dismissed from the nursing program. Students who fail the clinical or college laboratory component of a required NUR course will receive a grade of F for the final grade.

## Clinical Nursing Course Requirements

Nursing students must demonstrate proficiency in clinical calculations each clinical semester. Such proficiency is a requirement for attending clinical learning experiences. Nursing majors enrolled in clinical nursing courses must have a current American Heart Association Basic Life Support for Healthcare Providers course completion.

Students are also required to have a background check, an annual health exam with required PPD and immunization documentation including serum titers, flu vaccines, and drug testing. Students are strongly encouraged to complete the Hepatitis B series before beginning clinical courses; students who do not complete this immunization must sign a statement of declination. (The availability of clinical sites throughout the nursing program may be limited for any student without Hepatitis B series completion or flu vaccine.) All health forms must be completed and submitted to Health Services by July 1 each year. These requirements are subject to change or modification at any time.

## Nursing Leave of Absence

All matriculated nursing students who are planning a leave of absence (LOA) for personal reasons that will cause an interruption of their required course work must complete and file a Leave of Absence form with the School of Nursing. All leaves must be approved by both the student's academic advisor and the School of Nursing Chair. In order to return to the nursing program without academic penalty, the student must be in good academic standing, according to the nursing standards stated above, at the time of leave approval and the leave of absence should not exceed the time period of one year. In the event the LOA exceeds one year, the student will need to meet with the School of Nursing Chair and appropriate faculty to determine the possibility of readmission.

## RN-BS Program

The Mount offers a Bachelor of Science in nursing program for registered nurses (RNs) that graduated from an accredited nursing program. Each nurse must hold a valid RN license in the

United States. The RN-BS program is provided online, with minimal residency. There are 135 hours of clinical/preceptorship experiences in Community Nursing and professional development that is vital to the rigor and learning outcomes for any baccalaureate nursing program. These meet both New York State Department of Education and CCNE requirements for accreditation.

There is a three-day residency for Physical Assessment, where the nurse will work with faculty and other nurses in the Learning Center on campus to hone their knowledge, skills, and attitudes toward Physical and Health Assessment. On-campus housing will be available for a nominal fee those who require it.

### RN TO BS COURSE REQUIREMENTS

NUR 3007 - Registered Nursing Credits	Credits: 3-30
NUR 3006 - Bridge to Foundations of Nursing Practice	Credits: 3
NUR 4212 - RN Seminar: Adult Care	Credits: 1
NUR 4222 - RN Seminar: Maternal-Child Health Nursing	Credits: 1
NUR 4233 - RN Seminar: Mental Health Nursing	Credits: 1
NUR 3030 - Pathophysiology For RN's	Credits: 3
NUR 2045 - Physical Assessment for RNs	Credits: 3
HLT 3041 - Pharmacology For RN's	Credits: 3
NUR 4061 - Professional Nursing: Issues and Trends	Credits: 3
NUR 4020 - Community Health Nursing	Credits: 4
HLT 3011 - Normal and Therapeutic nutrition for RNs	Credits: 3
NUR 3001 - Foundations of Nursing Research	Credits: 3

### Core/General Education requirements

#### REQUIRED SCIENCE COURSES

BIO 1030 - Human Anatomy and Physiology I	Credits: 4 *
BIO 1040 - Human Anatomy and Physiology II	Credits: 4 *
BIO 2020 - Microbiology	Credits: 4 *
Chemistry	Credits: 4 **

#### SOCIAL SCIENCES

SOC 1010 - Introduction to Sociology	Credits: 3 *
PSY 1010 - General Psychology	Credits: 3 *
PSY 3050 - Developmental Psychology	Credits: 3
History	Credits: 3 cr.

#### ARTS AND LETTERS

ENG 1010 - College Writing	Credits: 3 *
ENG 1020 - Forms of Literature	Credits: 3 *
An additional course in ENG, CMA, or ART, MUS, THR, or a foreign language	
A course in ART, MUS, THR, or a foreign language	

#### MATH AND COMPUTER SCIENCE

MTH 2070 - Elementary Statistics	Credits: 3 ***
CIT 1052 - Computer Literacy	Credits: 3 ***

#### PHILOSOPHY AND RELIGIOUS STUDIES

PHL 1020 - Logic	Credits: 3
or	
PHL 1030 - Introduction to Philosophy	Credits: 3
or	
PHL 2100 - General Ethics	Credits: 3
PHL 3670 - Medical Ethics	Credits: 3
One additional course in Philosophy or Religious Studies	

**Note:** \* Course is required prior to program entry. \*\* Course is required prior to enrollment in HLT 3010. \*\*\* Course is required prior to enrollment in NUR 3001

### Electives

An additional six credits of elective coursework is required to complete the 120 credit Bachelor of Science degree.

# Philosophy — Minor

## Philosophy

Although there is no major in philosophy, its broad range of electives should fill the needs of the inquiring student.

Students taking courses in philosophy will find themselves confronted with some of the great questions that assail the thinking person. Insights and theories formulated by major philosophers of the Western and Eastern intellectual traditions are examined and the basic skills of philosophical thought are mastered. It is the aim of the Division of Philosophy and Religious Studies to teach each student to philosophize.

The general education requirement in philosophy may be filled by any philosophy course except Independent Study.

No student may apply more than three credits at the 1000 level toward the degree.

## Minor in Philosophy

The division offers a minor in philosophy consisting of 18 credits; at least 15 credits must be beyond 1000 level. The student should plan a minor program with a member of the division. The program must meet the following requirements:

- at least 3 credits at the 2000 level;
- at least 3 credits at the 3000 level;
- at least 3 credits at the 4000 level.

## Political Science- Minor

Students who minor in political science must take 18 credits. Three credits in history may be used to complete the minor; at least 9 of the remaining credits must be in courses numbered 3000.

## Pre-Law: Undergraduate Education at the Mount in preparation for Law School

The American Bar Association does not recommend any undergraduate majors or group of courses to prepare for a legal education. Students are admitted to law school from almost every academic discipline. You may choose to major in subjects that are considered to be traditional preparation for law school, such as history, history/political science, English, communications, or business, or you may focus your undergraduate studies in areas as diverse as science and mathematics, computer science, nursing, or education.

Mount students who have successfully attended law school include those with degrees in accounting, history/political science, psychology, public relations, and business. Whatever major you select, you are encouraged to pursue an area of study that interests and challenges you, while taking advantage of opportunities to develop your research and writing skills. Taking a broad range of difficult courses from demanding instructors is excellent preparation for legal education.

The American Bar Association has identified a set of core skills essential for the study of law, which include:

- Analytic/problem solving skills
- Critical reading skills
- Strong writing skills
- Skills in both oral communication and listening
- General research skills
- Time management and organization skills

Mount Saint Mary College offers a range of courses that will help you prepare to study law with any undergraduate major.

Courses that develop skills useful for law school include:

- Accounting
- Economics
- Public Speaking
- Argumentation and Persuasion
- Literature
- Logic

Courses about law, the legal system, and the history and philosophy on which it is based include:

- American State and Local Government
- The United States Constitution and Supreme Court
- Political Thought
- Modern American Legal History
- Philosophy of Law
- Ethics
- Law and Society
- Business Law

While these courses can be taken by students majoring in any discipline, combining a major in history/political science or business with a minor in philosophy will incorporate many of the courses listed above.

In addition, the Career Center can assist you in identifying and applying for internships in a variety of settings related to the legal profession.

## Pre-Physical Therapy/Biology

Modern physical therapists are prepared to treat patients ranging in age from infants to the elderly. Their work is performed in settings as diverse as outpatient clinics, schools, and specialized departments within hospitals. Within these settings, physical therapists assist patients in dealing with problems such as orthopedic maladies (neck and back pain, the rehabilitation of joints following corrective surgery and assisting patients in pain reduction and increased mobility) and aiding patients in regaining an acceptable quality of life (the result of developmental abnormalities, disease, severe accidents, heart attacks, or strokes). Within the context of today's health care system, physical therapists are specialized in examining and treating individuals with impairment of their daily lives, the result of musculoskeletal and neuromuscular problems. To prepare for the demands of such a profession students must attend a postgraduate program of physical therapy and upon the successful completion of that program they are required to pass a national examination and be licensed in the state in which they wish to practice.

### Pre-Physical Therapy at Mount Saint Mary College

The pre-physical therapy program at Mount Saint Mary College is designed to prepare students for admittance into postgraduate programs in physical therapy. This program is a distinctive blend of courses in the life and physical sciences, while also including courses in psychology, other social sciences, and the humanities. Along with their course work, students are required to obtain experience in a variety of physical therapy settings. The assortment of courses taken in the sciences provides the student with the knowledge and skills necessary to successfully complete a graduate program in physical therapy.

The Pre-Physical Therapy Program offered at Mount Saint Mary College consists of two tracks leading to a Bachelor of Arts in biology or psychology from the Mount and a doctorate in physical therapy (D.P.T.) from New York Medical College (NYMC). The typical program for most students will be a 4 + 3 program. In this program, students will complete their bachelor's degree either in biology or psychology, while taking the prerequisite courses for entrance into the Physical Therapy Program at NYMC. Upon meeting the requirements of the program, candidates will make application to NYMC. After successful completion of the program, students will be awarded a D.P.T. from NYMC. Through a special agreement with NYMC those students whose academic performance is outstanding can apply for admissions to NYMC after attending only three years at the Mount. Upon the completion

of the first year at NYMC the student will be awarded a Bachelor's degree from Mount Saint Mary College. After completing the program at NYMC the student will be awarded a D.P.T. from NYMC.

### Program Requirements for Pre-Physical Therapy

The following prerequisite courses are taken during the first three years of study at Mount Saint Mary College and represent the minimum prerequisites for entrance into NYMC:

Three courses in biology, including human anatomy and physiology

- Two courses in chemistry (with lab)
- Two courses in physics (with lab)
- Two courses in psychology of which one must be general or introductory psychology
- One course in mathematics
- One course in statistics

To be eligible for our special admissions agreement with NYMC, students must earn a minimum overall GPA of 3.0 in their freshman year and after the completion of 50 credits the student's GPA should be a 3.2 or higher. At the time of application, the minimum GPA in prerequisite courses must be a 3.0. Throughout the course of the program a student is only permitted to earn one (1) grade lower than a B-. All remaining courses must be B's or higher. Students must also demonstrate computer literacy and have acquired 50 hours of on-site volunteer observational experience in a physical therapy setting, of which 20 hours must be in an acute care/hospital environment. Candidates must also be certified in first aid and cardiopulmonary resuscitation. After these requirements are met, the student then applies and interviews for admission into the Physical Therapy Program at New York Medical College.

### Recommended Course Sequence 4 +3

#### Biology – Pre-Physical Therapy

##### FRESHMAN

##### Fall

BIO 1130 - Biological Principles I	Credits: 4
CHM 1510 - Chemical Principles I	Credits: 4
ENG 1010 - College Writing	Credits: 3
MTH 2510 - Analytic Geometry and Calculus I	Credits: 4

##### Spring

BIO 1140 - Biological Principles II	Credits: 4
CHM 1520 - Chemical Principles II	Credits: 4
ENG 1020 - Forms of Literature	Credits: 3
MTH 2520 - Analytic Geometry and Calculus II	Credits: 4

##### SOPHOMORE

##### Fall

BIO 2040 - Genetics	Credits: 4
CHM 2010 - Organic Chemistry I Foundations/Elective	Credits: 4
PSY 1010 - General Psychology	Credits: 3

##### Spring

BIO 2080 - Principles of Microbiology	Credits: 4
CHM 2020 - Organic Chemistry II	Credits: 4
MTH 2070 - Elementary Statistics	Credits: 3
PSY 4250 - Abnormal Psychology	Credits: 3
Foundations/Elective	Credits: 3



## JUNIOR

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### Fall

Biology (BIO)	Credits: 4
BIO 1030 - Human Anatomy and Physiology I	Credits: 4
PHY 2010 - General Physics I	Credits: 4
Psychology (PSY)	
BIO 3910 - Natural Science Seminar I	Credits: 1
Foundations/Elective	Credits: 3

### Spring

Biology (BIO)	Credits: 4
BIO 1040 - Human Anatomy and Physiology II	Credits: 4
PHY 2020 - General Physics II	Credits: 4
BIO 3920 - Natural Science Seminar II	Credits: 2
Foundation/Electives	Credits: 6

## SENIOR

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### Fall

Biology (BIO)	Credits: 4
Foundation/Elective(s) (11)	
BIO 4900 - Natural Science Seminar III (May also be taken during Spring Semester)	Credits: 1

### Spring

Biology (BIO)	Credits: 4
BIO 4900 - Natural Science Seminar III (May also be taken during Fall Semester)	Credits: 1
Foundation/Elective(s)	Credits: 9

## Additional Requirements

Please refer to catalog listing for the Biology Major for a complete listing of requirements for the major.

## Pre-Physical Therapy/Psychology

Modern physical therapists are prepared to treat patients ranging in age from infants to the elderly. Their work is performed in settings as diverse as outpatient clinics, schools, and specialized departments within hospitals. Within these settings, physical therapists assist patients in dealing with problems such as orthopedic maladies (neck and back pain, the rehabilitation of joints following corrective surgery and assisting patients in pain reduction and increased mobility) and aiding patients in regaining an acceptable quality of life (the result of developmental abnormalities, disease, severe accidents, heart attacks, or strokes). Within the context of today's health care system, physical therapists are specialized in examining and treating individuals with impairment of their daily lives, the result of musculoskeletal and neuromuscular problems. To prepare for the demands of such a profession students must attend a postgraduate program of physical therapy and upon the successful completion of that program they are required to pass a national examination and be licensed in the state in which they wish to practice.

### Pre-Physical Therapy at Mount Saint Mary College

The pre-physical therapy program at Mount Saint Mary College is designed to prepare students for admittance into postgraduate programs in physical therapy. This program is a distinctive blend of courses in the life and physical sciences, while also including courses in psychology, other social sciences, and the humanities. Along with their course work, students are required to obtain experience in a variety of physical therapy settings. The assortment of courses taken in the sciences provides the student with the knowledge and skills necessary to successfully complete a graduate program in physical therapy.

The Pre-Physical Therapy Program offered at Mount Saint Mary College consists of two tracks leading to a Bachelor of Arts in biology or psychology from the Mount and a doctorate in physical

therapy (D.P.T.) from New York Medical College (NYMC). The typical program for most students will be a 4 + 3 program. In this program, students will complete their bachelor's degree either in biology or psychology, while taking the prerequisite courses for entrance into the Physical Therapy Program at NYMC. Upon meeting the requirements of the program, candidates will make application to NYMC. After successful completion of the program, students will be awarded a D.P.T. from NYMC.

Through a special agreement with NYMC those students whose academic performance is outstanding can apply for admissions to NYMC after attending only three years at the Mount. Upon the completion of the first year at NYMC the student will be awarded a Bachelor's degree from Mount Saint Mary College. After completing the program at NYMC the student will be awarded a D.P.T. from NYMC.

### Program Requirements for Pre-Physical Therapy

The following prerequisite courses are taken during the first three years of study at Mount Saint Mary College and represent the minimum prerequisites for entrance into NYMC:

Three courses in biology, including human anatomy and physiology

- Two courses in chemistry (with lab)
- Two courses in physics (with lab)
- Two courses in psychology of which one must be general or introductory psychology
- One course in mathematics
- One course in statistics

To be eligible for our special admissions agreement with NYMC, students must earn a minimum overall GPA of 3.0 in their freshman year and after the completion of 50 credits the student's GPA should be a 3.2 or higher. At the time of application, the minimum GPA in prerequisite courses must be a 3.0.

Throughout the course of the program a student is only permitted to earn one (1) grade lower than a B-. All remaining courses must be B's or higher. Students must also demonstrate computer literacy and have acquired 50 hours of on-site volunteer observational experience in a physical therapy setting, of which 20 hours must be in an acute care/hospital environment. Candidates must also be certified in first aid and cardiopulmonary resuscitation. After these requirements are met, the student then applies and interviews for admission into the Physical Therapy Program at New York Medical College.

### Psychology – Pre-Physical Therapy

#### Recommended Course Sequence 4 + 3\*

PSY 1010 - General Psychology	Credits: 3
BIO 1130 - Biological Principles I	Credits: 4
BIO 1140 - Biological Principles II	Credits: 4
CHM 1050 - Introductory Chemistry I	Credits: 4
CHM 1060 - Introductory Chemistry II	Credits: 4
PSY 3050 - Developmental Psychology	Credits: 3
PSY 3030 - Personality and Adjustment or PSY 3320 Psychology of Personality	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3
PSY 3060 - Biological Psychology	Credits: 3
PHY 1010 - Introductory Physics I	Credits: 4
PHY 1020 - Introductory Physics II	Credits: 4
Psychology Electives	Credits: 6 **
PSY 4250 - Abnormal Psychology	Credits: 3
PSY 4440 - Experimental Psychology	Credits: 4
BIO 1030 - Human Anatomy and Physiology I	Credits: 4
BIO 1040 - Human Anatomy and Physiology II	Credits: 4
PSY 4800 - Psychology Internship Seminar	Credits: 1
PSY 4850/4860/4870/4880 - Internship in Psychology	Credits: 3, 6, 9, 12
PSY 4900 - Senior Research Seminar	Credits: 3

**Note:** \*\* PSY 3560 Drugs and Society, PSY 3450 Health Psychology, PSY 3270 Cognitive Psychology, PSY 3280 Sensation and Perception, PSY 3530 Psychology of Motivation, and PSY 3000 Principles and Techniques for Interviewing and Counseling are recommended (but not required) electives for the student pursuing physical therapy as a career.

# PROFESSIONAL PREPARATION PROGRAMS

## Biology/Physician Assistant Preparation

The physician assistant preparation (PA-preparation) concentration at the Mount is intended for students who plan to make application to a graduate program in physician assistant studies. The curriculum has been designed to satisfy the requisite course admission requirements for most institutions that offer the graduate degree. Most graduate programs also require a certain number of contact hours in a health care setting. The total contact hour requirement and the allowed environments differ among institutions.

The Career Center at Mount Saint Mary College will assist PA-preparation students in obtaining experiences that may satisfy some or all of these requirements. It is the responsibility of the student to investigate the specific pre-requisites for the graduate program(s) for which he/she intends to apply and, as appropriate, to acquire the necessary contact hours.

The PA-preparation curriculum at the Mount leads to the bachelor's degree in biology. While it is not necessarily required that an applicant to a graduate PA program have a degree in the sciences, the pre-requisite courses best fit into the sequence of courses taken by an undergraduate biology major. Most institutions have prescribed liberal arts requirements and those courses have been included in the Mount curriculum.

In addition to 40 credits in biology, the course of study includes the following:

- A year of Freshman Chemistry with laboratory
- A year of Organic Chemistry with laboratory
- A year of Calculus and one course in Statistics
- A year of General Physics with laboratory
- A year of English
- A year of Psychology

### PA-preparation Program – Student Responsibilities

To remain in the PA-preparation track, a student must achieve a minimum GPA of 3.2 by the end of the first academic year. By the end of the second academic year, a student must then earn a minimum GPA of 3.4 overall and in prescribed science and mathematics courses. A minimum grade of B- is required in all science courses.

To enhance the success of graduate applications, students are expected to participate in College and divisional activities. There are many opportunities for students to demonstrate involvement in professional, cultural, and recreational activities. Active participation in one or more of these areas is looked upon favorably when graduate admission applications are reviewed.

It is essential that students consult the specific admission requirements for graduate programs in which they are interested. This must be done in a timely manner to ensure that any necessary changes in course scheduling can be accommodated. Students are responsible for adjusting their course schedules to meet graduate admission requirements. Students must also be aware of the number and type of contact hours required and have a plan to address this requirement. Students must also arrange to take any required entrance exam (e.g. GRE).

## Dental Prep., Medical Prep., Veterinary Prep.

No professional school requires a specific major of its applicants. However they recognize the importance of a strong foundation in the natural sciences, which include biology, chemistry, physics, and mathematics. The current “pre-med / pre-professional” curriculum offered at the college follows the course requirements recommended by the American Association of Medical Colleges (AAMC) and is similar to that offered by virtually all schools in the U.S.

It includes:

- A year of Freshman Chemistry with laboratory
- A year of Organic Chemistry with laboratory
- A year of Biology with laboratory
- A year of Physics with laboratory
- A year of English
- A year of Calculus or other advanced math classes, including Statistics

Although this course requirement can be met while pursuing any area of study at the college, they are embedded in the biology major. The Division of Natural Sciences is of the opinion that completion of requirements for a BA in biology best prepares the students for further studies in areas of their choosing. This is supported by a recent report “Scientific Foundations for Future Physicians” from the AAMC (Association of American Medical Colleges) and the Howard Hughes Medical Institute (HHMI), which recommended that medical and premedical education evolve from a static listing of courses to a dynamic set of competencies. <http://www.aamc.org/newsroom/pressrel/2009/090604.htm>

The competencies defined as the knowledge, skill, or attitude that enables an individual to learn and perform in medical practice include:

- Apply quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.
- Demonstrate understanding of the process of scientific inquiry, and explain how scientific knowledge is discovered and validated.
- Demonstrate knowledge of basic physical principles and their applications to the understanding of living systems.
- Demonstrate knowledge of basic principles of chemistry and some of their applications to the understanding of living systems.
- Demonstrate knowledge of how biomolecules contribute to structure and function.
- Apply an understanding of the principles of how molecular and cell assemblies, organs, and organisms develop structure and carry out function.
- Explain how organisms sense and control their internal environment and how they respond to external change.
- Demonstrate an understanding of how the organizing principle of evolution by natural selection explains the diversity of life on earth.

All the competencies defined above are addressed in the biology curriculum.

## Development of Personal Attributes

Academic and scientific accomplishments, while important, are not sufficient for entry into professional programs. A critical aspect is the development of physician – patient relationship. It is expected that the incoming students be altruistic and dutiful. Students are expected to be aware of community and public health issues and understand that there are several complex, non-biological causes that can result in poor health. While a commitment to making evidence-based decisions is required, it is also expected that the future professionals will make ethical decisions, based on compassion, respect and integrity <http://www.aamc.org/meded/msop/>.

To develop these attributes and achieve the academic and scientific accomplishments, all students designated as “pre-professional” will be expected to meet the following requirements.

## Pre-Professional Programs – Student Responsibilities

Students declaring an interest in this concentration will be designated as pre-med/pre-professional and be tracked for progress throughout their academic career. The advisory committee will write a joint recommendation letter in support of a student’s candidacy only if the student has met the criteria listed below.

1. Maintain an overall GPA of 3.4 the first year, and then an average of 3.4 or better in science classes taken at the college, with a minimum grade of B in each of the required science courses.
2. Be an active participant in the “Pre-Professional Club.” This would require an active participation in activities that demonstrate a commitment to leadership, altruism and dutifulness in the community. Students would be required to:
  - Develop, organize, and implement community activities such as volunteering, talks, and presentations
  - Volunteer in both clinical and non-clinical settings
  - Be a mentor
  - Attend a minimum of four club meetings per year.
3. Maintain a portfolio that documents both academic and non academic activities. Students will be responsible for updating it annually.

4. Set up an advisory committee in their junior year.
5. Meet with their academic advisor every semester to have a continued dialogue about meeting goals and expectations.
6. Attend an orientation seminar during their first year at the College.
7. Undertake an independent project / research here at the College or at other institutions (optional but highly recommended).
8. Take the appropriate graduate entrance exam, MCAT, DAT, GRE, in the spring of their junior year.
9. Complete the appropriate application to the graduate school of choice in the summer of their junior year.
10. Initiate an interview with the pre-professional Advisory Committee to discuss the application progress in the fall of their senior year.
11. Inform the pre-professional Advisory Committee of the application outcome.

## Pre-Podiatry

### Program Requirements for Pre-Podiatry

Mount Saint Mary College (MSMC) offers a 3 + 4 (seven years) joint degree program in podiatry in conjunction with the New York College of Podiatric Medicine (NYCPM). The student completes the general education requirements for a BA in biology at MSMC in three years and after four years of professional studies at NYCPM earns a D.P.M. degree in Podiatric Medicine. After the successful completion of the first year of professional studies, 30 credits of course work will be transferred to MSMC and MSMC will award the student a BA in biology.

In order to begin the professional portion of the program, the student must complete 90 credits and maintain a 3.0 Grade Point Average in all undergraduate course work and a 3.0 in the required math and science courses. The student must also: (1) submit a timely and satisfactory formal application to the New York College of Podiatric Medicine; (2) obtain official letters of recommendation; (3) obtain official MCAT scores at least equal to NYCPM's current minimum; and (4) achieve a satisfactory evaluation in a personal interview.

# Psychology

Courses in psychology are designed to serve a number of purposes: to satisfy intellectual curiosity; to offer insights into human behavior, personal and social; to offer another dimension to the studies of those involved in education and nursing, in particular, and all disciplines in general; to prepare those choosing a major in psychology for graduate school and careers in the helping professions.

## Program requirements for Psychology Major

Students with the baccalaureate degree in psychology have a firm foundation for entry level careers in social service agencies, consumer advocacy, business (such as personnel work and organization development) and community improvement groups. In addition, the psychology degree constitutes strong preparation for graduate studies.

Students majoring in psychology must take a minimum of 35 credits with an average of C or better. They study a core of psychological disciplines including the following required courses:

PSY 1010 - General Psychology	Credits: 3
PSY 3030 - Personality and Adjustment	Credits: 3
or	
PSY 3320 - Psychology of Personality	Credits: 3
PSY 3050 - Developmental Psychology	Credits: 3
PSY 3060 - Biological Psychology	Credits: 3
PSY 3210 - Psychological Statistics	Credits: 3
PSY 4250 - Abnormal Psychology	Credits: 3
PSY 4440 - Experimental Psychology	Credits: 4
PSY 4800 - Psychology Internship Seminar	Credits: 1
PSY 4850/4860/4870/4880 - Internship in Psychology	Credits: 3, 6, 9, 12
PSY 4900 - Senior Research Seminar	Credits: 3

plus two electives at the 3000 level or above.

## Additional Requirements

PSY 1010 (General Psychology) is a prerequisite for all courses numbered 2000 and above.

## Psychology - Minor

Students wishing to minor in psychology (18 credits) must take PSY 1010 and 15 credits in courses numbered 2000 and above.

## Public Relations

The public relations major is designed to prepare students for graduate study and entry-level positions in the field. Prerequisite to this major is the successful completion of ENG 1010 and ENG 1020. Students may then pursue a minimum of 39 (maximum of 40) credits.

### Required Courses for the Public Relations Major (39 Credits)

CMA 2050 - Introduction to Public Relations	Credits: 3 *
CMA 2170 - Public Speaking	Credits: 3
CMA 2310 - Newswriting	Credits: 3
CMA 3080 - Argumentation and Persuasion	Credits: 3
CMA 3120 - Management Communications	Credits: 3
CMA 3170 - Advanced Public Speaking & Presentation	Credits: 3
CMA 3270 - Public Relations Campaigns	Credits: 3
CMA 3100 - Writing for the Mass Media	Credits: 3
CMA 4088 - Advertising	Credits: 3
CMA 4090 - Case Studies in Public Relations	Credits: 3
CMA Electives or Internships (6 credits required)	Credits: 6
CMA 4500 - Coordinating Seminar	Credits: 3

**Note:** \* C or better to continue in the major, MTH 2070 (Elementary Statistics) is strongly advised.

## Public Relations - Minor

A minor in public relations requires six courses (18 credits) in the discipline that must include CMA 2050 and should include the following:

### Requirements

CMA 2310 - Newswriting Credits: 3

or

CMA 3100 - Writing for the Mass Media Credits: 3

CMA 3120 - Management Communications Credits: 3

CMA 3210 - Writing for Public Relations Credits: 3

or

CMA 3320 - Journalistic Writing Credits: 3

or

CMA 3360 - Copyediting Credits: 3

CMA 4090 - Case Studies in Public Relations Credits: 3

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**Total credits: 18**

## Publishing

This dual/joint 5-year program leads to a bachelor's degree from Mount Saint Mary College and a master's degree in publishing from Pace University. During their first three years, students take all their coursework at the Mount. In their senior year, students take two to three undergraduate courses per term at the Mount, and two graduate courses per term at Pace. The fifth year of study is exclusively at Pace. For further information, contact the Mount's Division of Arts and Letters.

## Religious Studies Minor

The religious studies program affords students the opportunity to pursue studies in either religious studies or biblical studies, leading, if they so desire, to a minor in either of these areas. To minor in either religious studies or biblical studies, a student needs 18 credits, 12 in the selected minor area and 6 in the alternative area.

The Religious Studies curriculum provides an opportunity for a multi-faceted reflection on the religious dimension of the human experience. Students are introduced to the religious patterns of humanity in a worldwide perspective. The tradition of the Dominican Order includes "disputatio" (respectful dialogue) and the search for "veritas" (truth) in all disciplines. The concepts of the sacred work of "study," one of St. Dominic's Nine Ways of Prayer, is examined as the education philosophy of the founders of Mount Saint Mary College.

## Science

Majors are available in biology, chemistry, and general science for elementary education students (See General Science under Interdisciplinary Studies). Programs are available in Pre-Physical Therapy/Biology Pre-Physical Therapy/Psychology and pre-podiatry . Please refer to each of these majors or programs under the appropriate heading in the catalog.

# Social Sciences

The social sciences major is designed to give students wide exposure to the social sciences, while concentrating in one particular discipline. Students may choose to concentrate their studies in history, history/political science, psychology, or sociology, and distribute the remaining credits over two other areas. In doing so, the student receives a strong foundation in the theories, research techniques, and analytical skills of one of the social sciences, while developing an understanding of the relationship between this discipline and the other social sciences. This major is particularly useful to students who are interested in a childhood teaching or a social service career.

## Program Requirements for Social Sciences Major

The student majoring in social sciences will complete a total of 39 credits. These credits must be distributed in a “21-9-9” sequence with 21 credits in one of the following areas of study: history, history/political science, psychology, or sociology. The remaining 18 credits must be distributed equally in two of the other three areas of study. History or history/political science may be chosen but not both. A minimum of 12 credits must be at the 3000/4000 level. In the case of a concentration in history/political science, a minimum of 9 credits should be taken in both history and political science. There is no minor in social sciences.

Students majoring in social sciences are required to maintain a cumulative average of C or better for the major.

## Requirements

Social sciences majors who are pursuing childhood education certification must concentrate in history or history/political science. The following psychology courses required for teacher certification may not be used to fulfill their social science requirements in the major or general education:

PSY 2551 - Language for Students with Developmental Disabilities	Credits: 3
PSY 3010 - Child Psychology	Credits: 3
PSY 3301 - Managing Behavior in Special Education or Mainstreamed Settings	Credits: 3
PSY 3360 - Content Enhancement for Adolescent Learners	Credits: 3
PSY 3401 - Psychology of Exceptional Learners	Credits: 3
PSY 3700 - Metacognitive and Social Support for Pupils with Disabilities	Credits: 3

# Social Studies/Adolescence Education (5-Year)

## B.A. in History/M.S. in Ed Adolescence Education, B.A./M.S

This program is designed for students interested in teaching 7th-12th grade History. In five years students will be able to complete all required courses for a bachelor’s degree in History, a master’s in education, and New York Certification in adolescence education with or without dual certification in teaching students with disabilities.

Students will be admitted into the B.A. History/M.S. Ed adolescence program upon application to Mount Saint Mary College in their freshmen year. Requirements for entrance and continuing enrollment in the 5-year master’s program in History/adolescence education are:

- Incoming freshmen must meet 2 of the following 3 criteria: a. 85 scholastic average in HS; b. Top 30% of their graduating class; c. SAT scores of 1000 (critical reading and mathematics)
- Students transferring into the program (internally or externally) must have a 3.0 cumulative grade point average (GPA).
- Students must maintain a 3.0 cumulative grade point average throughout the five years of the program and must pass ED 2051, Orientation to Teaching. Students who transfer ED 2051 from another college must pass the writing assessment section of ED 20151 at Mount Saint Mary College.
- Students in the 5-year Master’s program will be evaluated at the end of each semester. Students who do not meet the minimum 3.0 GPA requirement in any semester will be



placed on probation. Only one probationary period will be allowed; students who fail to meet the minimum GPA requirement for more than one semester will be removed from the program and placed into a BA program in History.

Admissions criteria of the college will be applied along with the maintenance of a 3.0 Grade Point Average throughout the five-year program for those selecting this degree option. For those who may choose to apply for the five-year master's degree option after initial admission, either as a transfer student or a MSMC student who chooses to change majors, will come under the original admissions stipulations at the time they apply for the five-year master's option. Each student in the program will be assigned two advisers: one from the Division of Social Sciences and one from the Division of Education.

Students in the five-year master's degree program may elect to remove themselves from the program and enter a bachelor's degree program at Mount Saint Mary College at any time. However, no more than 6 credits of graduate education courses may be counted toward an individual bachelor's degree if a student leaves the five-year master's program for any reason. These graduate credits may not then be used toward a master's degree.

Both degrees will be awarded at the completion of the fifth year of the program.

HIS 1010 - United States History I: 1492-1865	Credits: 3
HIS 1020 - United States History II:1865-Present	Credits: 3
GEO 1010 - Intro to Physical Geography	Credits: 3
ECO 1010 - Principles of Economics, Macro	Credits: 3
POS 2090 - American Government	Credits: 3
PHL 3080 - Philosophy of Education	Credits: 3
HIS 4070 - Coordinating Seminar I	Credits: 3
HIS 4601 - Frameworks of History	Credits: 3

#### **World History I or Western Europe History I**

HIS 1030 - World History I	Credits: 3
HIS 1050 - History of Western Europe I	Credits: 3

#### **World History II or Western Europe History II**

HIS 1040 - World History II	Credits: 3
HIS 1060 - History of Western Europe II	Credits: 3

#### **Non Western History Course Requirements**

HIS 3290 - African Civilizations	Credits: 3
HIS 4020 - History of Latin America	Credits: 3
HIS 4040 - History of Asia	Credits: 3
Upper Level (3000/4000) History Electives (9 Credits Required)	Credits: 9

### **Adolescence Education Courses**

ED 2051 - Orientation to Teaching	Credits: 1
ED 5001 Introduction to Special Education	
ED 5042 Applied Research Behavior Mngmnt	
ED 5210 Nature/Ed/Child	
ED 5220 Theory, Research and Application	
ED 5231 Content Literacy / Secondary Education	
ED 5248 Curr & Asses/Social Studies	
ED 5252 Curric Methods Adolescence	
ED 5390 Collaborations with Prof/Parents	
ED 5441 Lit Instruct/Adolescence	
ED 5464 Student Teaching: Secondary	
ED 5521 Workshop in Health (non credit)	
ED 5566 Content Social Studies Methods	
ED 5700 Teaching / Technology	
ED 5710 Different Instruction	

## If Pursuing Adolescence Special Education

ED 2051 - Orientation to Teaching  
ED 5001 - Introduction to Special Education  
ED 5042 - Applied Research Behavior Mngmnt  
ED 5252 - Introduction to Instruction/Assessment  
ED 5220 - Theory, Research and Application Adolescent Dev  
ED 5231 - Content Literacy / Secondary Education  
ED 5248 - Curr & Asses/Social Studies  
ED 5252 - Curric Methods Adolescence  
ED 5390 - Collaborations with Prof/Parents  
ED 5441 - Lit Instruct/Adolescence  
ED 5125 - Foundations Students w/Disabilities  
ED 5924 - Diag. Eval RTI, IEP  
ED 5282 - Content Enhancement  
ED 5295 - Students with Disabilities  
ED 5364 - Technology for Teaching Autism  
ED 5566 - Content Social Studies Methods  
ED 5464 - Student Teaching: Secondary  
ED 5521 - Workshop in Health (non credit)

Credits: 1

**Note:** \*\*MSED courses will be scheduled during evening hours

## Social Studies/Adolescence Education plus Special (5-Year)

### Social Work/Human Services (Collaboration Program)

Students interested in social work may wish to pursue a dual/joint 5-year program that would lead to a bachelor's degree in human services, from Mount Saint Mary College, and a master's in social work (MSW) from Fordham University's School of Social Services. In this 3 + 2 program, students spend the first three years at the Mount taking a combination of liberal arts courses designed to fulfill the general education requirement for a bachelor's degree and courses which fulfill the requirements for a human services major while, at the same time, establishing the student's eligibility for admission to the MSW program at Fordham.

To be eligible for admission into the MSW program at Fordham, students must attain a 3.0 GPA during the three years at Mount Saint Mary College. All admission requirements must be completed by the end of the sixth semester. Students meeting these criteria must submit an application, which will be reviewed at Mount Saint Mary College by the Social Work Advisory Committee. If they recommend acceptance into the Fordham program, the Fordham University School of Social Services will then make a final decision on the application.

This accelerated program is competitive and there are a limited number of positions of entry into the professional phase at Fordham. Students, who do not gain admission into the professional program at Fordham during their third year, may remain at the Mount and complete the requirements for their bachelor's degree. These students may apply to Fordham or other MSW programs for admission after completing their bachelor's degree.

The following are the courses that must be taken during the first three years at Mount Saint Mary College in order for the student to be considered for acceptance into the Fordham MSW 3+ 2 program:

### Human Services:

SOC 1010 - Introduction to Sociology	Credits: 3
PSY 1010 - General Psychology	Credits: 3
HSR 2110 - Human Behavior and the Social Environment I	Credits: 3
HSR 2250 - Human Behavior and the Social Environment II	Credits: 3
HSR 2510 - Theory of Social Casework	Credits: 3
SOC 2410 - Marriage and the Family	Credits: 3
and 9 major elective credits.	Credits: 9

**ALSO 9 ELECTIVE CREDITS INCLUDING AT LEAST ONE DIVERSITY ELECTIVE:**

SOC 3040 - Social Class, Power and Inequality	Credits: 3
Or	
SOC 3110 - Hate Crimes	Credits: 3
and additional credits from among the following courses:	
PSY 3000 - Principles and Techniques of Interviewing and Counseling	Credits: 3
PSY 3010 - Child Psychology	Credits: 3
PSY 3230 - Adolescent Psychology	Credits: 3
PSY 3560 - Drugs and Society	Credits: 3
PSY 4250 - Abnormal Psychology	Credits: 3
Or	
PSY 4330 - Psych of Autism Spectrum Disorders	Credits: 3
SOC 2320 - Social Problems	Credits: 3
SOC 3260 - Aging and Society	Credits: 3
Or	
SOC 4710 - Community Action	Credits: 3
CRI 2210 - Violence in the Community	Credits: 3
Or	
CRI 2250 - Victims of Crime	Credits: 3
Or any other HSR elective including:	
PSY 3310 - Psychology of Death and Dying	Credits: 3
Or	
PSY 4329 - Psych Addictions Across The Lifespan	Credits: 3

**Additional Information**

To be eligible for admission into the MSW program at Fordham, students must attain a 3.0 GPA during the three years at Mount Saint Mary College. All admission requirements must be completed by the end of the sixth semester. Students meeting these criteria must submit an application, which will be reviewed at Mount Saint Mary College by the Social Work Advisory Committee. If they recommend acceptance into the Fordham program, the Fordham University School of Social Services will then make a final decision on the application.

This accelerated program is competitive and there are a limited number of positions of entry into the professional phase at Fordham. Students, who do not gain admission into the professional program at Fordham during their third year, may remain at the Mount and complete the requirements for their bachelor's degree. These students may apply to Fordham or other MSW programs for admission after completing the bachelor's degree.

**Social Work (5-Year Collaboration Program)**

Students interested in social work may wish to pursue a dual/joint 5-year program that would lead to a bachelor's degree, from Mount Saint Mary College in Human Services , Psychology or Sociology , and a master's in social work (MSW) from Fordham University's School of Social Services. In this 3 + 2 program, students spend the first three years at the Mount taking a combination of liberal arts courses designed to fulfill the general education requirement for a bachelor's degree and courses which fulfill the requirements for a human services, psychology or sociology major while, at the same time, establishing the student's eligibility for admission to the MSW program at Fordham.

To be eligible for admission into the MSW program at Fordham, students must attain a 3.0 GPA during the three years at Mount Saint Mary College. All admission requirements must be completed by the end of the sixth semester. Students meeting these criteria must submit an application, which will be reviewed at Mount Saint Mary College by the Social Work Advisory Committee. If they recommend acceptance into the Fordham program, the Fordham University School of Social Services will then make a final decision on the application.

This accelerated program is competitive and there are a limited number of positions of entry into the professional phase at Fordham. Students, who do not gain admission into the professional program at Fordham during their third year, may remain at the Mount and complete the requirements for their bachelor's degree.

The following are the courses that must be taken during the first three years at Mount Saint Mary College in order for the student to be considered for acceptance into the Fordham MSW 3+ 2 program. Typically, a minimum of two years of residency at Mount Saint Mary College are necessary in order to complete the required major courses.

## Human Services

Courses required at MSMC to lead to a BA in Human Services from Mount Saint Mary College and a MSW from Fordham University.

HSR 1030 - Introduction to Social Work	Credits: 3
PSY 1010 - General Psychology	Credits: 3
SOC 1010 - Introduction to Sociology	Credits: 3
SOC 2410 - Marriage and the Family	Credits: 3
SOC 3040 - Social Class, Power and Inequality Credits: 3 OR SOC 3410 Race, Gender and Society	Credits: 3
HSR 2110 - Human Behavior and the Social Environment	Credits: 3
HSR 2250 - Human Behavior and the Social Environment II	Credits: 3
HSR 2510 - Theory of Social Casework	Credits: 3

### REQUIRED ELECTIVES (9 CREDITS), CHOOSE FROM THE FOLLOWING:

Any HSR Course

CRI 2110  
 CRI 2250  
 PSY 3000  
 PSY 3010  
 PSY 3230  
 PSY 3560  
 PSY 4250  
 PSY 4330  
 SOC 2320  
 SOC 3260  
 SOC 4710

## Psychology

Courses required at MSMC to lead to a BA in Psychology from Mount Saint Mary College and a MSW from Fordham University.

HSR 1030 - Introduction to Social Work	Credits: 3
PSY 1010 - General Psychology	Credits: 3
PSY 3030 - Personality and Adjustment	Credits: 3
OR	
PSY 3320 Psychology of Personality	Credits: 3
MTH 2070 - Elementary Statistics	Credits: 3
PSY 3050 - Developmental Psychology	Credits: 3
PSY 3060 - Biological Psychology	Credits: 3
PSY 4250 - Abnormal Psychology	Credits: 3
PSY 4440 - Experimental Psychology	Credits: 4
PSY 4900 - Senior Research Seminar	Credits: 3
PSY Electives (must be above 2000 course level)	Credits: 6

# Sociology

The study of sociology provides students with valuable information and techniques that are applicable many professional careers. Students interested in careers in primary and secondary education, law, social work, health care, business, marketing, public service, and higher education find considerable value in the sociological perspective. The courses offered attempt to meet the varied needs of the student body.

Hence, the three major goals of sociology are:

1. To provide the student with an understanding of the sociological perspective and its universal application to human behavior;
2. To provide the student with skills and knowledge needed for professional careers and/or graduate school; and
3. To expose the student to the diverse orientations within the discipline of sociology.

## Program Requirements for Sociology Major

Students majoring in sociology must take a minimum of 33 credits in the discipline and maintain a cumulative average of C or better.

### THE STUDENT OF SOCIOLOGY IS REQUIRED TO COMPLETE THE FOLLOWING COURSES

SOC 1010 - Introduction to Sociology	Credits: 3
SOC 3040 - Social Class, Power and Inequality	Credits: 3
SOC 3210 - Social Statistics	Credits: 3
SOC 3410 - Race, Gender and Society	Credits: 3
SOC 4070 - Social Theory	Credits: 3
SOC 4110 - Quantitative and Qualitative Research Methods	Credits: 3
SOC 4250 - Readings in Applied Social Research	Credits: 3
12 elective credits.	Credits: 12

**Note:** ANT 1000 may be used as credit toward the sociology major.

SOC 1010 is a prerequisite for all 2000, 3000 and 4000 level courses.

## Sociology - Minor

A student wishing to minor in sociology will be required to take 18 credits of sociology. At least 3 credits must be at the introductory level and, of the remaining 15 credits, at least 3 must be at the 2000 level.

Credits: 3

## Theatre Arts

The aim of the courses in Theatre Arts is to increase enjoyment, understanding and performance; to develop critical judgment and taste; to provide for enrichment of the student's theatrical and professional life. Any theatre course may be used to fulfill the general education requirement in the fine arts area. There is no major in Theatre Arts.

## Theatre Arts — Minor

A minor in theatre arts requires six courses (18 credits) in the discipline and must include THR 1080 and THR 3380 or THR 3420. The remaining credits may be earned by completion of theatre courses (THR) and designated dramatic literature courses dual-listed with English (THR/ENG).

## Theatre Arts and Music — Minor

Students who wish to minor in Theatre Arts and Music should complete a total of 18 credit hours in these combined disciplines, 9 credits in theatre arts and 9 credits in music. A minimum of 3 credits must be taken in performance such as THR 3380 or MUS 1650/MUS 1660.

## Writing Concentration

The concentration in writing requires four classes that must include ENG 3370: Writing for the Professional and CMA 3360: Copyediting. Students may then choose two courses from the following: CMA 2310, CMA 3080, CMA 3100, CMA/ENG 3320, CRW/ENG 3300, ENG 3330, CRW/THR 2020, or an approved 3-credit Internship.

ENG 3370 - Writing for the Professional	Credits: 3
CMA 3360 - Copyediting	Credits: 3
Choose two courses from the list below:	
CRW 2020 - Writing Workshop: Playwriting	Credits: 3
CMA 2310 - Newswriting	Credits: 3
CMA 3080 - Argumentation and Persuasion	Credits: 3
CMA 3100 - Writing for the Mass Media	Credits: 3
CRW 3300 - Writing Workshop: Creative Non-Fiction	Credits: 3
CMA 3320 - Journalistic Writing	Credits: 3
ENG 3330 - The Essay	Credits: 3
CMA 4850/4860/4870/4880 - Internship	Credits: 3, 6, 9, 12

## Creative Writing Concentration

A Concentration in Creative Writing requires four classes that may include ENG/CRW 3300 Writing Workshop: Creative Non-Fiction; ENG/CRW 3410 Writing Workshop: Fiction; ENG/CRW 4028 Writing Workshop: Poetry; CRW/THR 2020 Writing Workshop: Playwriting; CRW/ENG 3310 Writing Workshop: Journalistic Essay; CRW/CMA 3055 Writing Workshop: Screenwriting for Film & Television or an approved 3-credit independent study.

CRW 2020 - Writing Workshop: Playwriting	Credits: 3
CRW 3055 - Writing Workshop: Screenwriting for Film & Television	Credits: 3
CRW 3300 - Writing Workshop: Creative Non-Fiction	Credits: 3
CRW 3310 - Writing Workshop: Journalistic Essay	Credits: 3
CRW 3410 - Writing Workshop: Fiction	Credits: 3
CRW 4028 - Writing Workshop: Poetry	Credits: 3

# COURSE DESCRIPTIONS

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## Course Classification

Lower division courses are 1000 and 2000 level courses; upper division courses are 3000 and 4000 level courses. A course identified by two numbers and separated by a hyphen (i.e. 1010-1020) means that the first course, identified by the lower number, is a prerequisite for the second course, identified by the higher number. A slanted line between two course numbers (i.e. 3010/3020) means that the first course is not a prerequisite of the other. The number set within the parenthesis following the course title is the number of semester credits assigned to successful completion of the course (i.e.) (3). Interdisciplinary courses are identified by an "I" preceding the course number.

## ACCOUNTING

### ACC 1050 - Financial Accounting

Credits: 3

The development of fundamental principles of accounting. Emphasis is placed on the recording and reporting of financial activities of economic entities.

### ACC 1060 - Managerial Accounting

Credits: 3

Emphasis is on developing and interpreting accounting information used by management in the daily operation of a business. Topics include financial statement analysis, measuring cost, value chain and cost-volume-profit analysis.

Prerequisites: ACC 1050.

### ACC 2010 - Intermediate Accounting I

Credits: 3

In-depth study of the evolution of accounting theory and practice, encompassing the whole accounting process, all financial statements with emphasis on cash, receivables, inventories-cost, valuation, control, plant and equipment-depreciation, depletion and intangible assets-valuations.

Prerequisites: ACC 1050, ACC 1060

### ACC 2020 - Intermediate Accounting II

Credits: 3

Encompasses corporate accounting, emphasizing capital structure-stock contributions, stock dividends and rights, retained earnings, treasury stock, as well as fund flows and fair value and price level accounting.

Prerequisites: ACC 2010.

### ACC 3030 - Auditing

Credits: 3

A fundamental analysis of auditing and its contribution to financial reporting with primary emphasis upon the independent public accountant's attest function. The application of audit tools (e.g., systems flowcharting, statistical sampling and EDP) is integrated with the coverage of audit working papers.

Prerequisites: ACC 2010 MTH 2070.

### ACC 3040 - Federal Income Tax

Credits: 3

This course introduces students to the principles and policies of the current tax code as it pertains to the taxation of both individuals and businesses. Major topics include determination of taxable income, deductions and credits, capital gains and losses and tax planning strategies to manage tax liability.

Prerequisites: ACC 1060

### ACC 3061 - Computer Applications in Accounting and Business

Credits: 3

This course will introduce students to the many applications of commercially available software in a business environment. Accounting and business uses of Microsoft Excel, Microsoft PowerPoint, Microsoft Access, Microsoft Publisher and an accounting program will be explored.

Cross-listed with: BUS 3061

Prerequisites: ACC 1050 ACC 1060.

### ACC 3070 - Accounting for Managerial Decisions and Control

Credits: 3

Identification and application of accounting control structures and processes to assure that resources are obtained and used efficiently and effectively in the accomplishment of organizational objectives. Examines the measurement of costs, the compilation of data and quantitative techniques used in decision-making.

Prerequisites: ACC 2020.

### ACC 3141 - Fraud and Forensic Accounting

Credits: 3

This course introduces students to the prevention, detection, and investigation of fraud as well as the methods used to accumulate evidence during a fraud investigation. Various types of fraud techniques such as skimming, cash larceny, check tampering, register disbursement schemes, billing schemes, payroll and expense reimbursement schemes, asset misappropriations, and financial statement fraud will be explored. Emphasis will be placed on the emerging role of forensic accounting as a protection for business entities.

Pre or Co-requisites: ACC 1050 and ACC 1060

## **ACC 4020 - Contemporary Accounting Theory**

Credits: 3

A study of contemporary accounting theory, research studies, statements, opinions and standards. Selected accounting topics will be treated to complement the program as a whole.  
Prerequisites: ACC 2020

## **ACC 4030 - Financial Accounting Problems**

Credits: 3

An intensive study of accounting for business. Distinction between purchase and pooling of interests. Consolidated statements for parent and subsidiary corporations. Accounting for foreign currency transactions and translation of foreign statements as well as organization and liquidation of partnerships, special revenue accounting (installment, consignment and franchise sales), fiduciary accounting (estates, trusts, statement of affairs, realization and liquidation reports) and other specialized areas.  
Prerequisites: ACC 3030.

## **ACC 4060 - Not-for-Profit Accounting**

Credits: 3

This course deals with accounting for not-for-profit entities. The fund theory is the foundation of the course. Areas covered include the eight funds and two account groups currently used, special accounting and auditing problems, standards of financial reporting and uses of financial reports. The course is concerned with government, hospitals, colleges and other not-for-profit entities.  
Prerequisites: ACC 2020.

## **AMERICAN SIGN LANGUAGE**

### **ASL 1010 - American Sign Language I**

Credits: 3

An introduction to American Sign Language, a non-verbal language employed by people who are deaf or hard of hearing, including gestures and body language, natural signs, and symbolic signs. Vocabulary building and communication skill practice are emphasized.

### **ASL 1020 - American Sign Language II**

Credits: 3

American Sign Language skills at the intermediate level. Small group discussion, conversational practice and signed public address are emphasized.

## **ANTHROPOLOGY**

### **ANT 1000 - Introduction to Anthropology**

Credits: 3

This course will explore the rich diversity of human behavior, expression, and experience from pre-history to the present using anthropology's unique comparative perspective and an integration of its four major fields: archaeology, cultural anthropology and ethnology, anthropological linguistics, and physical anthropology. Research

design and ethnographic methods for conducting field work will be introduced. The significance of variables such as ethnicity, gender and race as well as current political, ethical and social issues will be analyzed in conjunction with the action-oriented work of applied anthropologists.

## **ART**

### **ART 1020 - Basic Drawing Techniques**

Credits: 3

This course is an introduction to the basic principles and practices of drawing. Students will complete a variety of projects that emphasize observation, line, value, shape, texture, picture plane organization and perspective. Discussion will center upon the use of materials as well as methods for developing drawings from initial sketch to finished work.

### **ART 1030 - History of Art**

Credits: 3

This course is designed to help students appreciate selected works of architecture, sculpture and painting from prehistoric times to the present.

### **ART 1600 - 2-D Design Fundamentals**

Credits: 3

This introductory studio course addresses visual dynamics on the 2-D picture plane, including line, shape, texture, space and color. Through the design process, students explore visual elements and principles of organization. Using a variety of media, projects incorporate technical skills from idea generation through development to actual presentation.

### **ART 1700 - Graphic Design Principles I**

Credits: (3)

Students are introduced to the theoretical and practical applications of graphic design. Assignments build visual discernment, conceptual thinking and awareness of design issues, culminating in a complete portfolio of four to five pieces. Using Adobe Photoshop and other appropriate software students build technical skills while learning problem-solving techniques and incorporating imagery as well as basic typography in different design contexts and formats.  
Prerequisites: ART 1600 or permission of the instructor

### **ART 2010 - Sculpture I**

Credits: 3

This foundational studio course focuses on the structural and expressive features which inform three-dimensional work. Students will create projects that explore formal elements and underlying design principles such as volume, surface, light, shade and color, using a variety of sculptural materials and methods.



### **ART 2110 - Dynamics of Color and Design**

Credits: 3

Combining a study of essential design principles and the use of color, this course offers practice in studio processes and choosing design options. Students gain visual literacy by revising and refining original ideas and executing creative designs for two and three dimensional works.

### **ART 2120 - Lettering and Design I**

Credits: 3

Appreciation and application of calligraphy (beautiful writing) through work in Foundational and Uncial Hand, use of appropriate implements, and practice in the techniques of layout and illumination in projects of varied dimensions.

### **ART 2150 - Lettering and Design II**

Credits: 3

Building upon the techniques acquired in Lettering and Design I, the student will pursue advanced work in formations and layouts, demonstrating more mature design concepts. Emphasis will be placed on embellishment of manuscripts through the use of colored inks, paints, transfer gold, and embossing. The Foundational and Uncial Hands will be used, and the Chancery Italic Hand will be introduced.

Prerequisites: ART 2120 or permission of instructor.

### **ART 2200 - Design in Visual Communication**

Credits: 3

Students gain practice in graphic design especially in the print media with an emphasis on image making for concepts, products and individuals. Paper specifications, product processes, typefaces, packaging and design concepts are analyzed for aesthetic and commercial appeal. Iconographic design in brochures, logos and letterheads is also emphasized and the student will become aware of new options and technologies.

Prerequisites: ART 1600 or permission of the instructor

### **ART 2201 - Painting I**

Credits: 3

This foundational course introduces techniques of painting in watercolor, tempera, pastel and mixed media. Students will acquire skills through application, demonstration, experimentation, individual direction and personalization critiques of their work. Aesthetic/analytical discussion of great works from past and present will be included.

### **ART 2700 - Graphic Design Principles II**

Credits: 3

Building upon the fundamentals of visual communication studied in Graphic Design I, students will gain advanced skills through exercises and projects incorporating page layout (QuarkXPress and Adobe InDesign), digital imaging (Adobe Photoshop) and vector drawing software. Prerequisites: ART 1700 - Graphic Design Principles I or permission of the instructor

### **ART 2750 - Digital Animation I**

Credits: 3

This class introduces 3-D modeling and animation used in Internet, video, multimedia and entertainment industry applications. Students work with computer generated objects and their placement in relation to space, cameras, and light sources. Topics for study and analysis include the architecture of movement and the creation of animated forms, the principles of object-oriented modeling and complex 3-D modeling (freeform surfaces).

Prerequisites: ART 1700 or permission of the instructor

### **ART 2800 - Digital Photography**

Credits: 3

This course is an introduction to digital photography using digital still cameras and computer-based image manipulation using Adobe Photoshop.

### **ART 3010 - Sculpture II**

Credits: 3

Building upon the exploration of techniques, materials, and processes studied in Sculpture I, the student will advance to individual projects that demonstrate greater competence in orientation, proportion, scale, articulation, and balance as well as greater understanding of the distribution of light and shade over the form of individual works.

Prerequisites: ART 2010 or permission of the instructor.

### **ART 3020 - Basic Drawing Techniques II**

Credits: 3

This course expands upon the skills acquired in Basic Drawing Techniques I. Projects emphasize heightened observation in use of line, tone, composition, and perspective, using an even greater variety of drawing media and techniques.

Prerequisites: ART 1020 or permission of the instructor

### **ART 3201 - Painting II**

Credits: 3

Building on the skills acquired in Painting I, this course provides an in-depth emphasis on independent problem-solving and the development of an individual style in composition, figure, landscape, portrait and still life.

Prerequisites: ART 2201 or permission of the instructor

### **ART 3550 - Web Page and Web Site Design**

Credits: 3

This course provides an in depth analysis of the major concepts and techniques used in web page and website design. The emphasis is on visual and graphic design.

Prerequisites: ART 1600, CIT 1052 or Permission of the Instructor

## **ART 3600 - Digital Animation II**

Credits: 3

Upper-level students in digital art and media will advance their understanding of processes and skills such as frame rate, transitions and editing begun in Digital Animation I. Exercises and projects foster hands-on experience affording both individuals and teams a studio approach and ongoing critiques as they gain mastery with animation software.

Prerequisites: ART 2750 or permission of the instructor.

## **ART 3800 - Digital Photography II**

Credits: 3

Building upon the knowledge and skills gained in ART 2800 (Digital Photography I), students will achieve competence in digital image capture and manipulation, using programs such as Adobe Photoshop. Students are required to create a digital portfolio of fifteen computer-generated prints. Historical trends in traditional photography and emerging practices in digital imaging are discussed to help analyze the approach, subject matter and style of the work created for the class.

Prerequisites: ART 2800 or permission of the instructor

## **ART 4200 - Digital Photography Workshop**

Credits: 3

In this course, students progress to a study of advanced technical and expressive elements in digital photography. Projects, exercises, and field experiences will culminate in the development of a portfolio.

Prerequisites: ART 2800 or permission of the instructor.

## **ART 4400 - Photojournalism**

Credits: 3

This course analyzes the correlation between photographic elements and journalistic narrative in both print and electronic media. As they photograph events and individuals in natural lighting conditions and learn to capture movement, students will also gain experience digital editing, layout concepts and printing techniques.

Photojournalism skills required for covering sports events, general news, travel destinations and documentaries are emphasized.

Prerequisites: ART 2800 or permission of the instructor

## **ART 4900 - Special Topics In Graphic Arts**

Credits: 3

Designed to acquaint students with current trends in digital art and media, as well as to provide them with historical and theoretical perspectives in the discipline.

Prerequisites: ART 1600 or permission of the instructor.

## **ASTRONOMY**

### **AST 1100 - Introductory Astronomy**

Credits: 3

Study of the solar system and its components, stars and stellar evolution, and galaxies. The course includes the historical development of astronomy as a science and the equipment and instrumentation used by modern astronomers.

Lecture hours/Lab hours: 2 hours lecture; 2 hours lab

Prerequisites: MTH 0150 or equivalent score on mathematics screening test.

## **BIOLOGY**

### **BIO 1030 - Human Anatomy and Physiology I**

Credits: 4

Students will be introduced to anatomical terminology, the basic anatomy and functioning of the cell, mammalian histology, skeletal, muscular, and nervous systems with emphasis on humans. Lectures will concentrate on the functioning of the systems listed above. During laboratory sessions, students will complete exercises entailing mammalian specimen dissection, the examination of human models and perform physiological experiments and computer simulations illustrating the functioning of the human body.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Prerequisites: A passing score on the reading comprehension and writing screening tests. MTH 0150 or equivalent score on mathematics screening test.

### **BIO 1040 - Human Anatomy and Physiology II**

Credits: 4

This course is a continuation of BIO 1030. The structure and function of the endocrine, circulatory, lymphatic/immune, respiratory, digestive, urinary and reproductive systems of humans will be emphasized. Lectures will concentrate on the functioning of systems listed above. During laboratory sessions, students will complete exercises entailing mammalian specimen dissection, the examination of human models and perform physiological experiments and computer simulations illustrating the functioning of the human body.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Prerequisites: A passing score on the reading comprehension and writing screening tests. MTH 0150 or equivalent score on mathematics screening test. A passing grade of C or better in BIO 1030 is prerequisite for BIO 1040.

### **BIO 1110 - General Biology**

Credits: 3

An introduction to the fundamental principles and problems of biology for the non-science major. Beginning with an introduction to the nature of science, this course will focus on such topics as

ecology, heredity, anatomy and physiology, cell biology and the origin of life.  
Lecture hours/Lab hours: 2 hours lecture; 3 hours lab  
Prerequisites: MTH 0150 or equivalent score on mathematics screening test.

### **BIO 1130 - Biological Principles I**

Credits: 4

This is part one of a two semester inquiry based course in introductory biology for students majoring in the sciences. This course provides a coherent, unified picture of biology by ordering principles around structural levels of organization from macromolecules to ecosystems. Major topics covered include a discussion of the scientific method and its application, the cellular basis of life including a discussion of basic chemistry; cells as units of structure and function; energy transformations including cellular respiration and photosynthesis, the basic principles of classical and molecular genetics, cell cycle and evolution.  
Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: High school biology. Pre- or Co requisite: MTH 1400 or equivalent score on mathematics screening test.

### **BIO 1140 - Biological Principles II**

Credits: 4

The second part of a two semester inquiry based course for science majors providing a coherent, unified picture of biology by ordering principles around structural levels of organization from macromolecules to ecosystems. Topics covered include a discussion of current environmental issues, population, community and ecosystem ecology, botany and an examination of those functions common to all organisms such as hormonal and neuronal control, nutrition, gas and fluid transport, excretion and reproduction. Emphasis is placed on the mechanisms used to accomplish these basic functions and interrelationships among the structural levels of the body.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A passing grade of C or better in BIO 1130 or permission of division.

### **BIO 2000 - Selected Topics in Biology**

Credits: 3

An in-depth analysis of an area of topical interest in biology not specifically covered in the general curriculum.  
Lecture hours/Lab hours: 3 hours lecture  
Prerequisites: A minimum grade of C in BIO 1040, BIO 1110, or BIO 1140 and a college level chemistry course with a minimum grade of C.

### **BIO 2020 - Microbiology**

Credits: 4

Microorganisms are found throughout the globe and have profound effects on the earth's environments and the various life forms that inhabit them. This course will begin with a survey of the bacteria, viruses, fungi, algae and protozoa that make up the microbial world. It will focus on

bacteria and investigate their biological properties of growth, nutrition, metabolism and gene regulation. The course will then closely examine those microorganisms that are associated with human disease and investigate mechanisms of microbial pathogenesis. Finally, it will discuss the body's defense mechanisms against infection and the clinical interventions that are utilized to prevent and cure disease. The laboratory will prepare students to safely handle specimens utilizing sterile techniques and will focus on the identification of bacteria. Students who also complete BIO 2080 will not receive credit for both courses

Lecture hours/Lab hours: 2 hours lecture, 4 hours lab  
Prerequisites: A minimum grade of C in BIO 1140 or BIO 1040 and a minimum grade of C in a college level chemistry class.

### **BIO 2040 - Genetics**

Credits: 4

This course examines the principles, mechanisms and methodologies of classical and molecular genetics. It begins with an introduction to the chemical nature of heredity material. It investigates mechanisms of DNA replication, cell division, protein synthesis and control of gene expression. Emphasis is placed on identifying differences in prokaryotic and eukaryotic molecular pathways. Inheritance is examined using classical principles established by Gregor Mendel and is discussed in the context of modern theories of chromosomal molecular genetics. Inheritance patterns and allelic frequencies are studied at both the familial and population levels. Students will investigate and perform molecular techniques and bioinformatics based analyses currently utilized in biotechnology-based professions.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in the following courses: BIO 1040 or BIO 1140; and a college level chemistry course.

### **BIO 2080 - Principles of Microbiology**

Credits: 4

This course introduces Biology majors to the microbial world and explores the interactions among microbes, their environment and the rest of the living world. It will begin with a survey of the bacteria, viruses, fungi, algae and protozoa that make up the microbial world. The course will focus on bacteria and viruses exploring their structures, physiology and genetics and their roles in disease, biotechnology, bioremediation, agriculture and food microbiology. The laboratory will prepare students to safely handle and generate pure cultures of specimens utilizing sterile techniques. It will also introduce modern molecular and bioinformatics techniques associated with biotechnology and genomics. Students who also complete BIO 2020 will not receive credit for both courses.

Lecture hours/Lab hours: 2 lecture hours; 4 lab hours  
Prerequisites: A minimum grade of C in the following courses: BIO 1040 or BIO 1140, BIO 2040 and a college chemistry course.

### **BIO 2521 - Introduction to the Neurosciences**

Credits: 4

An interdisciplinary course which provides an introduction to the nervous and endocrine systems. It also will provide an understanding of the basis of human behavior in the context of group activity and social behavior. The course will feature a lecture portion which targets the cellular basis of neural function using animal model systems. In addition the course will provide student groups in the class with the opportunity to highlight the underpinnings of certain human activities and clinical pathologies. The laboratory will provide hand-on experiences as well as demonstrations, focusing on the physiology of the nervous system. Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Cross-listed with: PSY 3521

Prerequisites: Students must have completed at least a year of biology (BIO 1030 BIO 1140 or BIO 1130 -BIO 1140) and a semester of Introductory Psychology(PSY 1010), /OR one semester of biology(BIO 1030 - Human Anatomy and Physiology I or BIO 1130 ) and 1 semester of Biological Psychology(PSY 3060)

### **BIO 3010 - Animal Physiology**

Credits: 4

Basic concepts of physiology; physiological regulation from the level of the cell to that of the integrated organism. An emphasis is placed upon vertebrates in general and mammals in particular. Laboratory exercises stress the use of physiological instruments.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in BIO 1040 or BIO 1140 and a minimum grade of C in CHM 1520.

### **BIO 3030 - Pathophysiology**

Credits: 3

This course explores the etiology and pathogenesis of human disease with emphasis on major diseases of the cardiovascular, digestive, urinary, respiratory, and reproductive systems.

Lecture hours/Lab hours: 3 hours lecture  
Prerequisites: A minimum grade of C in BIO 1040 and either BIO 2020 or BIO 2080 and a minimum grade of C in a college-level chemistry course.

### **BIO 3040 - Vertebrate Biology**

Credits: 4

Provides the student with an understanding of vertebrate morphology and evolution. Students will study the morphology of the various groups of vertebrates. Morphological adaptation will be related to organism function in the context of evolution. Laboratory work includes dissection of the amphioxus, lamprey, necturus, shark and cat.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in BIO 1040 or BIO 1140 and a minimum grade of C in a college-level chemistry course

### **BIO 3080 - General Botany**

Credits: 4

A comprehensive survey of the plant kingdom is made; structure and life processes of representative forms are studied in detail.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in BIO 1040 or BIO 1140 and a minimum grade of C in a college-level chemistry course

### **BIO 3100 - Animal Behavior**

Credits: 4

The investigation of animal behavior as an evolved characteristic of vertebrate and invertebrate organisms. Topics will include foraging ecology, social behavior, sexual selection, and parental care and will be examined from mechanistic, developmental, historical, and evolutionary perspectives. Labs will provide students experience in designing and undertaking non-human animal behavior research in the lab and the field; out-of-class data acquisition is required.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: Pre-requisites: A minimum grade of C in the following courses: BIO 1040 or BIO 1140 ; a college chemistry course; and one other biology laboratory course numbered 2000 or above.

### **BIO 3150 - Evolution**

Credits: 3

This course will provide the student with a historical perspective on the development of the science of evolution and provide a comprehensive introduction to the major concepts of modern evolutionary thought.

Lecture hours/Lab hours: 3 hours lecture  
Prerequisites: A minimum grade of C in the following courses: BIO 1030 or BIO 1140 and a college level chemistry course.

### **BIO 3200 - Immunology**

Credits: 4

This course is an introduction to immunology with an emphasis on the human immune system. It begins with a general description of the cells and molecules involved in the recognition and removal of foreign infectious agents. It examines the innate and the adaptive arms of the immune response and discusses various mechanisms used by these systems for defense. It concludes with a discussion of instances where the body's defenses over-react or fail to provide protection. In the laboratory students will utilize immune reactions such as serum reactivity and in vitro cell stimulation to analyze biological function.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in the following courses: BIO 1040 or BIO 1140; CHM 1060 or CHM 1520; BIO 2020 or BIO 2080 one other laboratory biology course numbered 2000 level or above.

### **BIO 3910 - Natural Science Seminar I**

Credits: 1

The objective of this course is to integrate the sciences in a systematic study of scientific communication - both oral and written. Students will utilize information from research articles, class discussions, and scientific talks to prepare a group presentation on a topic of current scientific interest. A term paper will be required.

Lecture hours/Lab hours: 1 hour lecture

Cross-listed with: CHM 3910

Prerequisites: BIO 2900

### **BIO 3920 - Natural Science Seminar II**

Credits: 2

The objective of this course is to integrate the sciences in a systematic study of scientific communication - both oral and written. Students will utilize information from research articles, class discussions, and scientific talks to prepare a group presentation on a topic of current scientific interest. A review paper based on primary scientific literature will be required.

Cross-listed with: CHM 3920

Prerequisites: BIO 3910

### **BIO 4020 - Parasitology**

Credits: 4

The study of protozoan, helminth and arthropod parasites with emphasis on those of importance to the human host; morphology, life histories, ecology and host/parasite relationships are discussed. Laboratory consists of morphological study of known specimens and recovery and identification of those parasites having medical or environmental significance.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Prerequisites: A minimum grade of C in the following courses: BIO 1040 or BIO 1140; a college-level chemistry course, and one other biology laboratory course numbered 2000 or above.

### **BIO 4030 - Cellular Biology**

Credits: 4

This course is a modern treatment of cell structure and function with emphasis on the molecular architecture, biochemistry and regulatory mechanisms common to all eukaryotic cells. Topics of discussion will include the structure and function of the major cellular organelles and an analysis of important cellular processes including cell-to-cell communication, gene expression, and oncogenesis. Students will also perform experimental analyses of central problems in cell biology using modern cellular and biochemical techniques.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Pre or Co-requisites: CHM 2010

Corequisites: CHM 2010

Prerequisites: A minimum grade of C in a biology course numbered 2000 or above.

### **BIO 4050 - Developmental Biology**

Credits: 4

This course studies the morphological, physiological

and biochemical bases of animal development from the fertilized egg onwards. Lectures emphasize molecular biology and genetics in understanding morphogenesis and differentiation. Laboratory study includes a morphological study of ontogeny in model organisms such as sea urchins, amphibians and chickens. In addition, students use inquiry-based collaboration to experimentally investigate and report development in selected species.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Prerequisites: A minimum grade of C in the following courses: BIO 1040 or BIO 1140 ; CHM 1520 , and BIO 2040.

### **BIO 4080 - Ecology**

Credits: 4

This course is intended to develop an understanding of the interconnectedness of organisms, the environment and the processes of evolution. Organisms will be studied in an interrelated manner revolving around how they have evolved to exist in a particular environment. Laboratories will emphasize experimental design, statistical analysis, and the development of basic ecological models using spreadsheet software.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Prerequisites: A minimum grade of C in BIO 1040 or BIO 1140, a minimum grade of C in a college level chemistry course.

### **BIO 4310 - Biochemistry**

Credits: 4

This one-semester course is a survey of basic principles of biochemistry, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. It involves a rigorous treatment of the synthesis of macromolecules, structure, function and chemistry of proteins and carbohydrates; the role of enzymes including basic enzyme kinetics and catalytic mechanisms and cellular metabolism viewed from the standpoint of energetics and control mechanisms. The laboratory component of the course will acquaint students with techniques currently used in biochemistry.

Lecture hours/Lab hours: 3 hours lecture; 4 hours lab

Prerequisites: A minimum grade of C in BIO 1040 or BIO 1140 and a minimum grade of C in CHM 2020.

### **BIO 4900 - Natural Science Seminar III**

Credits: 1

Emphasis will be placed upon the integration of studies in the sciences. Students will be given the opportunity to demonstrate both knowledge of their discipline and oral presentation skills by the presentation of a seminar on a selected topic. The ability to critique research papers and oral presentations will be stressed.

Lecture hours/Lab hours: 1 hour lecture

Cross-listed with: CHM 4900

Prerequisites: BIO 3920

### **BIO 4910 - Special Problems in Scientific Research**

Credits: 4

Participation in special aspects of biological and/or chemical research for selected biology and chemistry majors. Research problems are carried out under supervision by a member of the staff and involve both laboratory and library work. (Students who qualify for Honors Program 4000 or 4010 may elect to use BIO 4910 or CHM 4910 for honors research.) Approximately 8 hours of laboratory or library work per week.

Prerequisites: Permission of division.

### **BIO 4920 - Student Research in Industrial Laboratories**

Credits: 3

The course provides the student with the opportunity to become involved with a research problem identified in a local industrial laboratory. The nature of the particular activity will depend upon that outlined by the laboratory supervisor, student and faculty adviser. Whether a research position is available will depend upon the needs of local industry and student and faculty interest.

Prerequisites: Must be junior science major and have recommendation of faculty adviser and permission of division.

### **BIO 4970/4980/4990 - Independent Study (1,2, or 3)**

Credits: 1, 2, or 3

Independent investigation of specific biological topics under the guidance of an instructor.

Prerequisites: Permission of the division.

## **BUSINESS**

### **BUS 1010 - Introduction to Management**

Credits: 3

An analysis of the fundamentals of management including the following: planning, organizing, staffing, directing and controlling. In addition, the course explores the areas of communication, problem-solving and decision-making. Individual and small group factors that affect management functions are also studied.

### **BUS 1020 - Marketing Principles**

Credits: 3

A comprehensive survey of the field of marketing, stressing the role of marketing in business and contemporary society. Topics include identifying market opportunities, marketing strategy, the marketing environment, consumer behavior and creating, communicating and delivering products and services that provide value for consumers and organizations.

### **BUS 2050 - Business Law I**

Credits: 3

Designed to cover the history and nature of law; treatment of the law of contracts; formation and

interpretation of the law; the parties' rights, duties and remedies. It also covers the legal concepts and relationships encountered in business.

### **BUS 2060 - Business Law II**

Credits: 3

A study of the legal aspects of real and personal property such as: negotiable instruments, partnerships and corporations, bailments and carriers.

### **BUS 2300 - Introduction to Management Science**

Credits: 3

This course develops a conceptual understanding of the role management science plays in the business decision-making process. Topics include linear programming and computer solutions; transportation, assignment and transshipment models; project scheduling; inventory models; waiting lines; simulation; and decision analysis.

Prerequisites: MTH 1400 or satisfactory score on math placement test.

### **BUS 2500 - Introduction to Sports Management**

Credits: 3

This course will provide students with an overview of all facets of the sport management industry, including management, marketing, sales, finance, event management, promotions, public relations, tourism and its social, political and legal environment as well as its economic structure. The course will also examine several ethical challenges facing sport management professionals in the current market.

Prerequisites: BUS 1010

### **BUS 2700 - Sports Facility Management**

Credits: 3

This course is designed to provide students with a comprehensive introduction to the key elements of sport event and facility management. Students will examine the issues associated with financing, designing, maintaining and managing different types of sport facilities. Also, specific attention will be given to the planning and implementation process for sporting events.

The relationship between sporting events and the facilities that host them will also be given considerable attention. The course will also examine several of the key positions in events and facilities management.

Prerequisites: BUS 2500

### **BUS 3010 - Production Systems Management**

Credits: 3

An introduction to manufacturing and service processes; the evolution of flow control; optimum utilization of materials; energy and basic resources; analysis of man-machine relationships; input-output theory; and the control of quality and inventory.

Prerequisites: BUS 1010.



### **BUS 3020 - Money and Banking**

Credits: 3

Introduction to financial markets and monetary theory, with significant emphasis on the role of financial intermediation in modern economies and the challenges presented by such. Various asymmetric information problems are explored, along with public policy meant to mitigate those issues. Commercial banking in the United States, along with the evolution and functions of the Federal Reserve System, is given a thorough treatment. Cross-listed with: FIN 3020  
Prerequisites: ACC 1050, ACC 1060, ECO 1010, ECO 1020

### **BUS 3030 - Financial Management**

Credits: 3

This introductory course is designed to prepare students to make appropriate financial decisions and to manage the financial affairs of a business entity. Pertinent topics include financial statement analysis, the time value of money, interest rates, efficient markets, valuation of bonds and stocks, asset pricing models, risk and return and the impact that these concepts have on the financial management of the enterprise. Cross-listed with: FIN 3030  
Prerequisites: BUS 1010, ACC 1060

### **BUS 3041 - Retail Management**

Credits: 3

A study of the overall management aspects of the retail organization as an integral part of a marketing system. The course encompasses the effects of environmental forces in the marketing system and the role of management in retail organizations. Prerequisites: BUS 1010, BUS 1020, ACC 1060, BUS 3020 / FIN 3020, BUS 3030 / FIN 3030 .

### **BUS 3070 - Labor Relations**

Credits: 3

The relationship between labor and management is examined in the context of history and law. Emphasis is given to the effects of legislative action. Arbitration and bargaining are covered as well as unions and grievance procedures. Prerequisites: BUS 1010.

### **BUS 3080 - Introduction to International Business**

Credits: 3

An examination of the various approaches to business in overseas markets, considering the economic, political and trade activities, and market behavior in various parts of the world. The impact of governmental regulations and restrictions as well as cultural differences upon the business environment will be studied and compared. Prerequisites: BUS 1010, BUS 1020.

### **BUS 3090 - Human Resource Management**

Credits: 3

Examination of the organization and administration of the personnel function, concentrating on policies

and practices governing recruitment, selection, placement, employee evaluation and training. Prerequisites: BUS 1010.

### **BUS 3121 - International Marketing**

Credits: 3

A study of International Marketing as it applies to various regions of the world in both developed and underdeveloped countries. Consideration is given to changes in America's policy in the international marketplace, earlier and more modern approaches to marketing, overseas business customs and practices, the impact of product marketing, new product planning, pricing, manufacturing and distribution and the development of annual marketing plans. Prerequisites: BUS 1020 Marketing Principles and ECO 1010 Macroeconomics

### **BUS 3150 - Organizational Behavior**

Credits: 3

This course focuses on individual, interpersonal and group behavior in organizations. Students will explore behavior patterns of managers, leaders and employees in organizational settings. Topics include: the role of the manager, personality, perception, motivation, leadership, individual and group decision-making, power and political behavior, conflict resolution, organization design, human resource policies and organization change and development.

### **BUS 3160 - Management Information Systems**

Credits: 3

A core of generalized and introductory systems tenets, rules and guidelines are presented, including a survey of new and developing information systems technologies and exploration of their impact on the business environment. Issues covered in detail include the successful management of information systems projects, together with demonstration of selective new technologies such as neutral networks. Opportunities for students to experience hands-on learning are explored.

### **BUS 3171 - Electronic Commerce**

Credits: 3

Management, business and technology issues faced when conducting business over the Internet are explored in detail. Emphasis is placed on understanding the many issues that must be addressed in developing an Internet-based business plan, including E-commerce security and electronic payment systems. Critical appraisal of current Internet marketing and promotional approaches as well as legal, ethical and societal impacts of electronic commerce are explored. Prerequisites: BUS 1020

### **BUS 3180 - Developing Leadership Skills**

Credits: 3

This course covers leadership theory, models and concepts and how leadership skills can be developed

and used to enhance managerial effectiveness. Topics include: trait, behavioral, contingency, charismatic and transformation models of leadership. Strategic leadership, influence tactics, coaching skills and power of leaders to creatively shape organizations are explored. Case studies, problem-solving and simulation exercises are used to understand and develop leadership abilities.

### **BUS 3385 - Consumer Behavior**

Credits: 3

A study of the conscious needs and wants of the consumer as well as the deeper, possibly unconscious motives that drive consumer choices, applying contemporary topics in social and cognitive psychology to understand behavior related to buying and selling.

Cross-listed with: PSY 3385

Prerequisites: BUS 1020 OR PSY 1010

### **BUS 4010 - Seminar in Management**

Credits: 3

This is an advanced course in management that utilizes knowledge acquired in previous courses. It requires extensive readings and emphasizes case studies and problem solving.

Prerequisites: Senior status or permission of division chair.

### **BUS 4031 - Marketing Management**

Credits: 3

Analysis of problems encountered by firms in marketing goods and services. Emphasis is placed on marketing research and the formation of strategies to integrate product planning, pricing, distribution, promotion and service within the current socio-economic environmental framework. Students may not receive credit for both BUS 4031 Marketing Management and BUS 4260 Applied Marketing Management in Sport. Prerequisites: BUS 1020 ,BUS 3020 /FIN 3020 , BUS 3030 /FIN 3030

### **BUS 4055 - Marketing and Management Research**

Credits: 3

This course provides an Introduction to the fundamentals of research in Marketing and Management. Students will learn how to define a business problem, identify an appropriate research methodology, create and conduct a survey or experiment and analyze and report the results. A group project will allow students to apply their knowledge to a context or industry problem of their choice.

Prerequisites: (MTH 1400 OR MTH 1500 OR MTH 2300 OR MTH 2510) AND (CIT 1052 OR CIT 1002 OR MTH 1015) AND BUS 1010 , BUS 1020 , ECO 1020, MTH 2070

### **BUS 4060 - Business and Government Relationships**

Credits: 3

A study of the scope of government involvement in regulation, restriction and encouragement of

the private economic sector. There will be a critical appraisal of the effectiveness of decisions made in government regulations as well as the philosophical reasoning upon which they are made.

Prerequisites: ECO 1020.

### **BUS 4080 - Investment Analysis**

Credits: 3

This course provides an overview of the securities markets, the various types of investment securities and the risk-return characteristics of each. The course also surveys the basic principles and techniques of investment analysis and portfolio selection and management. Market behavior analysis methods are examined critically and sources of analytical information and their use are studied.

Prerequisites: ACC 1060 ,BUS 3030/FIN 3030, MTH 2070

### **BUS 4088 - Advertising**

Credits: 3

This course offers an analysis of the theory and effects of advertising with emphasis on understanding the role of persuasive communication in all forms of advertising. Basic advertising techniques, skills and processes are examined, as are the social and behavioral results and the ethical implications of advertising.

Cross-listed with: CMA 4088

Prerequisites: ENG 1010 , ENG 1020

### **BUS 4090 - Selected Topics in Business and Economics**

Credits: 3

A systematic in-depth examination of subjects of current interest in business and economics. The topic and the instructor will be announced.

Prerequisites: Permission of instructor.

### **BUS 4130 - Integrated Marketing Communication Seminar**

Credits: 3

Students will develop the ability to integrate the theory and practice of information technology, marketing and communication. They will create an integrated marketing campaign for an organization, service or program, which will serve as the culminating project for the course.

Cross-listed with: CMA 4130

Prerequisites: CIT 2050.

### **BUS 4250 - Financial and Economic Analysis in Sport**

Credits: 3

An application of concepts from finance and economics to business topics and problems in the sports industry. The course will develop students' analytic abilities and strengthen their understanding of the role of financial economic analysis in understanding business decisions.

Prerequisites: ECO 1010 ,ECO 1020 and BUS 3030/ FIN 3030



## **BUS 4260 - Applied Marketing Management in Sport**

Credits: 3

BUS 1020 Marketing Principles to enhance students' ability to utilize knowledge of essential marketing principles in order to analyze contemporary marketing problems and issues in the sport industry. The course will develop students' abilities to formulate and implement a detailed marketing plan in the sport industry and to better understand the relationship of marketing to other business functions. It will emphasize the application of marketing concepts through the use of cases, simulations and/or projects

Students may not receive credit for both BUS prerequisites: BUS 1020 Marketing Management and BUS 4260 Applied Marketing Management in Sport. Prerequisites: BUS 1020 , BUS 2500 , BUS 3020 /FIN 3020 , BUS 3030 /FIN 3030

## **BUS 4300 - Data Analytics**

Credits: 3

Data analytics forms the competitive horizon in most business sectors. Appropriate compilation and evaluation of data determines competitiveness and is often the most valuable output of a successful commercial operation. The ability to analyze data, synthesize business models, and develop unique strategies creates significant advantages and barriers to entry. BUS 4300 will demonstrate how and where static data analytics, predictive modeling, and data visualization is implemented across different functional areas of a firm: marketing, finance and operations. Most importantly the course investigates where data analytics adds competitive value to the firm. Industry-standard analysis tools are introduced and case-based study is used to demonstrate data analytics, techniques and applications. Guest lecturers will be engaged to provide timely perspectives of industry application. Lecture hours/Lab hours: 3  
Prerequisites: MTH 2070

## **BUS 4850/4860 - Business Internship**

Credits: 3, 6

Supervised practical experience in management, administration, finance or accounting in business and industrial settings.

Prerequisites: Permission of division chair.

## **BUS 4970/4980/4990 - Independent Study**

Credits: 1,2,3

Individual reading and research under the direction of an adviser.

Prerequisites: Written permission of instructor.

# **CHEMISTRY**

## **CHM 1050 - Introductory Chemistry I**

Credits: 4

Part one of a 2-semester sequence of courses in general, organic and biochemistry. This portion of the course is devoted to modern theories

and concepts of inorganic chemistry including nuclear and electronic structure, stoichiometry, chemical reactions, solutions, acid-base, buffers, thermochemistry, kinetics and equilibrium. Primarily for non-science majors.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: MTH 0150 or equivalent score on mathematics screening test.

## **CHM 1060 - Introductory Chemistry II**

Credits: 4

Part two of a 2-semester sequence of courses in general, organic and biochemistry. This portion is devoted to organic and biological chemistry, including naming and reactions of the major organic compounds, and introduction to carbohydrates, lipids, proteins, and nucleic acids. Primarily for non-science majors.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A passing grade of C or better in CHM 1050 or CHM 1520

## **CHM 1080 - Nursing Chemistry Fundamentals**

Credits: 4

This course will introduce the student to the basic concepts of general, organic and biochemistry specifically as they apply to the life sciences.

The 3-hour laboratory scheduled for the course will include one hour of recitation which incorporates problem solving and the quantitative aspects of chemical behavior, along with 2 hours of hands-on laboratory work.

Lecture hours/Lab hours: 3 hours lecture/3 hours lab  
Prerequisites: High School Chemistry, MTH 0150 or equivalent score on mathematics screening test.

## **CHM 1510 - Chemical Principles I**

Credits: 4

Part 1 of a two-part course for science majors.

Topics covered include measurement, atomic structure, stoichiometry, solutions, chemical reactions, electronic structure, bonding, molecular geometry, Lewis structures, gas laws, intermolecular forces, colligative properties, acids, bases, buffers, kinetics, equilibrium, thermodynamics, redox chemistry, electrochemistry, nuclear chemistry. Laboratory work emphasizes basic laboratory techniques and the application of the scientific method.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: High school chemistry. MTH 1400 or equivalent score on mathematics screening test or permission of the division.

## **CHM 1520 - Chemical Principles II**

Credits: 4

A continuation of Chemical Principles I. Topics covered include measurement, atomic structure, stoichiometry, solutions, chemical reactions, electronic structure, bonding, molecular geometry, Lewis structures, gas laws, intermolecular forces, colligative properties, acids, bases, buffers, kinetics, equilibrium, thermodynamics, redox chemistry,

electrochemistry, nuclear chemistry. Laboratory work emphasizes basic laboratory techniques and the application of the scientific method. Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A passing grade of C or better in CHM 1510

### **CHM 2010 - Organic Chemistry I**

Credits: 4  
A study of carbon compounds with emphasis on class reactions. Modern structural and bonding theories, reaction mechanisms and spectroscopic techniques are examined. Structures and properties of biologically significant molecules are discussed. Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in CHM 1520. A minimum grade of C in CHM 2010 is a prerequisite for CHM 2020.

### **CHM 2020 - Organic Chemistry II**

Credits: 4  
A continued study of study of carbon compounds with emphasis on class reactions. Modern structural and bonding theories, reaction mechanisms and spectroscopic techniques are examined. Structures and properties of biologically significant molecules are discussed. Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in CHM 2010

### **CHM 3070 - Physical Chemistry: Thermodynamics/Kinetics**

Credits: 4  
Part of a comprehensive 2-semester course sequence in the fundamentals of physical chemistry. This portion of the course is devoted to thermodynamics, kinetics, and electrochemistry. The significance and application of the principles of physical chemistry to physical, chemical and biological systems is examined. Lecture hours/Lab hours: 3 hours lecture/ 3 hours laboratory.  
Pre or Co-requisites: MTH 2530  
Prerequisites: PHY 2020 and CHM 2020

### **CHM 3080 - Physical Chemistry: Quant/Statistical Mechanics**

Credits: 4  
Part of a comprehensive 2-semester course sequence in the fundamentals of physical chemistry. This portion of the course is devoted to thermodynamics, kinetics, and electrochemistry. The significance and application of the principles of physical chemistry to physical, chemical and biological systems is examined. Lecture hours/Lab hours: 3 hours lecture/ 3 hours laboratory  
Pre or Co-requisites: MTH 2530  
Prerequisites: PHY 2020 and CHM 2020

### **CHM 3110 - Analytical Chemistry**

Credits: 4  
Examination of chemical equilibrium and basic analytical chemistry including statistical evaluation

of data. Laboratory work involves separations and quantitative determinations by gravimetric, volumetric, chromatographic and instrumental methods. Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in CHM 1520.

### **CHM 3910 - Natural Science Seminar I**

Credits: 1  
The objective of this course is to integrate the sciences in a systematic study of scientific communication - both oral and written. Students will utilize information from research articles, class discussions, and scientific talks to prepare a group presentation on a topic of current scientific interest. A review paper based on primary scientific literature will be required.  
Cross-listed with: BIO 3910

### **CHM 3920 - Natural Science Seminar II**

Credits: 2  
The objective of this course is to integrate the sciences in a systematic study of scientific communication - both oral and written. Students will utilize information from research articles, class discussions, and scientific talks to prepare a group presentation on a topic of current scientific interest. A review paper based on primary scientific literature will be required.  
Cross-listed with: CHM 3910

### **CHM 4110 - Instrumental Methods of Chemical Analysis**

Credits: 4  
Basic instrumentation, common to most chemistry laboratories, will be studied. Design, maintenance, applications and principles of operation of modern instrumentation for both qualitative and quantitative analyses will be covered. Lecture hours/Lab hours: 3 hours lecture; 3 hours lab  
Prerequisites: A minimum grade of C in CHM 2020 and CHM 3110 or permission of division.

### **CHM 4310 - Biochemistry**

Credits: 4  
This one-semester course is a survey of basic principles of biochemistry, emphasizing broad understanding of chemical events in living systems in terms of metabolism and structure-function relationships of biologically important molecules. It involves a rigorous treatment of the synthesis of macromolecules, structure, function and chemistry of proteins and carbohydrates; the role of enzymes including basic enzyme kinetics and catalytic mechanisms and cellular metabolism viewed from the standpoint of energetics and control mechanisms. The laboratory component of the course will acquaint students with techniques currently used in biochemistry. Lecture hours/Lab hours: 3 hours lecture; 4 hours lab  
Prerequisites: A minimum grade of C in the following courses: BIO 1040. BIO 1140 and CHM 2020.

### **CHM 4900 - Natural Science Seminar III**

Credits: 1

Emphasis will be placed upon the integration of studies in the sciences. Students will be given the opportunity to demonstrate both knowledge of their discipline and oral presentation skills by the presentation of a seminar on a selected topic.

The ability to critique research papers and oral presentations will be stressed.

Lecture hours/Lab hours: 1 hour lecture

Cross-listed with: BIO 4900

Prerequisites: CHM 3920

### **CHM 4910 - Special Problems in Scientific Research**

Credits: 4

Participation in special aspects of biological and/or chemical research for selected biology and chemistry majors. Research problems are carried out under supervision by a member of the staff and involve both laboratory and library work.

Prerequisites: Permission of division.

### **CHM 4920 - Student Research in Industrial Laboratories**

Credits: 3-4

This course provides the student with the opportunity to become involved with a research problem identified in a local industrial laboratory. The nature of the particular activity will depend upon that outlined by the laboratory supervisor, student and faculty adviser. Whether a research position is available will depend upon the needs of local industry and student and faculty interest. Permission of the student's major department is required. Prerequisites: Junior status science major and recommendation of faculty adviser.

### **CHM 4970/4980/4990 - Independent Study**

Credits: 1,2,3

Independent investigation of specific chemical topics under the guidance of an instructor.

Prerequisites: Permission of division.

## **COMMUNICATION ARTS**

### **CMA 1040 - Interpersonal Communications**

Credits: 3

An examination of the skills employed in interpersonal communication and small group discussion, this course is designed to familiarize the student with basic communication theory through the study and application of the uses of language and symbols and to improve student ability to effectively send and receive both verbal and nonverbal messages.

### **CMA 1060 - Intercultural Communication**

Credits: 3

This course examines the values, beliefs, customs and attitudes that affect intercultural communication. The course identifies factors that impede effective intercultural understanding, and practical approaches to communicate more

effectively. It includes both verbal and nonverbal communication.

### **CMA 2020 - Mass Media and Communication**

Credits: 3

Planned to equip the student with the basics of mass media of communication: the history, structure, development and responsibilities of the media (print, film, radio, television, web, etc.); influence of media on individuals and society; study and use of media as related to education and the real needs of a democratic culture.

Prerequisites: ENG 1010, ENG 1020. A grade of "C" or better is required to continue as a Media Studies major.

### **CMA 2045 - Fundamentals of Television Production**

Credits: 3

Fundamentals of Television is a hands-on overview of the basic principles of television, radio and audio production. Students are introduced to the theory and practices of video and audio through lectures and labs. This course will cover the fundamentals of light/color/design/sound which comprise the foundation of media production and will provide a practical introduction to television methodologies. Prerequisites: None. Priority: Media studies majors

### **CMA 2050 - Introduction to Public Relations**

Credits: 3

A study of the basic concepts of public relations combined with analysis of methods as they apply to present demands in the field.

A grade of "C" or better is required to continue as a Media Studies major.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 2165 - Introduction to Non-Linear Editing**

Credits: 3

Introduction to Non-Linear Editing introduces students to the theory and practice of nonlinear editing (NLE) and the role of the editor in the production process. Working with Avid and Final Cut Pro software programs, this course will provide students with the technical and theoretical foundation of editing. In order to become familiar with various editing methodologies and techniques, students will screen films from the earliest days of the motion picture business to the latest videos posted on the Internet. Students will also work on individual editing projects.

Priority: Media Studies majors

Prerequisites: None.

### **CMA 2170 - Public Speaking**

Credits: 3

Training in the development of a pleasing and effective voice; preparation and delivery of the basic types of speeches; emphasis on speech situations encountered by the professional person; special occasion speeches; public addresses of special purpose; interpretive reading and various modes of career communication.

### **CMA 2310 - Newswriting**

Credits: 3

A course designed to treat the subject of newswriting, including reporting practices, such as interview techniques. Applied study of writing craft as accepted in current reporting for well-edited newspapers. Intended for any student who recognizes a need to know how to write clear, succinct reports.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 2420 - Oral Interpretation**

Credits: 3

Training in the art of interpreting literature, stressing dynamics of voice and inflection and other special demands of the art.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 3000 - Introduction to Audio Production**

Credits: 3

Introduction to Audio Production examines audio principles and practices, including theory, aesthetics, and techniques. Tools of sound recording and editing are discussed as they relate to pre-production, production and post production. This class will also include hands-on field recording as well as work on software-based sound design projects.

Priority: Media Studies majors

Prerequisites: None.

### **CMA 3055 - Writing Workshop: Screenwriting for Film & Television**

Credits: 3

Screenwriting for Film and Television is a 300-level course that incorporates current methodologies in media writing formats as well as writing-intensive workshops that will culminate with the students producing a full-length TV or film script.

Prerequisites: ENG 1010 and ENG 1020

### **CMA 3060 - Television Criticism**

Credits: 3

An application of the fundamental tenets of criticism to television, combined with a study of the special demands of mass communication and their impact on programming.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 3080 - Argumentation and Persuasion**

Credits: 3

A study of the basic theories of argument and persuasion and their application to public relations, advertising and mass media through analysis, writing and oral presentations.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 3090 - Digital Video Production I**

Credits: 3

Principles and practices of electronic video production and nonlinear editing, using digital camcorders and computer work stations.

Priority: Media Studies majors.

Prerequisites: None.

### **CMA 3100 - Writing for the Mass Media**

Credits: 3

Fundamental writing and fact-gathering skills of journalism for the print and electronic media with emphasis on news writing for the electronic media; feature writing for print; persuasive writing for print and broadcast and promotional writing for print and broadcast.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 3120 - Management Communications**

Credits: 3

This course presents an analysis of communication as an essential component in contemporary business; application of theory to problems of motivation, attitude, leadership and management/employee relations.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 3170 - Advanced Public Speaking & Presentation**

Credits: 3

This course is designed to build on skills introduced in CMA 2170, Public Speaking, and assumes the student has basic knowledge of delivery skills, organization, effective research, and persuasive techniques. This course develops those skills further through study of historic speeches, formal speaking projects, and speech writing. Upon completion each student should be able to demonstrate the ability to compose, practice, and deliver oral presentations with clarity, purpose, conviction, and professional poise.

Prerequisites: CMA 2170

### **CMA 3210 - Writing for Public Relations**

Credits: 3

A course designed to prepare public relations majors to satisfactorily perform writing tasks associated with entry-level positions in public relations firms or public relations departments of large or small businesses, firms or organizations.

Prerequisites: CMA 2050.

### **CMA 3240 - News Literacy**

Credits: 3

This course is designed to develop greater awareness and understanding of information and disinformation in the context of the digital evolution of news reporting.

Prerequisites: ENG 1020

### **CMA 3270 - Public Relations Campaigns**

Credits: 3

This course focuses on the development of a public relations campaign from the research phase through development of a full campaign plan. Students will be required to demonstrate use of appropriate primary and secondary data collection and analysis. Student assessment will focus on their strategic planning, as well as their writing and presentation skills. This course is writing intensive, and will require students to develop press releases and a completed public relations campaign plan.

Prerequisites: ENG 1010 ENG 1020 CMA 2050

### **CMA 3310 - Writing Workshop: Journalistic Essay**

Credits: 3

A study of the principles of journalism and writers such as James Baldwin, Truman Capote, Ernest Hemingway, Joyce Carol Oates, George Orwell and Anna Quinlan.

Cross-listed with: CRW 3310

Prerequisites: ENG 1010 and ENG 1020

### **CMA 3320 - Magazine Writing**

Credits: 3

Practice in writing various journalistic forms other than news writing. Includes features, editorials, reviews and columns, and related use of newspapers and news magazines.

Cross-listed with: ENG 3320.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 3350 - Radio News and Feature Reporting**

Credits: 3

Through lecture and lab, students will learn tools, creative skills and methodologies that are essential toward the mastery of this growing area of information and entertainment. This course will cover both traditional terrestrial and digital "radio" distribution

Prerequisites: ENG 1020

### **CMA 3360 - Copyediting**

Credits: 3

Detailed study and practice of contemporary editing procedures as they relate to print and broadcast media including: news evaluation, news editing, feature editing, the philosophy of copy editing, the functions and responsibilities of the copy editor, layout, headline writing and editing, libel and its forms.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 3600 - Broadcast Journalism**

Credits: 3

Students will learn the basics of writing, producing and presenting for television news, as well as other distribution platforms including social media. This course is a hands-on studio based course.

Prerequisites: CMA 2020

### **CMA 4010 - Special Topics in Communication Arts**

Credits: 3

Designed to acquaint students with current trends in theatre and the mass media, as well as to provide them with historical and theoretical perspectives and basic communication skills.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 4070 - International Advertising and Promotion**

Credits: 3

A study of the role of advertising and promotion in the international market place that will include: the principles of advertising and promotion; steps

in the development of international advertising and promotion program; the role of product management, market research and the advertising agency; and development of annual marketing promotion and advertising planning.

Prerequisites: ENG 1010, ENG 1020.

### **CMA 4088 - Advertising**

Credits: 3

This course offers an analysis of the theory and effects of advertising with emphasis on understanding the role of persuasive communication in all forms of advertising. Basic advertising techniques, skills and processes are examined, as are the social and behavioral results and the ethical implications of advertising.

Cross-listed with: BUS 4088

Prerequisites: ENG 1010 ENG 1020

### **CMA 4090 - Case Studies in Public Relations**

Credits: 3

A seminar designed to develop the critical thinking necessary for the public relations practitioner by applying public relations principles to a variety of factual situations in organizations and institutions. Special emphasis is given to crisis communications.

Prerequisites: CMA 2050.

### **CMA 4130 - Integrated Marketing Communication Seminar**

Credits: 3

Students will develop the ability to integrate the theory and practice of information technology, marketing and communication. They will create an integrated marketing campaign for an organization, service or program, which will serve as the culminating project for the course.

Cross-listed with: BUS 4130.

Prerequisites: CIT 2050.

### **CMA 4150 - Media: Problems and Practices**

Credits: 3

An examination of social, political, economic and ethical dilemmas confronted by contemporary media practitioners with emphasis on the skills needed to address these dilemmas.

### **CMA 4160 - Digital Video Production II**

Credits: 3

Building upon the knowledge and experience gained in CMA 3090 (Digital Video Production I), students will design, produce and edit projects for broadcast and cable television and the world wide web.

Prerequisites: CMA 3090.

### **CMA 4260 - Backpack Journalism**

Credits: 3

This course introduces students to the basics of individual production and distribution of online news and features. Students will learn to use new digital tools to research, report and produce news stories for various multi-media platforms.

Prerequisites: ENG 1020 and CMA 2310

### **CMA 4450 - Research and Practice in Communication**

Credits: 3

A seminar course designed to develop the qualitative and quantitative research skills for proposal development, writing and evaluation. The students apply these skills in the development and planning of a public relations or media proposal. Prerequisites: Permission of Instructor.

### **CMA 4500 - Coordinating Seminar**

Credits: 3

This seminar offers a synthesis of studies in Media Arts and Public Relations with focus on the culminating experience represented by the thesis project. Prerequisites: CMA 4450.

### **CMA 4700 - Producing for Film and Television**

Credits: 3

This course will examine the role of creative and executive producers in the world of entertainment and information. Includes hands-on advanced film and video budgeting as well as industry analysis. Prerequisites: CMA 2020 , CMA 2045 , CMA 2165 , CMA 3090

### **CMA 4850 - Internship**

Credits: 3

In order to meet the special needs of the communication arts student, field training may be arranged through cooperation with a professional agency (such as a newspaper, publishing house, theatre). For majors and minors only.

Grading: Pass/Fail.

Prerequisites: ENG 1010, ENG 1020, permission of division chair.

### **CMA 4850/4860/4870/4880 - Internship**

Credits: 3, 6, 9, 12

In order to meet the special needs of the communication arts student, field training may be arranged through cooperation with a professional agency (such as a newspaper, publishing house, theatre). For majors and minors only.

Grading: Pass/Fail.

Prerequisites: ENG 1010, ENG 1020, permission of division chair.

### **CMA 4900 - Production Capstone**

Credits: 3

This course is the culmination of the production concentration process. Students will complete a film that illustrates proficiency in all areas of digital film making, including writing, directing, editing and camera. To that end a portfolio piece will be shown during the student's graduation year. Prerequisites: All production courses.

### **CMA 4910 - Journalism Capstone**

Credits: 3

This course is the culmination of the work performed in the Journalism concentration. Students will complete an electronic portfolio that

illustrates proficiency in areas of digital, broadcast and print reporting.

Prerequisites: Completion of all Media Studies/ Journalism major requirements up to this capstone

### **CMA 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

This course involves individual reading and research under the direction of a faculty adviser.

Prerequisites: ENG 1010, ENG 1020, written permission of instructor.

## **COMPUTER INFORMATION TECHNOLOGY**

### **CIT 1052 - Computer Literacy**

Credits: 3

This course introduces the operation, applications and capabilities of personal computers. Students will learn to manipulate text, import and modify graphics, create tables, develop presentations, manipulate numeric data, and create charts and graphs. Students will use the Internet to access directories, virtual libraries, archives, and specialized databases. They will download files, evaluate information found on the World Wide Web and demonstrate proficiency in citing Web and Internet resources. No credit given to students who have successfully completed CIT 1002 or MTH 1015.

### **CIT 1100 - Fundamentals of Computing**

Credits: 3

This course introduces the student to the fundamental concepts and terminology of computing and computer science, including computer hardware components, computer programming concepts, number systems and Boolean algebra, social aspects of computing, current technologies, and additional topics of current importance.

Prerequisites: Information Technology major or minor or permission of division.

### **CIT 1900 - Internet Programming**

Credits: 3

Introduces the fundamentals of web page programming for the Internet. The course will focus on web page scripting languages as well as programming languages for web page animation and web applets. The languages will be those supported by the most popular web browsers. Prerequisites: MSMC requirement for computer literacy.

### **CIT 2060 - Presentation Media**

Credits: 3

This course teaches the student how to use software packages to create presentations for the classroom or business environment, incorporating sound and video, web publishing, and desktop publishing. Strongly recommended for all education and business majors.

Prerequisites: MSMC requirement for computer literacy.



### **CIT 2100 - Internet Programming II**

Credits: 3

This course covers in-depth programming for the Internet. It will focus on advanced client programming using the language supported by the most popular web browsers. This course will be accepted for elective credit for general education in the area of mathematics and natural science.  
Prerequisites: CIT 1900.

### **CIT 2160 - Spreadsheets and Databases**

Credits: 3

This course is a hands-on introduction to computer spreadsheet and database concepts using a popular electronic spreadsheet application and a database management application. Focus is on the organization, interpretation, and presentation of data while working with formulas, charts, graphs and reports.  
Prerequisites: Computer Literacy (CIT 1052 , CIT 1002 or successful passing of CSC 0990 Computer Literacy Test) \* IT majors do not need a pre-requisite.

### **CIT 2300 - Networking**

Credits: 3

An introductory course in networking covering all layers of networking as defined by the OSI Model, the major components of the TCP/IP Suite of networking protocols, and networking hardware technology such as routers and switches.  
Prerequisites: MSMC requirement for computer literacy.

### **CIT 2550 - Introduction to Programming**

Credits: 3

This course introduces the student to the fundamental concepts of visual computer programming, including the concepts of structured programming and object-oriented programming, procedures and functions. Students will learn to develop many Windows-based applications.  
Prerequisites: CIT 1100 or permission of division.

### **CIT 3110 - eLearning**

Credits: 3

This course will examine historical foundations, theoretical perspectives, underlying learning theories, case studies, and key enabling technologies in order to provide a critically informed perspective for understanding, designing, and researching online learning communities using web approaches and tools. Class participation will have a major focus on participation in online learning communities, and reflecting on learning via hands-on experiences. Strongly recommended for all education majors.  
Prerequisites: MSMC requirement for computer literacy.

### **CIT 3180 - Server-Side Programming**

Credits: 3

This course will provide an in-depth study of server-side programming techniques. The student will learn one or more current server-side or programming languages and learn how they are

used to create dynamically generated web pages and to access server-based applications such as data bases and spreadsheets.

Prerequisites: CIT 1900.

### **CIT 3210 - Distributed Learning**

Credits: 3

This course explores the nature and increase of technology initiatives in the U.S. and worldwide and examines its fundamental components. It explores student learning styles in the context of technology and examines various media considerations to implement the most effective technology initiatives. Virtual environments such as Second Life or other similar platforms will be explored.

Prerequisites: CIT 2060 or Co-Requirement CIT 3110.

### **CIT 3250 - Object Oriented Programming**

Credits: 3

Introduces methods of problem definition, analysis, solution and documentation. Uses a high-level programming object-oriented language to teach arithmetic, relational and logical operations, structured programming techniques, debugging, documentation, I/O data formats, and internal subroutines. Topics will introduce concepts of class, member attributes, inheritance, access control, etc. Experience with flowcharting, pseudocode, hardware and software technology is fostered.

Prerequisites: CIT 1100 or permission of the division.

### **CIT 3400 - Web Site Management**

Credits: 3

This course is an in-depth study of web site management. Topics include the creation, maintenance and management of an Internet web site, server and communications requirements, and other hardware, software and procedural requirements.

Prerequisites: CIT 1900 and CIT 2300

### **CIT 3450 - Computer Architecture and Organization**

Credits: 3

This course focuses on the computer as an organized hierarchy of functions from hardware fundamentals to the elements of high-level software, components and circuits. Topics covered include Von Neumann Architecture, the decode-fetch-execute cycle, an descriptions of CPU, Memory, Instruction Set Architecture and I/O functions.  
Prerequisites: MTH 2350 or MTH 2450 and CIT 3250 or CIT 1100.

### **CIT 3550 - Web Page and Web Site Design**

Credits: 3

This course provides an in-depth analysis of the major concepts and techniques used in webpage and website design. The emphasis is on visual and graphic design.

Cross-listed with: ART 3550

Prerequisites: ART 1600 , CIT 1052 , or permission of the instructor.

### **CIT 3610 - Network Operating Systems and Administration**

Credits: 3

This course offers an in-depth study of network operations, focusing on installation, operation and configuration of operating systems designed to support network communication. It has a laboratory component in which several network operating systems will be installed and configured.

Prerequisites: CIT 2300.

### **CIT 3640 - Advanced Object Oriented Programming**

Credits: 3

This course is a continuation of CIT 3250 using an appropriate programming language. The objective of the course is to teach the student to construct, code and debug structured computer programs using the techniques of good programming style. Advanced GUI applications are included in this course.

Prerequisites: CIT 3250 or equivalent.

### **CIT 3650 - Computer Operation and Management**

Credits: 3

This course provides an in-depth study of computer hardware and software, focusing especially on educating the student in how to use a computer and its operating system, including file management, hardware and software installation and configuration, dealing with computer malfunctions and installing upgrades.

Prerequisites: CIT 1100.

### **CIT 3700 - Systems Analysis and Design**

Credits: 3

Course emphasizes the steps of the development life cycle. Topics include methods and procedures used in structured systems analysis: feasibility studies, the systems study, data flow diagrams, data dictionaries, file organization and program specifications. Group projects, which must be completed outside the classroom, culminate in written and oral presentations. CASE tools will be used in the class.

Prerequisites: CIT 3250 or CIT 2160.

### **CIT 3710 - Managing Technology Resources**

Credits: 3

This course will examine the concepts, tools, and computer software for managing classroom functions, timelines, budget, and resources to support their host organization and institution. Students will also learn different skills related to solving performance problems and writing for technical or funding purposes.

Prerequisites: CIT 3650.

### **CIT 4250 - Network Administration**

Credits: 3

This course discusses in detail the administration of a network, including managing user accounts, security and protection, network resources,

and other topics of importance to network administrators. A specific network operating system will be used. There will be a laboratory component.  
Prerequisites: CIT 3610.

### **CIT 4310 - Collaborative Technologies & Media**

Credits: 3

In this course students learn how technologies may be used to promote cooperative learning in problem solving throughout the curriculum. Course content will include active participation in collaborative environments as well as background work in educational theory as it relates to problem solving, collaborative learning, and technology integration.

Prerequisites: CIT 2060 and CIT 3110.

### **CIT 4350 - Database Management Systems**

Credits: 3

This course offers an introduction to fundamental concepts of database technology including data representation, file organization and models. It includes the treatment of data as an organizational resource and the evolving role of data administrator and characteristics of query language.

Prerequisites: MTH 2350 or MTH 2450 and CIT 3250 or CIT 2550 .

### **CIT 4400 - Networking Protocols**

Credits: 3

This course will present an in-depth discussion of the most important networking protocols. Emphasis on the TCP/IP suite of protocols, as well as the more general concepts of packets and the various IEEE protocol standards.

Pre or Co-requisites: CIT 2300.

### **CIT 4510 - Instructional Design of Educational Technology**

Credits: 3

This course utilizes a process approach to the systematic development of instructional design. Concepts and tools based on learning beliefs and instructional theory will be applied to the development of an instructional technology project. An approved current model such as the ADDIE model will be used to guide exploration on topics including learning beliefs, design tools, analysis, designing instruction, and evaluation. This course is designed for students seeking advanced certification in instructional technology.

Prerequisites: CIT 2060 and CIT 3110 .

### **CIT 4610 - Network Security**

Credits: 3

Introduces the student to the fundamentals of secure networks and their defense. Topics will include protecting networks from denial of service attacks, viruses and worms, and unauthorized intrusion. Security technologies such as firewalls, secure socket layers, and encryption will be covered. Some hands-on lab work will be included.

Prerequisites: CIT 3610.



### **CIT 4650 - Technology Studio**

Credits: 3

This course provides senior students an opportunity to synthesize their knowledge and experience by developing a project appropriate to their area of interest. Each student will submit an approved project proposal, present the progress of his/her work at various points in the semester, and make a formal presentation of the completed project.

Prerequisites: CIT 2060 and (CIT 4510 or CIT 3400)

### **CIT 4850/4860/4870/4880 - Computer Internship**

Credits: 3, 6, 9, 12

Supervised practical training in networking, web design, educational technology, and other information technology topics. Business, industrial and educational environments will be used.

Prerequisites: Permission of division.

### **CIT 4910 - Special Topics in Information Technology**

Credits: 3

Selected advanced topics in information technology.

Prerequisites: Permission of division.

### **CIT 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Independent investigation of specific computer science topics under guidance of an instructor.

Prerequisites: Permission of division

## **CREATIVE WRITING**

### **CRW 2020 - Writing Workshop: Playwriting**

Credits: 3

An introduction to the craft of writing for the stage emphasizing dramatic structure, action and conflict, characterization, and dialogue.

Cross-listed with: THR 2020

Prerequisites: ENG 1010 and ENG 1020

### **CRW 3055 - Writing Workshop: Screenwriting for Film & Television**

Credits: 3

Screenwriting for Film and Television is a 300-level course that incorporates current methodologies in media writing formats as well as writing-intensive workshops that will culminate with the students producing a full-length TV or film script.

Cross-listed with: CMA 3055

Prerequisites: ENG 1010 and ENG 1020

### **CRW 3300 - Writing Workshop: Creative Non-Fiction**

Credits: 3

Designed to give experience beyond the basic composition course in expository, argumentative, descriptive and narrative techniques.

Cross-listed with: ENG 3300

Prerequisites: ENG 1010, ENG 1020

### **CRW 3310 - Writing Workshop: Journalistic Essay**

Credits: 3

A study of the principles of journalism and writers such as James Baldwin, Truman Capote, Ernest Hemingway, Joyce Carol Oates, George Orwell and Anna Quinlan.

Cross-listed with: CMA 3310

Prerequisites: ENG 1010 and ENG 1020

### **CRW 3410 - Writing Workshop: Fiction**

Credits: 3

This course will focus on the fundamentals of writing prose fiction: character, setting, and plot.

Cross-listed with: ENG 3410

Prerequisites: ENG 1010 and ENG 1020

### **CRW 4028 - Writing Workshop: Poetry**

Credits: 3

This poetry workshop encompasses three broad activities: an overview and discussion of the elements of poetry and their employment in interpreting a variety of poems; the evaluation and emulation of the writing styles of poets of diverse backgrounds; and the creation of poetry and prose which displays the unique ideas and personalities of the workshop participants.

Prerequisites: ENG 1010 and ENG 1020

## **CRIMINOLOGY**

### **CRI 1110 - Introduction to Criminology**

Credits: 3

This is an overview of the discipline of criminology.

It examines the nature, causation, effects and prevention of crime and criminal behavior, using major theoretical perspectives; the sociological patterns of crime and criminals; the sociology of criminal law; crime typologies; trends in reported crime; and how crime is measured.

Prerequisites: None.

### **CRI 2100 - Criminology & Film**

Credits: 3

With focus on crime and its representation in film, this course will provide students with the opportunity to explore how criminological theory is present in commercially-successful and/or well-known films. In addition, this course will explore and analyze presentations of crime, criminals, victims, and the criminal justice system in film. Students will also examine how entertainment media impacts public perceptions of crime and victimization. This course will also introduce students to basic film grammar and vocabulary.

Cross-listed with: FMS 2100

### **CRI 2210 - Violence in the Community**

Credits: 3

This course examines the changes in the methods, patterns, and meanings of violence. It explores individual and collective violence in all of its varying contexts, including the home, the streets, schools, the media, the police, and international terrorism.

The major theories explaining the causes of violence, and important research about attitudes toward violence and the use of force to bring about change are reviewed.

Cross-listed with: SOC 2210

Prerequisites: CRI 1110

### **CRI 2250 - Victims of Crime**

Credits: 3

This course will introduce students to the study of crime victims. Topics will include the characteristics of crime victims, patterns in crime reporting, the psychological, social, and financial impact of crime victimization, the relationship between victims and the criminal justice system, and the views of crime victims by society at large. Recent policies that aim to protect victims' rights and programs that advocate for victims will be evaluated.

Cross-listed with: SOC 2250.

Prerequisites: CRI 1110.

### **CRI 2310 - History of Crime and Punishment in the U.S.**

Credits: 3

This course will review historical trends in the definition of crime, patterns of criminal behavior, and the American justice system. Students will learn how explanations for crime and ideas about deterrence and rehabilitation have evolved over the course of U.S. history. The roles of police forces and the emergence and growth of prisons will be explored. Students will learn to place contemporary debates about crime and punishment in their historical context.

Prerequisites: CRI 1110

### **CRI 2400 - Reading/Understanding Research in Criminology**

Credits: 3

This is an introductory course to issues related to research in Criminology. This course will focus on assisting students with reading, understanding, interpreting, and critiquing research in Criminology. Particular focus will be on introducing students to basic quantitative and qualitative research methodologies as well as an overview of issues related to topics of study/research in criminology, conceptualization, sampling, data collection techniques, and analysis. In addition, this course will address issues related to protection of human subjects in criminological research.

Prerequisites: CRI 1110

### **CRI 2430 - American Criminal Justice System**

Credits: 3

An overview of the American criminal justice system at the state and federal levels, including the main components of the system: law enforcement, courts, and corrections. In addition to providing an introduction to the structure of the American criminal justice system, this course will present theories of offending and victimization as well as information on how various components of the American criminal justice system respond to crime and victims.

Prerequisites: CRI 1110

### **CRI 2440 - Law Enforcement & The Community**

Credits: 3

This course will provide an introduction to the history, function, and role of law enforcement in American society. Particular focus will be given to the relationship between law enforcement agencies and personnel and the communities they serve with emphasis placed on policing in a culturally-diverse society. The course will also include information on recommendations for ways that law enforcement and communities can work together to reduce crime and respond to crime once it has been detected.

Prerequisites: CRI 1110

### **CRI 2450 - The United States Court System**

Credits: 3

The focus of this course will be on the introduction of the court system of the United States. This course will present both the differences and similarities within the state and federal courts as it pertains to their structure, function, goals, and processes. A primary focus will be placed upon understanding the respective roles played by judges, prosecuting attorneys, defense counsel, police, probation officers and other court-related personnel in seeking justice through the criminal court process. Additionally, the course will investigate the impact of the court system on American society.

Prerequisites: CRI 1110

### **CRI 3110 - Hate Crimes**

Credits: 3

This course reviews the history and evolution of hate crimes, critically examines hate crime laws (national and international) and the enforcement of such laws, and covers the sociological and psychological theories of why people commit hate crimes. Students will also learn strategies for reducing hate and promoting tolerance in their communities.

Cross-listed with: SOC 3110

Prerequisites: CRI 1110

### **CRI 3130 - Comparative Criminology**

Credits: 3

This course will provide an analysis of crime and criminal justice systems in selected countries and cultures. Emphasis will be placed on the ways in which these countries and cultures define crime and respond to criminal behavior. This course will also address how different societies structure their justice systems to meet their goals and reflect their values.

Prerequisites: CRI 1110 or SOC 1010.

### **CRI 3150 - Juveniles and Crime**

Credits: 3

This course is a survey of the major theories explaining juvenile delinquency. This issue will be examined from sociological, biological and psychological perspectives. Current movements in the prevention of juvenile crime and the treatment of delinquents will be discussed in detail.

Prerequisites: CRI 1110.

### **CRI 3160 - Deviance & Crime**

Credits: 3

This course will provide an examination of deviant behavior in American society. Topics covered include definitions and theories of deviance as well as various types of deviant behavior, including drug use and alcoholism, mental illness, crime, prostitution and other forms of sexual deviance.

Cross-listed with: SOC 3160

Prerequisites: CRI 1110

### **CRI 3210 - Restorative Justice Violent Offense**

Credits: 3

This course will focus on the use of Restorative Justice to address violent offenses. In addition, the course will consider challenges to applying restorative justice to violent offenses, including but not limited to, working with the criminal justice system and its personnel. The course will provide a basic introduction to restorative justice, information on various restorative justice programs, and possible benefits to the victim, offender, and community.

Prerequisites: CRI 1110

### **CRI 3230 - Restorative Justice & Juvenile Offenders**

Credits: 3

This course will focus on the use of Restorative Justice to address offenses involving juvenile offenders. The course will also consider challenges to applying restorative justice to offenses committed by juvenile offenders, including but not limited to, willingness and desire to participate in restorative justice programs, working with the juvenile and/or criminal justice systems and its personnel. The course will provide a basic introduction to restorative justice, information on various restorative justice programs, and possible benefits to the victim, juvenile offender, and community.

Prerequisites: CRI 1110

### **CRI 3300 - Law and Society**

Credits: 3

A study of the general nature, development and principles of criminal conduct to include a review of the New York State Penal code and other selected state penal codes. The course codes to current real life situations. This course provides an overview of the history of law, the legislative process and the implications of modern day theory in Criminology.

Cross-listed with: SOC 3300

Prerequisites: CRI 1110

### **CRI 3310 - Conflict and Resolution**

Credits: 3

This course is an introduction to the restorative/transformativ justice paradigm. It begins with an overview of modern criminal justice systems, with a focus on the centrality of punishment in responses to crime. The idea of "justice" is considered and debated in terms of the restorative and retributive justice concepts. Particular attention is paid to the important elements of values and relationships in

restorative justice practices. Issues relating to the three key stakeholder groups-victims, offenders, and community are discussed and debated. An introduction to existing program models in restorative justice will be provided.

Cross-listed with: SOC 3310

Prerequisites: CRI 1110

### **CRI 3410 - Ethical Issues In Criminal Justice**

Credits: 3

This course will explore various aspects related to ethical issues facing the criminal justice system and those who work within the criminal justice system. The course will assist in creating an awareness of the ethical issues and dilemmas present in the criminal justice system as well as developing an informed ability to address these issues and dilemmas. Particular attention will be given to ethical issues associated with the police, prosecutors/prosecution, courts, and correctional systems.

Prerequisites: CRI 1110

### **CRI 3520 - Issues in Race, Class, & Crime**

Credits: 3

This course considers the interrelationships among race and class in the criminal justice system and considers the patterns and variations in crime across these variables. Theories of criminality regarding these variables will be introduced and critiqued. This course will also explore racial, ethnic, and economic minorities as offenders and victims, with particular emphasis given to criminal justice sanctions of crimes by and against minorities.

Prerequisites: CRI 1110, SOC 3410.

### **CRI 3550 - Women and Crime**

Credits: 3

This course examines criminology and criminal justice issues as they relate specifically to women. Major areas of coverage include (1) women and girls as victims of crime; (2) women and girls as criminal offenders; and, (3) women working in the criminal justice system. This course will also include a study of the nature and extent of women's crimes; theories of female criminality; processing of women offenders through the criminal justice system; the response of police, court officials, corrections to female offenders and victims; societal responses to women as victims of crime; and, opportunities for women as employees in criminal justice agencies.

Prerequisites: CRI 1110, SOC 1010 .

### **CRI 4110 - Mental Illness, Crime, & the CJS**

Credits: 3

This course introduces students to a growing crisis facing the U.S. criminal justice system: the growing numbers of mentally ill offenders in the criminal justice system. Following a consideration of the needs of individuals with mental illness, the course focuses on the treatment and management of mentally ill offenders at each stage of the criminal justice system, from initial contact with law enforcement to re-entry into the community.

Prerequisites: CRI 1110, SOC 1010, PSY 1010.

### **CRI 4150 - Peace Studies**

Credits: 3

Peace Studies is commonly defined as the systematic, interdisciplinary study of the causes of war and the conditions of peace. This course will attempt to understand factors that lead to human conflict and aggression, including those that are (but not limited to) psychological, sociological, environmental, political, economic, religious, or historic in nature. In addition, the course is designed to familiarize students with the historical background of various peace movements, to analyze principles used to resolve conflict, and to provide a view of how peace and conflict resolution are being pursued today.

Prerequisites: CRI 1110 and Junior Standing

### **CRI 4280 - Mediation**

Credits: 3

The course focuses on presenting and discussing mediation in various settings (including specific focus on criminal justice settings), the concepts of mediation, skills of the mediation process, goals of the process, and possible obstacles to the mediation process in these settings.

Cross-listed with: PSY 4280 Mediation

Prerequisites: Junior Standing and either CRI 1110 or PSY 1010

### **CRI 4300 - Criminology Theory**

Credits: 3

The purpose of this course is to provide students with an understanding of the nature and causes of crime by focusing on the major theoretical approaches in Criminology. There will be some discussion of the perspectives on crime and criminal justice that permeate public discourse on crime and justice and examination of the criminal justice policies associated with different criminological theories.

Prerequisites: CRI 1110 and Senior Standing

### **CRI 4400 - Special Topics in Criminology**

Credits: 3

This course will explore important current issues in criminology. Topics will vary by semester. May be taken twice for different topics, with division permission. Course counts as an elective for the Sociology-Criminology concentration.

Prerequisites: CRI 1110 or SOC 1010.; Junior-level standing.

### **CRI 4850/4860 - Criminology Internship**

Credits: 3,6

Criminology internships provide an exceptional opportunity for students to bridge the gap between academia and the professional world so that students may begin to apply theoretical knowledge and develop an awareness of the responsibilities to be encountered upon entering careers related to sociology/criminology. Students will be placed in criminology-related settings to reinforce academic concepts covered in class through practical experiences and also assist students in making career choices. As part of the course requirement, students

will be required to meet once/week on campus.

Grading: Pass/Fail.

Prerequisites: SOC/CRI concentration major; Junior-level standing.

### **CRI 4900 - Senior Seminar in Criminology**

Credits: 3

This is the capstone course for Criminology majors designed to synthesize the information and insights from the other courses in the criminology program. It provides an overview of the significant concepts and information gained from major courses.

Students will demonstrate advanced knowledge of the major curriculum through an individual project.

Prerequisites: CRI 1110, Senior Standing and Criminology Major

### **CRI 4970/4980/4990 - Independent Study**

Credits: 1,2,3

Independent reading and research centered on a specific criminological problem or issue under the guidance of a full-time faculty member.

Prerequisites: CRI 1110 or permission of instructor.

## **EARTH SCIENCE**

### **ERS 1030 - Introductory Earth Science I**

Credits: 3

An integrated study of physiography, mineralogy, geology, and geography.

Lecture hours/Lab hours: 2 hours lecture, 2 hours lab.

Prerequisites: MTH 0110 or satisfactory score on mathematics screening test. ERS 1030 is not a prerequisite for ERS 1040.

### **ERS 1040 - Introductory Earth Science II**

Credits: 3

An integrated study of astronomy and meteorology. ERS 1030 is not a prerequisite for ERS 1040.

Lecture hours/Lab hours: 2 hours lecture, 2 hours lab  
Prerequisites: MTH 0110 or satisfactory score on mathematics screening test.

## **ECONOMICS**

### **ECO 1010 - Principles of Economics, Macro**

Credits: 3

A systematic examination of the determinants of aggregate economic performance. This course begins with the foundations of economic theory and introduces the student to economic model building. Topics include supply, demand and market equilibrium price; national income accounting; theories of income determination; money, banking, and elementary monetary theory; fiscal and monetary policies dealing with inflation, unemployment and economic growth. Also, current issues will be evaluated.

Prerequisites: MTH 1400, or MTH 1500, or MTH 2300, or MTH 2510 or placement out of any of these courses.

### **ECO 1020 - Principles of Economics, Micro**

Credits: 3

A systematic examination of the principles governing economic behavior in market-oriented systems. Market pricing, consumer behavior, modeling, production, costs, market structures and their economic performance are analyzed. Application of these principles in contemporary techniques for rational- decision making. Prerequisites: MTH 1400, or MTH 1500, or MTH 2300, or MTH 2510 or placement out of any of these courses.

### **ECO 4020 - Managerial Economics**

Credits: 3

An applied micro-economics course. It stresses current decision-making and forward planning in relation to the uses of economic theory in business management as well as stressing linear programming and other techniques. Prerequisites: ECO 1010, ECO 1020 .

### **ECO 4070 - Social Economics**

Credits: 3

A study of contemporary socioeconomic issues, their history, impact and context. There will be an emphasis on the norms of economic analysis and standards of social equity. Prerequisites: ECO 1010, ECO 1020 .

### **ECO 4080 - U.S. in the World Economy**

Credits: 3

Provides the student with an understanding of the economic situation and prospects of the United States as it faces new international challenges. Includes a description of fundamental economic issues and policy questions. It deals with the competitive struggle between the U.S., the European Community and Japan. Cross-listed with: BUS 4103 Prerequisites: ECO 1010, ECO 1020.

## **EDUCATION**

### **ED 2051 - Orientation to Teaching**

Credits: 1

Required of all education students planning to enter the teaching education program. This course provides opportunities to observe instruction, examine the role of the teacher and others in education, and obtain insights into teaching as a career to students who may be interested in teaching. Includes selected aspects of the history of education. Also includes information about the current job market in education. Students will become involved in supervising and tutoring pupils and in performing other related tasks. Students' speech and writing skills will be assessed in order to determine successful teaching potential. Ten hours of field work is required. Grading: Pass/Fail.

### **ED 2110 - Methods in Mathematics for Childhood Education**

Credits: 3

This course focuses on methods of teaching mathematics, pre-K through grade 6. Current theories and relevant research will be examined. Candidates will learn instructional strategies to teach major concepts and procedures that define number and operations, algebra, geometry, measurement, and data analysis and probability. Lesson planning will also be a focus, with an emphasis on engaging students in critical thinking, problem solving, communication, and collaboration. Candidates learn to interpret different types of results from standardized tests and demonstrate the ability to explain test results to parents. Instructional approaches and assessment tools will be demonstrated and applied in field experiences. Fieldwork is required. Prerequisites: 85% or better on all three Educational Proficiency Exams; one college level mathematics course.

### **ED 2120 - Literacy, Teaching, and Learning for Diverse Learners**

Credits: 4

This course focuses on children's (B-6) language and literacy development. Instructional approaches and assessment tools will be demonstrated and applied in field experiences. The prospective early childhood/childhood teacher will learn processes of language acquisition; socio-cultural factors which affect development of speaking, listening, reading and writing; and distinctions between language differences and language disorders. Candidates will study and apply various approaches for teaching reading, writing, listening and speaking that can be used for students with and without disabilities in group and classroom settings. Candidates will also learn the nature and purposes of diagnostic, formative, and summative evaluation and different forms of each. Fieldwork is required. Prerequisites: 85% or better on all three Educational Proficiency Examinations.

### **ED 2510 - Language Arts Methods for Childhood Education**

Credits: 3

This course focuses on elementary children's literacy development in the English language arts. The prospective childhood teacher will study learning contexts, assessment tools and instructional approaches to support lifelong readers and writers with all learners, including English language learners and students with and without disabilities. Candidates will learn instructional strategies for the six language arts: reading, writing (spelling, grammar, writing process), listening, speaking, viewing, and visually representing to engage childhood students as readers, writers, and communicators in ways that respect sociocultural heritage. Fieldwork is required. Prerequisites: 85% or better on all three Education Proficiency Examinations; a grade of C+ or better in ED 2120

### **ED 2520 - Science and Technology Methods for Childhood Education**

Credits: 3

Candidates will study methods for teaching science in childhood classrooms—including physical, life, and earth and space sciences—as well as concepts in science and technology, science in personal and social perspectives, the history and nature of science, and the unifying concepts of science. Candidates will create lesson plans that integrate math, science and technology, and the inquiry processes scientists use in discovery of new knowledge to build a base for scientific and technological literacy, including the role of data and analysis. Instructional approaches and assessment tools will be demonstrated and applied in field experiences. Fieldwork is required.

Prerequisites: 85% or better on all three Education Proficiency Examinations; one science laboratory course.

### **ED 3120 - Social Studies Methods for Childhood Education**

Credits: 3

Candidates will study the major concepts and modes of inquiry from the social studies- the integrated study of history, geography, the social sciences, and other related areas- to promote elementary students' abilities to make informed decisions as citizens of a culturally diverse democratic society and interdependent world. Instructional approaches and assessment tools will be demonstrated and applied in field experiences. Candidates will learn to develop a unit plan and valid teacher made tests in relation to unit and lesson planning. Fieldwork is required.

Prerequisites: 85% or better on all three Educational Proficiency Examinations; one course in history and a grade of at least C+ or better in at least two of the following: ED 2110, ED 2510 or ED 2520

### **ED 3201 - Literacy in the Content Areas for Adolescence Education**

Credits: 3

This course is designed to introduce students to the methods and materials used with secondary students for effective comprehension and study of the content areas. Adaptations needed to teach disadvantaged students, English language learners, and students with disabilities will be studied.

Corequisites: ED 330\_ courses

Prerequisites: A grade of C+ or better in ED 3302 or with permission of the division chairperson.

### **ED 3240 - Basics of Literary Instruction for Adolescence Education**

Credits: 3

Students preparing to teach biology, chemistry, English, mathematics, social studies or Spanish at the adolescence level will gain the concepts and skills necessary to support the literacy learning of pupils in grades 7-12. The course will be focused on the nature of reading, strategies for assessing pupils' reading levels and for selecting appropriate text materials, approaches for supporting struggling readers or

pupils who are English language learners, and methods of improving pupils' skills in work attack, comprehension and vocabulary.

Pre or Co-requisites: PSY 3230 and passing score of 85% or better on all education proficiency exams.

### **ED 3302 - Introduction to Instruction and Assessment for Adolescence Education**

Credits: 3

This introductory course is designed to provide an overview of a variety of general pedagogical models of instruction that can be applied across secondary content areas. Students will be introduced to models from the social, information processing, personal, and behavioral families. Students will be provided opportunity to align appropriate models of instruction as part of the lesson planning process to support state and national standards. Students will also begin to develop skill in designing and offering differentiated instruction for all students. They will explore how assessment aids instructional decision-making. Fieldwork is required.

Prerequisites: Passing score of 85% or better on all three Education Proficiency Examinations.

### **ED 3305 - Curriculum and Assessment in Grades 7-12 Mathematics**

Credits: 3

Students will understand the progression of New York State standards and national standards (NCTM) from the intermediate level to the commencement level in mathematics in grades 7 through 12.

Implications for instruction and assessment will be expanded in lesson planning through the concepts of curriculum mapping, the spiral curriculum, essential questions, and alternate forms of curriculum design. Candidates will learn how to interpret different types of results from standardized tests and demonstrate the ability to explain test results to parents. They will also explore how to create, analyze, adapt, and implement multiple forms of assessment. This course is designed to develop content pedagogy. Fieldwork is required.

Prerequisites: A grade of C+ or better in ED 3302

### **ED 3306 - Curriculum and Assessment in Grades 7-12 English**

Credits: 3

Students will understand the progression of New York State standards and national standards (NCTE) from the intermediate level to the commencement level in English in grades 7 through 12. Implications for instruction and assessment will be expanded in lesson planning through the concepts of curriculum mapping, the spiral curriculum, essential questions, and alternate forms of curriculum design. Candidates will learn how to interpret different types of results from standardized tests and demonstrate the ability to explain test results to parents. They will also explore how to create, analyze, adapt, and implement multiple forms of assessment. This course is designed to develop content pedagogy. Fieldwork is required.

Prerequisites: A grade of C+ or better in ED 3302



### **ED 3307 - Curriculum and Assessment in Grades 7-12 Science**

Credits: 3

Students will understand the progression of New York State standards and national standards (NSTA) from the intermediate level to the commencement level in science in grades 7 through 12. Implications for instruction and assessment will be expanded in lesson planning through the concepts of curriculum mapping, the spiral curriculum, essential questions, and alternate forms of curriculum design. Candidates will learn how to interpret different types of results from standardized tests and demonstrate the ability to explain test results to parents. They will also explore how to create, analyze, adapt, and implement multiple forms of assessment. This course is designed to develop content pedagogy. Fieldwork is required.

Prerequisites: A grade of C+ or better in ED 3302 .

### **ED 3308 - Curriculum and Assessment in Grades 7-12 Social Studies**

Credits: 3

Students will understand the progression of New York State standards and national standards (NCSS) from the intermediate level to the commencement level in social studies in grades 7 through 12. Implications for instruction and assessment will be expanded in lesson planning through the concepts of curriculum mapping, the spiral curriculum, essential questions, and alternate forms of curriculum design. Candidates will learn how to interpret different types of results from standardized tests and demonstrate the ability to explain test results to parents. They will also explore how to create, analyze, adapt, and implement multiple forms of assessment. This course is designed to develop content pedagogy. Fieldwork is required.

Prerequisites: A grade of C+ or better in ED 3302 .

### **ED 3405 - Mathematics Methods**

Credits: 3

This course is designed to give an overview of specific methods, materials, and curriculum for teaching specific content area and interdisciplinary connections in keeping with New York State Learning Standards as well as related national standards as specified by the NCTM (National Council of Teachers of Mathematics). Students will focus on curriculum and unit development through lesson development using a variety of teaching approaches and the creation of a basic unit plan. This will include individualized and student-centered approaches to instruction and adaptation for students with disabilities. Consideration will be given to the integration of technology for teaching. This course is designed to develop content pedagogy capacity. Field work is required.

Corequisites: ED 3201

Prerequisites: A grade of C+ or better in ED 3305 Fieldwork is required.

### **ED 3406 - English Methods**

Credits: 3

This course is designed to give an overview of specific methods, materials, and curriculum for teaching specific content area and interdisciplinary connections in keeping with New York State Learning Standards as well as related national standards as specified by the NCTE (National Council of Teachers of English). Students will focus on curriculum and unit development through lesson development using a variety of teaching approaches and the creation of a basic unit plan. This will include individualized and student-centered approaches to instruction and adaptation for students with disabilities. Consideration will be given to the integration of technology for teaching. This course is designed to develop content pedagogy capacity. Field work is required.

Corequisites: ED 3201

Prerequisites: A grade of C+ or better in ED 3306

### **ED 3407 - Science Methods**

Credits: 3

This course is designed to give an overview of specific methods, materials, and curriculum for teaching specific content area and interdisciplinary connections in keeping with New York State Learning Standards as well as related national standards as specified by the NSTA (National Science Teachers Association). Students will focus on curriculum and unit development through lesson development using a variety of teaching approaches and the creation of a basic unit plan. This will include individualized and student-centered approaches to instruction and adaptation for students with disabilities. Consideration will be given to the integration of technology for teaching. This course is designed to develop content pedagogy capacity. Field work is required.

Corequisites: ED 3201

Prerequisites: A grade of C+ or better in ED 3307

### **ED 3408 - Social Studies Methods**

Credits: 3

This course is designed to give an overview of specific methods, materials, and curriculum for teaching specific content area and interdisciplinary connections in keeping with New York State Learning Standards as well as related national standards as specified by the NCSS (National Council for the Social Studies). Students will focus on curriculum and unit development through lesson development using a variety of teaching approaches and the creation of a basic unit plan. This will include individualized and student-centered approaches to instruction and adaptation for students with disabilities. Consideration will be given to the integration of technology for teaching. This course is designed to develop content pedagogy capacity. Field work is required.

Corequisites: ED 3201

Prerequisites: A grade of C+ or better in ED 3308

### **ED 3470 - Curriculum and Instruction for Early Adolescence Education**

Credits: 3

The student will examine curricular implications of developmental characteristics of middle school/ junior high school students (10-14 years). Students will learn to: a) design and adapt instruction to accommodate the needs of early adolescents including those with disabilities, b) respond to a range of maturities within and among students, and c) communicate effectively with individuals from a variety of cultures. Fieldwork is required.

Prerequisites: A grade of C+ or better in ED 340\_ OR ED 3120

### **ED 3480 - Practicum for Middle Childhood Education**

Credits: 3

Students will complete a supervised practicum and participate in all designated seminars. This course provides for applying knowledge and skills, developed through required courses, in middle childhood education.

Grading: Pass/Fail.

Prerequisites: 2.75 Grade Point Average, a passing grade in student teaching, and completion of application for practicum experience, a grade of C+ or better in all courses required for certification including a passing grade in ED 3470 .

### **ED 3670 - Instruction for Early Childhood Students with and without Disabilities**

Credits: 3

Candidates will learn to administer and interpret developmental assessments commonly used with infants and preschool children and will learn to use the results to design instructional activities and to determine whether a given child qualifies for early intervention (EI) or as a preschool student with a disability according to NYS regulations.

Candidates will learn the requirements for developing an individualized family service plan (IFSP) and individualized educational program (IEP). Candidates will learn to plan instruction incorporating the use of sensorimotor activities, play, naturalistic language interventions, and social skill development. Instruction will be planned to foster learning by toddlers and preschool children whether they use spoken language or alternative and augmentative communication (AAC).

Candidates will identify and analyze a variety of methods of maintaining frequent and outcomes-based communication with children's parents.

### **ED 3680 - Early Childhood Practicum with Students with and without Disabilities**

Credits: 3

Candidates will complete 50 hours of practicum with children who are in pre-K and kindergarten. As part of fieldwork, candidates will complete developmental and observational assessments, will design and implement a series of instructional activities targeting skills based on the results of

assessment, and will develop and use formative assessment to adjust instruction as necessary. During supervision, candidates will demonstrate fluency in use of play, naturalistic language interventions, and social skill development whether students use spoken language or AAC. Candidates will also give evidence of communicating with colleagues and parents on a regular basis, including communication regarding development of and/ or progress toward IFSP/IEP goals as relevant. All of these components will also be addressed in bi-weekly seminars.

### **ED 4011 - Student Teaching in the Elementary School**

Credits: 9

A student shall complete a semester of full-day, supervised instructional experience, including one week of structured observation in each student teaching experience. Students will spend half of the time in a 1-3 placement and half in a 4-6 placement. Those students pursuing dual certification in childhood education and special education (1-6) will spend half of the time in an elementary program and half in a program for students with disabilities (including one week of structured observation); one of these placements will be at the 1-3 level and the other at the 4-6 level. Student teaching requires a full-time commitment. No course other than ED 4240 may be taken concurrently with student teaching unless the student obtains written permission from the chairperson of the Division of Education. Students are required to participate in all designated student teaching seminars and ED 4030 . Corequisites: ED 4030 and ED 4240.

Prerequisites: 2.75 Grade Point Average. All applicants for student teaching must be recommended by the Education Division as having evidenced potential for teaching on the elementary school level and/or special education classes, and must have achieved a grade of C+ or better in all certification courses required before student teaching.

### **ED 4021 - Student Teaching in the Secondary School**

Credits: 9

A student shall complete a semester of full-day, supervised instructional experience including one week of structured observation in each student teaching placement. Students will spend half of the time in a 7-9 placement and half in a 10-12 placement. Those students pursuing dual certification in adolescence and special education (7-12) will spend half of the time in a secondary program and half of the time in a program for students with disabilities (including one week of structured observation); one of these placements will be at the 7-9 level and the other at the 10-12 level. Student teaching requires a full-time commitment. No course other than ED 4240 may be taken concurrently with student teaching unless the student obtains written permission from the chairperson of the Division of Education. Students are required to participate in all designated student



teaching seminars and in ED 4030 (Workshop in Health Education).  
Corequisites: ED 4030 and ED 4240 .  
Prerequisites: 2.75 Grade Point Average. All applicants for student teaching must be recommended by the Education Division as having evidenced potential for teaching on the secondary level and achieved a grade of C+ or better in all certification courses required before student teaching.

### **ED 4031 - Child Abuse Health and Safety Education Workshop**

Credits: 0

This seminar is presented in three parts. One part addresses issues concerning the identification and reporting of suspected child abuse and maltreatment (three hours). The next part covers preventive strategies for alcohol, tobacco and other drug abuse as well as methods of transmission and progression of HIV and AIDS (two hours). The additional section focuses on providing safety education, including child abduction and personal safety, as well as instruction in fire and arson prevention (three hours). Training in all three of these areas is a New York State Department of Education requirement for all education certification titles.

This training is covered over a two day period. Please consult the Division of Education Bulletin Boards and the web portal for dates and times of each individual component.

### **ED 4240 - Integrative Fieldwork**

Credits: 3

The purpose of these two, one-week experiences is for candidates to integrate learning holistically for all required certification courses by recognizing and categorizing observed curriculum and alignment with learning standards, teaching models, classroom management strategies, and established collaboration and communication procedures in the assigned setting.

Corequisites: ED 4011 or ED 4021 and ED 4240.

### **ED 4500 - Special Topics: Literacy**

Credits: 3

Intensive study of a particular aspect of literacy education instruction not specifically covered in the general curriculum.

### **ED 4650 - Response to Intervention and Collaboration**

Credits: 3

Candidates will develop understanding of the nature and purpose of response to intervention (RtI) and of why it is being implemented at a national and state level. They will learn essential components to be implemented at each tier of intervention, with emphasis on their role as special educators regarding using curriculum based measurement for progress monitoring and regarding analyzing and prescribing for students' needs within an RtI problem solving protocol. In addition, candidates

will learn models and skills for collaborating with general educators and other colleagues in maximizing learning for all students and especially for those with disabilities.

Prerequisites: PSY 3401 and ED 2110 and ED 2120 and ED 2510

### **ED 4970/4980/4990 - Independent Study**

Credits: 1,2,3

Individualized reading, research and/or field service under the direction of a faculty adviser.

Prerequisites: Written permission of instructor.

### **PSY 3551 - IEP and Transition Planning**

Credits: 3

The focus of the course is developing individual educational programs (IEPs) that are valid and that conform with NYS Part 200 Regulations for Students with Disabilities. As part of this process, candidates will demonstrate knowledge of state regulations regarding transition planning and will learn to apply this knowledge to preparing IEPs that include appropriate transition assessment, measurable post-secondary goals, and transition activities.

Cross-listed with: ED 3551

Prerequisites: ED 2110, ED 2120, ED 2510 and PSY 3401

## **ENGLISH**

### **ENG 1000 - Fundamentals of Writing**

Credits: 3

This course is designed to prepare students for ENG 1010, College Writing Emphasis is placed on the mechanics of writing including: grammar, sentence structure, usage, punctuation, basic essay construction, essay revision and developing critical thinking skills. Credit for this course may not be applied to core requirements. Placement in this course is determined by the college's placement criteria.

### **ENG 1010 - College Writing**

Credits: 3

Development of writing skills with emphasis on using the writing process in both documented and undocumented essays and in the writing of a research paper.

Cross-listed with: HON 1010

Prerequisites: Meeting the college's placement criteria.

### **ENG 1020 - Forms of Literature**

Credits: 3

A study of the literary forms of fiction, drama and poetry with attention to characterization, plot development and structure, use of figurative language, and understanding of literary techniques. Emphasis on the process of writing critical essays in response to literature.

Cross-listed with: HON 1020

Prerequisites: ENG 1010 or HON 1010.

### **ENG 2010 - Major English Authors I**

Credits: 3

Close and selective reading of works by representative English writers from early times to the present. Included are Chaucer, Spenser, Shakespeare, Donne, Dryden, Pope, Swift, Wordsworth, Keats, Hopkins and T.S. Eliot. Attention is given to the development of the language and its effect on poetry and prose.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2020 - Major English Authors II**

Credits: 3

Close and selective reading of works by representative English writers from early times to the present. Included are Chaucer, Spenser, Shakespeare, Donne, Dryden, Pope, Swift, Wordsworth, Keats, Hopkins and T.S. Eliot. Attention is given to the development of the language and its effect on poetry and prose.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2040 - Foundations of Literary Studies**

Credits: 3

An introduction to the critical reading and writing skills necessary for success within the discipline of English. Students will become familiar with various critical approaches to literature and with the terminology associated with literary studies. In this writing intensive course, students will do close reading of literary texts and write researched, documented essays on such texts. Earning a grade of C or better is required to continue as an English major. Students who earn less than a C may repeat this course only once. ENG 2040 is a requirement for English majors and is a prerequisite for ENG 4900. It is designed as a sophomore level course.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2080 - American Literature I**

Credits: 3

Survey of American Literature by well- and lesser-known writers from the colonial period until the Civil War. Through close reading, discussion, analytical writing and various critical approaches, students study the development of America's literary tradition with an emphasis on its historical and cultural contexts. Topics that are addressed include historical and personal narratives, Romanticism, Transcendentalism, and the construction of a national identity. Pre-requisites:

ENG 1010 and ENG 1020

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2090 - Major American Authors II**

Credits: 3

Works by representative American writers from colonial times to the 20th century. Included are Poe, Emerson, Thoreau, Hawthorne, Melville, Whitman, Twain, Henry James, Faulkner and Hemingway.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2120 - World Masterpieces I**

Credits: 3

Masterpieces of Western Literature, for example, the works of Homer, Virgil, Dante, Cervantes and Goethe, are read in English translation, analyzed and discussed. Honors require completion of a research paper.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2130 - World Masterpieces II**

Credits: 3

Masterpieces of Western Literature, for example, the works of Homer, Virgil, Dante, Cervantes and Goethe, are read in English translation, analyzed and discussed. Honors require completion of a research paper.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2140 - Mythology**

Credits: 3

A study of world myth, with special emphasis on Greek mythology. Developments in archaeology, modern psychology and comparative literature will be used in interpreting the ancient legends and stories.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2150 - Fairy Tales**

Credits: 3

Students will read and interpret these tales in a cultural and historical context, using literary, social, psychological and religious approaches, both past and present.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 2160 - Contemporary Black Writers**

Credits: 3

An in-depth study of contemporary African-American writers.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 3010 - Chaucer**

Credits: 3

Reading, in the original, major parts of The Canterbury Tales.

Prerequisites: ENG 1010, ENG 1020.

### **ENG 3070 - Shakespeare**

Credits: 3

An intensive study of selected major plays and sonnets by Shakespeare. Students will discuss characters, language, lines and scenes and identify central themes in his works, especially in light of major social forces of the Elizabethan era. Scholarly writing incorporating primary and secondary source materials pertinent to the study of Shakespeare is required.

Cross-listed with: THR 3070

Prerequisites: ENG 1010, ENG 1020.

### **ENG 3130 - Tutoring Writing**

Credits: 3

An introduction to linguistic, rhetorical and composition theory and how each informs the practices of teaching and assessing writing. Students study the theories of leading composition and language experts, including Janet Emig, Peter

Elbow, James Kinneavy, James Britton and Robert Graves. In this course, theory is coupled with practice, and students are required to conference individually with writers on works in progress. Further, students gain experience with various methods of assessing writing, including holistic scoring, analytical scoring and portfolio evaluations. Prerequisites: ENG 1010, ENG 1020.

### **ENG 3170 - Homer**

Credits: 3  
Reading The Iliad and The Odyssey in English translation. Prerequisites: ENG 1010, ENG 1020.

### **ENG 3190 - Modern American Drama**

Credits: 3  
A study of the significant American dramatists of the 20th century. Included for consideration are O'Neill, Odets, Hellman, Williams, Miller, Albee and others. Authors will be announced each year. Cross-listed with: THR 3190  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 3200 - Modern American Fiction**

Credits: 3  
A study of significant American novels and short stories of the first half of the 20th century. Authors may include Cather, Fitzgerald, Hemingway, Faulkner and Steinbeck, among others. Prerequisites: ENG 1010, ENG 1020.

### **ENG 3210 - Dramatic Literature 1**

Credits: 3  
A study of significant plays and playwrights from the Greeks to the Spanish Golden Age. Playwrights may include Sophocles, Shakespeare, Moliere, De Vega, Sudraka and Li. Cross-listed with: THR 3210.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 3220 - Dramatic Literature 2**

Credits: 3  
A study of significant plays and playwrights from the Restoration to the 20th century. Playwrights may include Congreve, Sheridan, Beaumarchais, Goethe, Gogol, Ibsen, Strindberg and Chekov. Cross-listed with: THR 3220.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 3230 - Images of Women in Fiction**

Credits: 3  
A study of the representation of women in imaginative literature with emphasis on British and American fiction. Prerequisites: ENG 1010, ENG 1020.

### **ENG 3240 - Women Writers**

Credits: 3  
A study of selected literary works by women with emphasis on the writers' lives, the social and historical context of their works, and the themes and styles that characterize their writings. Prerequisites: ENG 1010, ENG 1020.

### **ENG 3300 - Writing Workshop: Creative Non-Fiction**

Credits: 3  
Designed to give experience beyond the basic composition course in expository, argumentative, descriptive and narrative techniques. Cross-listed with: CRW 3300  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 3320 - Magazine Writing**

Credits: 3  
Practice in writing various journalistic forms other than news writing. Includes features, editorials, reviews, columns. Related use of newspapers and news magazines. Cross-listed with: CMA 3320.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 3330 - The Essay**

Credits: 3  
A study of the history of the essay as a literary form from the 16th to the 21st century. Prerequisites: ENG 1010, ENG 1020.

### **ENG 3370 - Writing for the Professional**

Credits: 3  
This course focuses on strengthening students' writing skills as they pertain to the expectations of a profession, by building upon the basics of effective writing and applying them to the kinds of forms common in the workplace. Through modeling and drafting, students will adapt their writing for the different readers and contexts they may encounter professionally. In particular, this class will emphasize audience awareness, research methods, writing in collaboration, and verbal and visual communication. Prerequisites: ENG 1010 and ENG 1020

### **ENG 3410 - Writing Workshop: Fiction**

Credits: 3  
This course will focus on the fundamentals of writing prose fiction: character, setting, and plot. Cross-listed with: CRW 3410  
Prerequisites: ENG 1010 and ENG 1020

### **ENG 4000 - Theatre for School**

Credits: 3  
This course is designed for the K-12 classroom teacher, theatre director or group leader. Research and exercises will provide concepts and strategies for incorporating theatre and theatrical exercises into the classroom and co-curricular activities. Cross-listed with: THR 4000

### **ENG 4010 - Reading Seminar in English**

Credits: 3  
In-depth study of a major author who has contributed to the tradition of literature in English. Prerequisites: ENG 1010, ENG 1020.

### **ENG 4013 - Plays of Tennessee Williams**

Credits: 3  
A study of the life and major works of Thomas Lanier (Tennessee) Williams. Among the plays to be discussed are The Glass Menagerie, A Streetcar

Named Desire, Summer and Smoke, The Rose Tattoo, Cat On A Hot Tin Roof, Orpheus Descending, Suddenly Last Summer, Sweet Bird of Youth, and The Night of the Iguana.  
Cross-listed with: THR 4013  
Prerequisites: ENG 1010 and ENG 1020

### **ENG 4017 - Plays of Arthur Miller**

Credits: 3  
An in-depth study of the works of Arthur Miller.  
Cross-listed with: THR 4017

### **ENG 4020 - Reading Seminar in English**

Credits: 3  
In-depth study of a major author who has contributed to the tradition of literature in English.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 4022 - Plays of Eugene O'Neill**

Credits: 3  
A study of the life and major works of Eugene O'Neill. Among plays to be discussed are The Emperor Jones, The Hairy Ape, Desire under the Elms, Strange Interlude, Mourning Becomes Electra, Long Day's Journey Into Night, and Moon for the Misbegotten.  
Cross-listed with: THR 4022  
Prerequisites: ENG 1010 and ENG 1020

### **ENG 4028 - Writing Workshop: Poetry**

Credits: 3  
This poetry workshop encompasses three broad activities: an overview and discussion of the elements of poetry and their employment in interpreting a variety of poems; the evaluation and emulation of the writing styles of poets of diverse backgrounds; and the creation of poetry and prose which displays the unique ideas and personalities of the workshop participants.  
Cross-listed with: CRW 4028  
Prerequisites: ENG 1010 and ENG 1020

### **ENG 4070 - Contemporary Literature**

Credits: 3  
Study of significant American, British and world writers from 1945 to the present.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 4080 - Modern British and American Poetry**

Credits: 3  
Study of the major British and American poets of the 20th century.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 4090 - Literature for Young Adults**

Credits: 3  
Literary forms are discussed with an emphasis on the needs of the secondary school student. Representative works are approached to build patterns for teaching the genres and to provide ways of developing literary interest in the young adult, with attention to authors addressing under-represented populations.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 4100 - Literature for Children**

Credits: 3  
Children's classics and recent juvenile literature are studied and evaluated in connection with classroom and school library use, story-telling and interpretation.  
Prerequisites: ENG 1010, ENG 1020, ED 3060 or permission of instructor.

### **ENG 4130 - Special Topics in English**

Credits: 3  
Selected advanced topics in literature and the English language.  
Prerequisites: ENG 1010 and ENG 1020.

### **ENG 4160 - Development of the English Language**

Credits: 3  
Study of the basic influences at work in the various stages of growth of the language; emphasis on the characteristics peculiar to Old and Middle English.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 4170 - Modern American Grammar**

Credits: 3  
A descriptive approach to modern grammatical usage, both formal and informal. Students analyze the phonological, morphological and syntactic structures of American English. Practical applications of linguistic theory are also examined in individual research projects.  
Prerequisites: ENG 1010, ENG 1020.

### **ENG 4500 - Special Topics: English**

Credits: 3  
Selected advanced topics in literature and the English language.  
Prerequisites: ENG 1010 and ENG 1020

### **ENG 4513 - Plays of Henrik Ibsen**

Credits: 3  
The study of the plays of Henrik Ibsen  
Cross-listed with: THR 4513  
Prerequisites: ENG 1010 and ENG 1020

### **ENG 4850/4860/4870/4880 - Internship**

Credits: 3, 6, 9, 12  
Internships exist to meet the needs of English majors who seek field training with a professional agency, such as a publishing house or a commercial publication.

### **ENG 4900 - English Capstone Seminar**

Credits: 3  
A study of ways to interpret imaginative literature with emphasis on raising each student's awareness of his or her own critical practice and on developing that ability. Required for English majors. It is designed as a senior level course.  
Prerequisites: ENG 2040 and 15 additional credits in English.

### **ENG 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual reading and research under direction of an adviser.

Prerequisites: ENG 1010, ENG 1020, Written permission of instructor.

## **FILM MEDIA STUDIES**

### **FMS 1010 - History of Cinema**

Credits: 3

This course explores the history of cinema from its earliest days to the end of the Hollywood "Golden Era," through the lens of social, political and historical analytical models.

### **FMS 1020 - History of Cinema II**

Credits: 3

This course explores the history of Cinema from post war (WWII) to present.

Prerequisites: FMS 1010 or permission of the instructor

### **FMS 2010 - The Art of Film**

Credits: 3

The Art of Film explores the key concepts and vocabulary of cinema. The course provides an introduction to the key areas of critical thinking in film studies, including narrative, aesthetics and genres. Among areas of concentration are: Film Aesthetics: formation vs. realism, Film Structure: narrative and narration, defining a film with genre, the art of film review.

Prerequisites: FMS 1020 or permission from the instructor

### **FMS 2100 - Criminology & Film**

Credits: 3

With focus on crime and its representation in film, this course will provide students with the opportunity to explore how criminological theory is present in commercially-successful and/or well-known films. In addition, this course will explore and analyze presentations of crime, criminals, victims, and the criminal justice system in film. Students will also examine how entertainment media impacts public perceptions of crime and victimization. This course will also introduce students to basic film grammar and vocabulary.

Cross-listed with: CRI 2100

### **FMS 3010 - Film Criticism**

Credits: 3

Film Criticism offers an analysis of the various techniques and established critical theories that will provide the conceptual framework to explore the relationship of film to the other arts and sciences. The course will examine the major film theories of the classical theorists such as Einstein and Bazin, the Auteur theory first espoused by the editors of Cahiers du Cinema, as well as the study of Semiotics developed by Christian Metz, Umberto Eco, Roland Barthes, Warren Buckland (Cognitive Semiotics) and others.

Prerequisites: FMS 1020 or permission of the instructor

### **FMS 4010 - Special Topics in Film**

Credits: 3

Designed to acquaint students with specific trends and genres in film studies.

Prerequisites: FMS 1010 or permission of the instructor

## **FINANCE**

### **FIN 3010 - Principles of Finance**

Credits: 3

To acquaint students with the field of finance, its structures, methods of operation and instruments. To prepare students for the further study of financial management.

Prerequisites: ECO 1020, ACC 1060 ACC 1050 .

### **FIN 3020 - Money and Banking**

Credits: 3

Introduction to financial markets and monetary theory, with significant emphasis on the role of financial intermediation in modern economies and the challenges presented by such. Various asymmetric information problems are explored, along with public policy meant to mitigate those issues. Commercial banking in the United States, along with the evolution and functions of the Federal Reserve System, is given a thorough treatment. Cross-listed with: BUS 3020

Prerequisites: ACC 1050 , ACC 1060 , ECO 1010 , ECO 1020

### **FIN 3030 - Financial Management**

Credits: 3

This is an introductory finance course that is designed to prepare students to make appropriate financial decisions and to manage the financial affairs of a business entity. Pertinent topics include financial statement analysis, the time value of money, interest rates, efficient markets, valuation of bonds and stocks, asset pricing models, risk and return and the impact that these concepts have on the financial management of the enterprise.

Cross-listed with: BUS 3030

Prerequisites: BUS 1010, ACC 1060

### **FIN 3040 - Corporate Finance**

Credits: 3

This course is designed to provide a framework, concepts, and tools for analyzing financial decisions based upon fundamental principles of modern financial theory with a focus on corporate financial policy, including capital structure, the cost of capital, dividend policy, and other related issues.

Prerequisites: BUS 3030/FIN 3030, ECO 1020

### **FIN 4010 - Seminar in Finance**

Credits: 3

This course is the capstone course for students with a concentration in finance. Students will use the financial skills that they have developed in previous

coursework to solve valuation problems, make investment decisions, project cash flows, determine tradeoffs in financing decisions and utilize models that analyze risk and return relationships.  
Prerequisites: FIN 3040 and BUS 4080

## FRENCH

### FR 1010 - Basic French, I

Credits: 3  
Basics of the language for those initiating the study of French. Integration with conversation and culture to meet student needs.

### FR 1020 - Basic French II

Credits: 3  
Basics of the language for those initiating the study of French. Integration with conversation and culture to meet student needs.  
Prerequisites: FR 1010

### FR 1030 - Intermediate French I

Credits: 3  
A systematic review of the structure of the language; selected readings; conversation; composition and civilization.  
Prerequisites: FR 1020

### FR 1040 - Intermediate French II

Credits: 3  
A systematic review of the structure of the language; selected readings; conversation; composition and civilization.  
Prerequisites: FR 1030

### FR 1050 - Directed Readings in French I

Credits: 3  
A beginning reading course designed to stimulate an appreciation of French culture and enable the student to read with comprehension varied texts of increasing difficulty. Specialized reading in French will be selected according to individual fields of interest.  
Prerequisites: FR 1040

### FR 1060 - Directed Readings in French II

Credits: 3  
A beginning reading course designed to stimulate an appreciation of French culture and enable the student to read with comprehension varied texts of increasing difficulty. Specialized reading in French will be selected according to individual fields of interest.  
Prerequisites: FR 1050

### FR 4970/4980/4990 - Independent Study

Credits: 1, 2, 3  
Under the guidance of an instructor, the student pursues an individual program of study and research focused on a suitable topic of his/her choice and submits an acceptable report.  
Prerequisites: FR 1040 and written permission of instructor.

## GEOGRAPHY

### GEO 1010 - Intro to Physical Geography

Credits: 3  
General structure and methodology of geographical study. Geophysical factors: land forms, climatic soil regions, natural resources animal life, the distribution of resources. A study of man and the reciprocal relationship between culture and physical environment.

### GEO 1020 - Regional and Economic Geography of the World

Credits: 3  
A study of geographic conditions as well as ethnic-national, religious, social, economic and political factors in each nation of the world: the European nations and the post-Cold War, emerging nations on the African, Asian and American continents.

## GERMAN

### GER 1010 - Elementary German I

Credits: 3  
Introduction to the German language in pronunciation, grammar and vocabulary. Emphasis on spoken German.

### GER 1020 - Elementary German II

Credits: 3  
Introduction to the German language in pronunciation, grammar and vocabulary. Emphasis on spoken German.  
Prerequisites: GER 1010

## HEALTH EDUCATION

### HLT 3010 - Normal and Therapeutic Nutrition

Credits: 3  
Study of nutritive value of foods and the nutritional requirements of various age groups. Nutritional therapy required in selected major health problems is explored.  
Prerequisites: BIO 1030, BIO 1040, BIO 3030, CHM 1050 and CHM 1060.

### HLT 3011 - Normal and Therapeutic nutrition for RNs

Credits: 3  
Study of the nutritive value of foods and the nutritional requirements of various age groups. Nutritional therapy required in selected major health problems is explored.  
Prerequisites: RN licensure

### HLT 3040 - Pharmacology

Credits: 3  
Examination of general principles of drug administration and drug action on the human body. Focus on major drug categories and prototype drugs in each category. Serves as a basis for understanding drug therapy as an integral part of health care.  
Corequisites: NUR 3012.  
Prerequisites: BIO 1030, BIO 1040, BIO 2020, BIO 3030, CHM 1050 and CHM 1060.



### **HLT 3041 - Pharmacology For RN's**

Credits: 3

This course is a study of the professional nurse's role in drug therapy. The focus will be on principles of drug administration, drug regulations/legislation, major classifications and common characteristics of drugs, and specific actions on the body as related to health maintenance and health problems.

Included in this course are cultural, legal, and ethical considerations as well as current issues of drug therapy as an integral part of health care today.

Prerequisites: RN licensure

### **HLT 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Independent investigation, under the guidance of an instructor, of a subject of special interest to the student.

Prerequisites: Written permission of instructor and division chair.

## **HISTORY**

### **HIS 1010 - United States History I: 1492-1865**

Credits: 3

A survey of America's history from the earliest discoveries through the Civil War. Emphasis will be placed on Colonial America, the Revolution and the Constitution, the Early National Period, Jacksonian Democracy, Manifest Destiny, sectionalism, secession and the Civil War.

### **HIS 1020 - United States History II: 1865-Present**

Credits: 3

A survey of American history from the Reconstruction Period to the present. Emphasis will be placed on reconstruction, the west, industrialization, Populism and Progressivism, World War I, the New Deal, World War II and the turbulence of the 1960's.

### **HIS 1030 - World History I**

Credits: 3

This course surveys the history of civilization up to 1500 C.E. Focus will be on the development of cultures in Europe, South, and East Asia, the Middle East, North and South America, and Africa, as well as encounters between these regions. Topics will include the growth of cities, cultural and intellectual life, agricultural economies, the rise of global trade networks, the spread of disease, religious movements and military conflicts.

### **HIS 1040 - World History II**

Credits: 3

This course surveys the history of the world from the European encounter with the non-Western world (c. 1500 C.E.) to the present day. It will explore the major trends which have shaped the modern world, including the rise of modern states, the revolutionary era, the ideologies of socialism, liberalism, and nationalism. European imperialism and the shifting balance of power in the postcolonial world.

### **HIS 1050 - History of Western Europe I**

Credits: 3

The history of Western Europe from the beginning of the Christian era to the rise of urban cultures of the high Middle Ages and Renaissance. Special emphasis on the problem of medieval culture and the secularization of culture in the Italian and Northern Renaissance.

### **HIS 1060 - History of Western Europe II**

Credits: 3

An examination of the history of Western Europe from the 16th to the 20th century. Emphasis will be placed on the Reformation, the Scientific Revolution, the Enlightenment, the Age of Revolution, the rise of liberal democracy, and the crises and conflicts of the 20th century.

### **HIS 3000 - Foundations to Historical Studies**

Credits: 3

Starting with an overview of the discipline of history, including how it is practiced and evolved, this course then focuses on the research techniques needed for conducting research and writing in history, including the evaluation of sources, literature review, structure and style, and appropriate use and citation of sources. This course also aims to provide students with practical advice on pursuing a career in history. This course is strongly recommended for students who want to go to graduate schools in History and other similar fields.

Prerequisites: 1 History course

### **HIS 3150 - History of the American West**

Credits: 3

This course seeks to probe the forces that brought about the exploration, settlement, and development of the Trans-Appalachian, Trans-Mississippian West. Emphasis will be placed on western expansion in the Colonial and early National periods, the importance of Manifest Destiny in the Nineteenth Century, the impact of white settlement on the American Indian Nations, Turner's Frontier Thesis, and emerging issue in today's West.

Prerequisites: 3 credits in History

### **HIS 3160 - Nationalism and Sectionalism**

Credits: 3

This course seeks to capture the critical events of the first half of the nineteenth century that both brought the nation together then saw it rendered into a Civil War. The Age of Jackson, the Transportation Revolution and the divisive issues of westward expansion, slavery and free soil politics will be examined, as well as the firm solidification of federal power during the Civil War.

Prerequisites: HIS 1010 HIS 1020 HIS 1050 or HIS 1060

### **HIS 3180 - The Emergence of Modern America: 1865-1920**

Credits: 3

The economic, political and social development of the United States in the post-Civil War years. Emphasis is placed on Reconstruction, the rise of corporate wealth and power, the growth of cities, immigration, the Progressive era, and America's rise to world power status and its entry into World War I.

Prerequisites: One History 1000 level course or permission of instructor.

### **HIS 3190 - America in the Twentieth Century: 1920-Present**

Credits: 3

The domestic and international development of the United States from the end of World War I to the present. Emphasis is placed on the 1920's, the Great Depression and the New Deal, World War II and post-war foreign policy, the Great Society, the Vietnam War, and contemporary socio-economic, political and cultural problems.

Prerequisites: History 1000 level course or permission of instructor.

### **HIS 3192 - History of Islam**

Credits: 3

An examination of the growth of Islam in an historical perspective. Topics will cover the origins of Islam as a monotheistic religion in Arabia, encompassing the land and its people. There will be discussion of Mohammed the man and the Prophet, Moral and Ceremonial Obligations, and an historical examination of the Middle Eastern Caliphates. The Dynastic Periods of the Abbasids (Baghdad) and the Umayyad (Damascus) will be explained with emphasis on the problem of succession, and the rift between Sunni and Shiite Muslims. Also, we will cover the expansion of Islam in Africa, the problem of slavery in Islamic thought and practice, as well as current trends such as Fundamentalism, the Ayatollah Khomeini in Iran, and the global impact Islam as the world's fastest growing religion today.

Prerequisites: 3 credits in History

### **HIS 3210 - Enlightenment and Revolution: 1648-1815**

Credits: 3

An examination of the cultural and political structure of 17th and 18th century Europe. Emphasis will be placed on the Enlightenment, the European power structure,

the French Revolution and the Napoleonic era.

Prerequisites: HIS 1060 or permission of instructor.

### **HIS 3230 - Renaissance and Reformation: 1400-1648**

Credits: 3

The transition from medieval to modern times in Western Europe and the intellectual and cultural achievements of the Italian Renaissance, influence on Western Europe, origins of the Protestant Revolt, Catholic Reformation, Peace of Westphalia.

Prerequisites: HIS 1060 or permission of instructor.

### **HIS 3240 - Nineteenth-Century Europe: 1815-1914**

Credits: 3

An analysis of European history in the 19th century. Topics which will be studied include: the defeat of Napoleon, the restoration of monarchy, the revolutions of the mid-nineteenth century, the emergence of republican government in Britain and France, the unification of Italy and Germany, imperialism and the causes of the First World War.

Prerequisites: HIS 1060 or permission of instructor.

### **HIS 3250 - Twentieth-Century Europe: 1914-1999**

Credits: 3

An analysis of European history in the 20th century. Topics which will be studied include: World War I, the Russian Revolution, the rise and fall of the Fascist and Nazi regimes, World War II, the emergence of the Welfare State, the creation of the European Union, and the dissolution of the Soviet Union.

Prerequisites: HIS 1060 or permission of instructor.

### **HIS 3260 - Colonial America**

Credits: 3

This course has as its objective an examination of the Age of Discovery and the settlement of the North American Continent. Emphasis will be placed on the early explorers, the first colonies of England, France and Spain, and the development of English North America from the settlement of Jamestown and the Puritan colonies until the end of the French and Indian War.

Prerequisites: 3 credits in History

### **HIS 3270 - The Americas Before Columbus**

Credits: 3

This course is a close examination of the American Indian, both in his habitat in North and South America, and in his origin and development. Emphasis will be placed on the origin of man in the Western Hemisphere, the growth of the Andean and Mesoamerican Civilizations and the many rich cultures of the North American Indian.

### **HIS 3280 - Black History**

Credits: 3

The focus of this course will be on the historical experience of people of African descent in the United States, from the trans-Atlantic Slave Trade and the rise of plantation slavery, to the formation of a distinct



African American culture of today. We will explore the dynamics of the post Civil War period, including Reconstruction, the age of Booker T. Washington, the Harlem Renaissance, the Civil Rights Struggle, the Black Power era, and the politics of blackness during the presidency of Barack Obama.  
Prerequisites: 3 credits in History

### **HIS 3290 - African Civilizations**

Credits: 3

This course is a broad survey of sub-Saharan African civilizations. We begin with the ancient northeast African kingdoms of Egypt, Kush and Aksum, and continue with the formation of the Western Sudanese empires of Ghana, Mali and Songhai, and the southern African kingdoms of Congo and Great Zimbabwe. Attention will be paid to the spread of Islam and the Muslim slave trade across the Sahara, in addition to contact with Europe and the trans-Atlantic slave trade to the 'New World'. Together we will look at the impact of missionaries and colonial powers on African social, cultural and political life in the last few hundred years. Finally, the course will explore the independence era and the struggle new African nations have faced in colonial period in the critical fields of governance.

Prerequisites: One History 1000 level course.

### **HIS 3330 - Cultural and Political History of Greece**

Credits: 3

An examination of the origins of western civilization from the first appearance of an urban civilization in Mesopotamia to the emergence of Greece and the death of Alexander the great.

Prerequisites: History 1000 level course or permission of instructor.

### **HIS 3340 - Riots and Disorder in America**

Credits: 3

This course analyzes the fundamental causes and consequences of civil disorder in America from the colonial period to today. Rather than understanding riots and disorder as random or ephemeral acts, we seek to recast collective violence as pressure gauges for deep-seated patterns of religious intolerance, racial discrimination, class tensions, anti-globalization struggles, and the like. The course will examine an array of case studies, including pre-Revolutionary War riots, massacres in the New South, labor struggles in the late 19th century, the ghetto riots of the 1960s, and more recent anti-globalization struggles.

Lecture hours/Lab hours: 3

Prerequisites: HIS 1010 or HIS 1020

### **HIS 3360 - The History of Street Gangs**

Credits: 3

Street gangs have been a pervasive feature of urban life since the rise of the big city in Jacksonian America, and yet their role of occupying and 'transgressing' public space has been little acknowledged outside of attempts by concerned parents and public officials to control deviant

behavior. This course seeks to recover the historicity of street gangs, especially as they emerged within working class culture in American metropolitan areas, and to recognize the importance of gang formation in social organizations such as crime syndicates, political machines, black nationalist organizations, and even play groups.

Lecture hours/Lab hours: 3

Prerequisites: HIS 1020 or permission of instructor

### **HIS 3510 - The European Union**

Credits: 3

This course traces the historical and political evolution of the European Union from its inception as a trade organization to recent developments, including the single currency (the euro), open borders, the democratic deficit, the possibility of a European army, and the accession of former Communist States.

Lecture hours/Lab hours: 3

Cross-listed with: POS 3510

### **HIS 4010 - History of New York State**

Credits: 3

A concentrated, in-depth study of the political, economic and social development of New York from pre-colonial times to the present.

Prerequisites: History 1000 level course or permission of instructor.

### **HIS 4020 - History of Latin America**

Credits: 3

The principal objective of this course is to instill in students an understanding and appreciation of the historical development of Latin America. Specifically, by examining and analyzing major political, social, and intellectual movements of the last five centuries, the course is intended to assist students in understanding the major political and social institutions of contemporary Latin America. The course will also address in detail relations between the United States and Latin American nations in order to foster a comprehensive understanding of these relations. A diversity of opinions and interpretations of historical events will be presented.

Prerequisites: History 1000 level course or permission of instructor.

### **HIS 4021 - The History of Modern Russia**

Credits: 3

This course is designed to cover the period in Russian history from the late 19th century, the twilight of Imperial Russia, through the Russian Revolution of 1917, the creation of the Soviet state and its break-up in the 1990's to contemporary Russian Republic.

Prerequisites: HIS 1010 or HIS 1020 or HIS 1060

### **HIS 4040 - History of Asia**

Credits: 3

This course is a survey of the rich cultures of Asia, with special emphasis on the monsoon regions and the development of early dynastic political

structures, and the rise of India on the world stage. The class will also cover in some detail twentieth century wars in China, Japan, Korea and Vietnam. In addition, we will explore Asian religion, independence struggles, revolutionary movements, Asian Diasporas and issues of globalization in the modern world.

Prerequisites: One History 1000 level course.

### **HIS 4050 - Modern East Asia**

Credits: 3

Starting with an overview of ancient Asian civilizations, cultures, and religious, this course then focuses on the history of Modern East Asia, a geographical and cultural unit that includes China, Japan, Korea, and Vietnam, from the late eighteenth century to the present. It follows the struggles of these countries to preserve or regain their independence and establish their national identities. Particular topics of focus include Asian traditional societies, late imperial China and Japan, the arrival of the West, wars and revolutions, nationalism and communism, and the rise of East Asia in the post-Cold War world.

Prerequisites: Any 1000-level History course.

### **HIS 4070 - Coordinating Seminar I**

Credits: 3

Investigation of problems facing history majors. The principles of historical method, a brief survey of historiography and direction for readings are given. Prerequisites: History Majors and Senior Classification

### **HIS 4150 - American Foreign Relations: 19th Century**

Credits: 3

American diplomacy in the War of Independence and in the establishment of the Federal Republic, freedom of the seas and involvement of Napoleonic wars, development of the Monroe Doctrine and Union diplomacy in the War Between the States, diplomatic problems resulting from westward and overseas expansion and the growth of commerce, emergence of the United States as a world power and empire.

Prerequisites: History 1000 level course or permission of instructor.

### **HIS 4160 - American Foreign Relations - 20th Century**

Credits: 3

America's role in "power politics" and world order, Caribbean policy and hemispheric cooperation, isolationism, neutrality and involvement in global wars and international war, containment and "brinkmanship," police action, limited war, foreign aid, Point Four and Peace Corps.

Prerequisites: History 1000 level course or permission of instructor.

### **HIS 4210 - History of the Modern Middle East**

Credits: 3

This course focuses on the modern history of the Middle East, beginning with the decline of the Ottoman Empire and the emergence of al-Fatal and the Arab nationalist movement of the interwar period. Special attention will be given to the formation of Israel after World War Two, and its ongoing conflict with Arab states, including the 1967 Arab-Israeli War and the Palestinian controversy. In addition, the effect of the Iran-Iraq War and the two Gulf Wars will be assessed in reference to their long-term political, economic and security implications. Prerequisites: 3 credits in History

### **HIS 4220 - Vietnam: A History**

Credits: 3

Most Americans understand the Vietnam War as something that happened in the 1960's and early 1970's. But, as this course seeks to demonstrate, American involvement cannot be fully understood apart from Vietnam's long history of foreign domination and of resistance to it. After a series of foreign occupations by the French and the Japanese beginning in the 1880s, the struggle would continue against the Americans who, almost a decade before 1954, became involved in the intricacies of Southeast Asian politics. American involvement was to last until 1975, when this great drama would reach its final act. This course will also examine the effect of the Vietnamese desire for independence on the American people during the dramatic decades of the 1960's and 1970's. Prerequisites: 3 credits in History

### **HIS 4230 - Nazi Germany**

Credits: 3

A study of the problems of totalitarianism as expressed in Nazi Germany. Topics chosen for discussion will include, among others, the character and personality of Adolph Hitler, ideas and ideals of the Nazi party leadership, the problem of Anti-Semitism, and the destruction of the European Jews, the questions of war crimes and the Nuremberg Trials, the outbreak of the Second World War, the problem of appeasement and the course of the war and its effect on Germany. Prerequisites: HIS 1060

### **HIS 4270 - Modern American Legal History**

Credits: 3

This course surveys American legal history from the Civil War to the Present. It examines the relationship between trends in the law and the changing social, political and economic environment. Topics to be covered include: the rise of modern constitutionalism, the tension between order and liberty, race and gender under the law, the evolution of tort and criminal laws, and the rise of alternative dispute resolution as a system for resolving conflicts.

Cross-listed with: POS 4270

Prerequisites: 3 Credits in History

### **HIS 4400 - Topic: History of American Business**

Credits: 3

As the United States approaches the climax of the twentieth century, its economic dominance in the world is being increasingly challenged by many other nations. While this course is not designed to provide a response to these challenges, its purpose is to provide an analysis of how America reached this high level of economic development. It does so, by examining the growth of American business from the colonial times to the present, with emphasis on the men and women who played a major role in this development.

Prerequisites: HIS 1010 HIS 1020 HIS 1050 or HIS 1060

### **HIS 4444 - World War I: Film, Fiction, and Fact**

Credits: 3

The causes, events and consequences of the First World War will be studied through the viewing and discussion of documentaries and commercial films and the reading and discussion of fictional and non-fictional accounts of the war.

Prerequisites: HIS 1010 HIS 1020 HIS 1050 or HIS 1060

### **HIS 4445 - Baseball and U.S. Social History: Film and Fact**

Credits: 3

The course will examine and analyze selected issues and problems in American society using the history of the sport of baseball as a reference point. Utilizing the award winning PBS video series, BASEBALL, and commercial films about baseball, the course will study the following issues: immigration, urbanization, monopolies, labor and management relations, commercialization, race relations, gender relations, and the impact of media on society.

Prerequisites: HIS 1010 HIS 1020 HIS 1050 or HIS 1060

### **HIS 4601 - Frameworks of History**

Credits: 3

This course provides syntheses of key themes that have emerged in the various courses previously studied in the history major. Students will pursue conceptual understandings that inform their understanding of history as the story of mankind's pursuit of building civilizations.

Prerequisites: Pre-Req: Senior Status and 21 credits of History

### **HIS 4850/4860/4870/4880 - Internship in Historical Studies**

Credits: 3, 6, 9, 12

Students are given the opportunity to earn academic credit by serving as interns in various historical agencies and/or site management situations. The exact nature of the services that the student will be called on to perform will depend on the particular assignment. It is the responsibility of the student to apply for the internship. Credits received for participation in an internship program range from 3 to

12 depending on the type of internship selected.

Grading: Pass/Fail.

Prerequisites: History 1000 level course or permission of instructor.

### **HIS 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual reading and research under the direction of an adviser.

Prerequisites: History 1000 level course or permission of instructor.

## **HONORS**

### **HON 1010 - College Writing**

Credits: 3

Application of the skills of writing clear purposeful prose and using such rhetorical methods as exposition. Requires a research paper.

Cross-listed with: ENG 1010.

Prerequisites: Permission of Honors Program Coordinator.

### **HON 1020 - Forms of Literature**

Credits: 3

Study of the literary forms of fiction, drama, poetry, short story and the essay with attention to the use of narration, description and exposition. Requires a research paper.

Cross-listed with: ENG 1020

Prerequisites: HON 1010 or permission of Honors Program Coordinator.

### **HON 1030 - General Psychology**

Credits: 3

Explores the multiple concerns of psychology through an introductory study of the fundamental principles and problems underlying human activity and personality. Examines the following areas: learning, human development, memory and problem solving, perception, psychological bases of behavior, personality, social psychology, behavior disorders and therapy.

Cross-listed with: PSY 1010.

Prerequisites: Permission of Honors Program Coordinator.

### **HON 1040 - Introduction to Philosophy**

Credits: 3

An introduction to philosophy as a discipline. Students will examine at least two major philosophical issues and will read classical and contemporary sources. There will an emphasis on learning the language of philosophy as well as its distinct modes of thought.

Cross-listed with: PHL 1030.

Prerequisites: Permission of Honors Program Coordinator.

### **HON 1050 - Logic**

Credits: 3

A course in logical and critical thinking. It will include both formal and informal arguments. Attention will be given to the practical application of logic through analysis of arguments from current reading materials.

Cross-listed with: PHL 1020.

### **HON 1300 - Introduction to World Religions**

Credits: 3

An introduction to the major religions of the world through a study of their historical development, structures of social organization and authority, and basic beliefs, values and practices.

### **HON 2010 - Honors Seminar**

Credits: 1

This course sequence is thematic and emphasizes an interdisciplinary approach. The courses focus on a central theme, issue or problem and approach it from various learning perspectives. The courses consist of exploration and discussion of the theme/issue in HON 2010 and HON 2020 and independent study of an aspect of the theme or issue under consideration in HON 2030. For the independent study component of the course, the student will work with a faculty mentor(s) assigned by the Honors Program Coordinator. The independent study will result in a project and/or paper that will be exhibited or presented at the final seminar meeting of the academic term.

Grading: Letter grade; student may elect Pass/ Fail option, however, during the first two weeks of the semester.

Prerequisites: For HON 2010 and/or HON 2020: Completion of two introductory honors courses or permission of Honors Program Coordinator. For HON 2030: Completion of HON 2010 and HON 2020.

### **HON 2020 - Honors Seminar**

Credits: 1

This course sequence is thematic and emphasizes an interdisciplinary approach. The courses focus on a central theme, issue or problem and approach it from various learning perspectives. The courses consist of exploration and discussion of the theme/issue in HON 2010 and 2020 and independent study of an aspect of the theme or issue under consideration in HON 2030. For the independent study component of the course, the student will work with a faculty mentor(s) assigned by the Honors Program Coordinator. The independent study will result in a project and/or paper that will be exhibited or presented at the final seminar meeting of the academic term.

Grading: Letter grade; student may elect Pass/ Fail option, however, during the first two weeks of the semester.

Prerequisites: For HON 2010 and/or HON 2020: Completion of two introductory honors courses or permission of Honors Program Coordinator. For HON 2030: Completion of HON 2010 and HON 2020.

### **HON 2030 - Honors Seminar**

Credits: 1

This course sequence is thematic and emphasizes an interdisciplinary approach. The courses focus on a central theme, issue or problem and approach it from various learning perspectives. The courses consist of exploration and discussion of the theme/issue in HON 2010 and HON 2020 and independent study of an aspect of the theme or issue under consideration in HON 2030. For the independent study component of the course, the student will work with a faculty mentor(s) assigned by the Honors Program Coordinator. The independent study will result in a project and/or paper that will be exhibited or presented at the final seminar meeting of the academic term.

Grading: Letter grade; student may elect Pass/ Fail option, however, during the first two weeks of the semester.

Prerequisites: For HON 2010 and/or HON 2020: Completion of two introductory honors courses or permission of Honors Program Coordinator. For HON 2030: Completion of HON 2010 and HON 2020.

### **HON 3010 - Honors Interdisciplinary Seminar**

Credits: 3

This seminar approaches a significant theme or topic from multi-disciplinary perspectives. Students come to appreciate that understanding a complex phenomenon (Example: The Holocaust) requires more than a single content field perspective.

Prerequisites: Completion of at least 12 credits of honors level course work or permission of Honors Program Coordinator.

### **HON 4010 - Honors Research**

Credits: 3

With the guidance and approval of the honors program coordinator, the honors student selects an area of research. The coordinator then refers the student to a faculty member and/ or consultant with expertise in the selected area, who works with the student to identify an appropriate research topic and to establish the focus and parameters of that research. The faculty member mentors the student in this independent research. At its conclusion, the student submits a final paper/ project, which is graded by the mentor, who shares the student's findings with the coordinator and other members of the Honors Program Advisory Committee. The student is expected to present the results of his investigation to the honors advisory committee and other interested parties.

Grading: Letter grade

Prerequisites: Completion of at least 12 credits of honors level course work or permission of Honors Program Coordinator.

## HUMAN SERVICES

### **HSR 1030 - Introduction to Social Work**

Credits: 3

This course provides an introduction and overview of social work practice at the individual, group, organizational, community and societal levels. Historical, theoretical and service delivery issues that form the context of social work will be explored. The course will be organized around the following themes: the history of social work; values, knowledge and skills of the social work profession; fields of practice. Emphasis will be placed on oppressed, misunderstood, and underserved populations. Cross-listed with: SW 1030

### **HSR 2110 - Human Behavior and the Social Environment I**

Credits: 3

Students will study various components of human behavior and the social environment. The course provides a framework for studying the person-in-environment from a developmental perspective within an ecological framework. The course addresses multiple factors that shape the development of the individual from a biological, psychological and social perspective. HBSE explores a range of traditional and alternative theories, both intrapersonal and interpersonal. In addition, the course provides a conceptual model for viewing human behavior from a holistic perspective with particular emphasis on utilizing an empowerment and strengths perspectives to work with oppressed, unserved and underserved individuals. The course introduces students to the multiple factors (micro and macro) that influence the relationship between the person and the total environment while focusing on the life span stages from conception through adolescent development. Prerequisites: SW 1030 HSR 1030

### **HSR 2250 - Human Behavior and the Social Environment II**

Credits: 3

Students will study various components of human behavior and the social environment. The course provides a framework for studying the person-in-environment from a developmental perspective within an ecological framework. The course addresses multiple factors that shape the development of the individual from a biological, psychological and social perspective. HBSE explores a range of traditional and alternative theories, both intrapersonal and interpersonal. In addition, the course provides a conceptual model for viewing human behavior from a holistic perspective with particular emphasis on utilizing an empowerment and strengths perspectives to work with oppressed, unserved and underserved individuals. The course introduces students to the multiple factors (micro and macro) that influence the relationship between the person and the total environment while focusing on the life span stages beginning with adulthood. Prerequisites: HSR 1030 or SW 1030

### **HSR 2510 - Theory of Social Casework**

Credits: 3

Students will learn the basic tools of social casework including assessment of client needs, design of a treatment or service plan, implementation and monitoring of the plan. Students will explore the relationship between situational problems and client needs and apply record keeping techniques. Cross-listed with: SOC 2510. Prerequisites: HSR 1030/SW 1030

### **HSR 3010 - Foundations of Social Policy and Planning**

Credits: 3

This course provides an introduction to American social welfare policy. Students will identify social policies and analyze their impacts. We will begin with a historical review of the origins and development of the American welfare state, and then discuss debates about contemporary policy issues, including poverty, health care, and immigration. Prerequisites: HSR 1030/SW 1030 .

### **HSR 3050 - Ethics of Human Services**

Credits: 3

This is a course in applied ethics with a dual focus on theory and practice. Students will receive a theoretical grounding in major ethical systems, will learn how to recognize specifically ethical dilemmas and, by systematic examination of cases, will learn how to arrive at principled ethical decisions in the major aspects of human services. Cross-listed with: PHL 3050 . Prerequisites: 3 credits of philosophy.

### **HSR 3310 - Psychology of Death and Dying**

Credits: 3

This course will focus on the issue of death, dying, bereavement and survivorship. The topic will be addressed from a combined perspective of Psychology and Human Services. Cross cultural, developmental theories, and community based resources and services will be examined. Cross-listed with: PSY 3310 Prerequisites: PSY 1010

### **HSR 3640 - Poverty in the U.S.**

Credits: 3

This course will examine poverty in the United States. We will explore how the actual characteristics and behaviors of people in poverty match up with the public images and stereotypes about the poor. We will critically analyze debates about the causes and consequences of poverty, why some groups are more likely than others to experience poverty, and the effectiveness of our government anti-poverty policies. We will pay special attention to poverty and anti-poverty initiatives in the Newburgh area. Lecture hours/Lab hours: 3 Cross-listed with: SOC 3640 Prerequisites: SOC 1010 or HSR 1030/SW 1030

### **HSR 4110 - Quantitative and Qualitative Research Methods**

Credits: 3

This course introduces students to research methods commonly used in investigating social issues. Students will become familiar with the logic of research, its design and analysis. Students will be able to understand a variety of quantitative and qualitative data collection methods and to analyze their appropriateness under different research conditions. Cross-listed with: SOC 4110  
Prerequisites: SOC 1010.

### **HSR 4250 - Readings in Applied Social Research**

Credits: 3

This course will help students develop the skills necessary to become critical consumers of research. Students will read, review and critique examples of classic and cutting edge social science research studies and discuss their application to current issues in social work, sociology, social policy, and criminology.  
Prerequisites: SOC 1010, SOC 4110 /HSR 4110.

### **HSR 4329 - Psychology of Addictions Across The Lifespan**

Credits: 3

This special topics course is designed to present an introduction and overview of the field of Autism. The student will explore the world and challenges of the individual diagnosed with Autism, Asperger's Syndrome and Pervasive Developmental Disorders. Included will be information on the current behavioral, physiological and biomedical interventions as well as educational needs and current programs. It will also address community interactions, teaching strategies and resources for educators and other professionals. The course will be helpful for psychology, sociology, human services, nursing and education students.  
Cross-listed with: PSY 4329

### **HSR 4800 - Human Services Internship Seminar**

Credits: 1

Students who are completing the Human Services Internship, HSR 4855, will meet weekly to learn the core competencies of professional helping and discuss how the competencies apply to their internship experiences.  
Cross-listed with: PSY 4800.  
Corequisites: HSR 4855.  
Prerequisites: Junior or senior status with major in human services.

### **HSR 4850 - Human Services Internship**

Credits: 3

The purpose of this course is to provide an opportunity for the application of theory to practice in a human service setting. Students will complete 135 hours of work in such placements as community service organizations, group homes,

recreation agencies, substance abuse programs. Students will be under direct supervision of qualified persons in the sponsoring agency and of the college faculty. Grading is on a pass/fail basis.  
Corequisites: HSR 4800  
Grading: pass/fail  
Prerequisites: Junior or senior status with a major in human services.

### **HSR 4855 - Human Services Internship**

Credits: 5

The purpose of this course is to provide an opportunity for the application of theory to practice in a human service setting. Students will complete 225 hours of work in such placements as community service organizations, group homes, recreation agencies, substance abuse programs. Students will be under direct supervision of qualified persons in the sponsoring agency and of the college faculty.  
Corequisites: HSR 4800.  
Grading: Pass/Fail.  
Prerequisites: Junior or senior status with a major in human services.

### **HSR 4910/4920 - Special Topics in Human Services**

Credits: 3

An in-depth analysis of specific areas in the field of human services. The course content targets a specialized area of human services not generally covered in the general curriculum. More than one special course can be taken.  
Prerequisites: HSR 1030 /SW 1030 and one HSR 2000 level course.

### **HSR 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual reading and research in the field of human services, under the guidance of an instructor.  
Prerequisites: Written permission of instructor.

### **SW 1030 - Introduction to Social Work**

Credits: 3

This course provides an introduction and overview of social work practice at the individual, group, organizational, community and societal levels. Historical, theoretical and service delivery issues that form the context of social work will be explored. The course will be organized around the following themes: the history of social work; values, knowledge and skills of the social work profession; fields of practice. Emphasis will be placed on oppressed, misunderstood, and underserved populations.  
Cross-listed with: HSR 1030



## INTERDISCIPLINARY STUDIES

### INT 2070 - Career Development

Credits: 1

This course will provide a foundation for clearly identifying personal career goals and methods for achieving them; developing successful job/graduate school search and interviewing skills; transitioning from college to career; and utilizing effective traits once on the job or in graduate school for career success.

### INT 4850 - Interdisciplinary Internship

Credits: 3

Specifically for internship experiences (e.g., law internships, etc.) other than the disciplinary internships offered by the various major programs. While the internship will take place outside of the College, faculty supervision is required. The exact nature of the work that the student will be required to perform will vary according to the particular assignment. A three-credit internship requires 135 hours. Students are responsible for applying for the internship, and for identifying a faculty mentor to supervise the internship. Grading: Pass/Fail. Prerequisite: Junior or Senior level standing. Lecture hours/Lab hours: 3

Grading: Pass/Fail

Prerequisites: Junior or Senior level standing.

### INT 4852 - Interdisciplinary Internship

Credits: 2

Specifically for internship experiences (e.g., law internships, etc.) other than the disciplinary internships offered by the various major programs. While the internship will take place outside of the College, faculty supervision is required. The exact nature of the work that the student will be required to perform will vary according to the particular assignment. A two-credit internship requires 90 hours. Students are responsible for applying for the internship, and for identifying a faculty mentor to supervise the internship. Grading: Pass/Fail. Prerequisite: Junior or Senior level standing. Lecture hours/Lab hours: 2

Grading: Pass/Fail

Prerequisites: Junior or Senior level standing.

### INT 4900 - Interdisciplinary Capstone: Portfolio

Credits: 1

Under the direction of a faculty member or the Interdisciplinary Studies Advisor, the student will compile a summative electronic portfolio composed at minimum of the following artifacts: papers or projects demonstrating a high-level of achievement in at least two of the disciplines that make up the major; and a reflective essay integrating two or more disciplines. Grading: Pass/Fail. Prerequisite: Senior status only. Lecture hours/Lab hours: 1

Grading: Pass/Fail

Prerequisites: Senior status only.

### INT 4991 - Interdisciplinary Capstone: Independent Study

Credits: 1

The student will independently investigate or research an appropriate interdisciplinary topic under the guidance of a faculty advisor. It is assumed that the final product of this work will be included in the electronic portfolio produced in INT 4900. Grading: Pass/Fail. Prerequisite: Senior status only.

Lecture hours/Lab hours: 1

Grading: Pass/Fail

Prerequisites: Senior status only.

### INT 4992 - Interdisciplinary Capstone: Independent Study

Credits: 2

The student will independently investigate or research an appropriate interdisciplinary topic under the guidance of a faculty advisor. It is assumed that the final product of this work will be included in the electronic portfolio produced in INT 4900. Grading: Pass/Fail. Prerequisite: Senior status only.

Lecture hours/Lab hours: 2

Grading: Pass/Fail

Prerequisites: Senior status only.

### INT 4993 - Interdisciplinary Capstone: Independent Study

Credits: 3

The student will independently investigate or research an appropriate interdisciplinary topic under the guidance of a faculty advisor. It is assumed that the final product of this work will be included in the electronic portfolio in INT 4900. Grading: Pass/Fail. Prerequisite: Senior status only.

Lecture hours/Lab hours: 3

Grading: Pass/Fail

Prerequisites: Senior status only.

## ITALIAN

### ITA 1010 - Introduction to Italian I

Credits: 3

A study of Italian pronunciation and grammar; reading simple Italian prose; practice in speaking and writing simple Italian.

### ITA 1020 - Introduction to Italian II

Credits: 3

A study of Italian pronunciation and grammar; reading simple Italian prose; practice in speaking and writing simple Italian.

Prerequisites: ITA 1010 for ITA 1020.

# MATHEMATICS

## **MTH 0110 - Basic Mathematics**

Credits: 0

Addition and subtraction of real numbers, factors, multiples, fractions, decimals, ratio and proportion, measurements, operations with variables, introduction to graphing, solving equations, and exponents. In all areas emphasis will be on the use of the concepts in the context of solving verbal problems. A minimum grade of C or better is required for successful completion of the course. Prerequisites: Determined by placement test score.

## **MTH 0150 - Algebra**

Credits: 0

This course is a review of operations on rational numbers, decimals, percents, exponents, radical and scientific notation. A study of one and two variable equations, inequalities, polynomials, factoring and quadratic equations.

Prerequisites: Determined by placement test score.

## **MTH 1015 - Investigating Contemporary Issues Using Mathematics and Technology**

Credits: 3

This course will help students develop problem-solving techniques in the exploration of contemporary topics using mathematics and computer technology. Students will engage in inquiry-based, hands-on, and collaborative learning, and will improve their computer and mathematical skills as well as written and oral communication skills. Topics include data analysis, number theory, mathematics of finance, geometry and measurement, probability and statistics, information retrieval and assessment, and issues related to social networking and privacy. No credit will be given for this course for students who have successfully completed CIT 1002 or CIT 1052.

Prerequisites: Satisfactory score on math placement test or MTH 0150

## **MTH 1200 - Excursions in Mathematics I**

Credits: 3

This course is designed for liberal arts students and has as its goal the development of logical and mathematical thinking in the students who take it. Through contemporary topics the course will develop problem-solving techniques, an appreciation for mathematics and the relationship of mathematics to other disciplines. algebra systems, techniques and other resources will be used for writing, presentation, and research in mathematics.

Prerequisites: Satisfactory score on math placement test or MTH 0150

## **MTH 1210 - Excursions in Mathematics II**

Credits: 3

This course is designed for liberal arts students and has as its goal the development of logical and mathematical thinking in the students who

take it. Through contemporary topics the course will develop problem-solving techniques, an appreciation for mathematics and the relationship of mathematics to other disciplines. Topics will be selected from: Growth and Symmetry, and Statistics. Prerequisites: Satisfactory score on math placement test or MTH 0150.

## **MTH 1400 - Elementary Functions**

Credits: 3

This course covers concepts and techniques of algebra that have important applications. Sets, real number systems, polynomial, exponential and logarithmic functions, systems of linear equations and matrices and applications are stressed throughout the course.

Prerequisites: Satisfactory score on math placement test or MTH 0150 (C or better). No credit permitted for those with earned credit in an equivalent course or for students who have taken a higher-level course for which this is a prerequisite.

## **MTH 1500 - Precalculus**

Credits: 3

This course covers the real number systems, inequalities, analytical trigonometry, analytical geometry, higher degree polynomial functions, linear systems, sequences and series.

Prerequisites: Satisfactory score on math placement test or MTH 1400 (C or better). No credit permitted for those with earned credit in an equivalent course or for students who have taken a course for which this is a prerequisite.

## **MTH 2050 - Mathematics for the Elementary School Teacher I**

Credits: 3

A course for elementary school teachers covering problem solving, numeration, sets, relations, functions, integers, rational and real number systems, and the use of calculators.

Prerequisites: Satisfactory score on math placement test or MTH 0150.

## **MTH 2060 - Mathematics for the Elementary School Teacher II**

Credits: 3

A course for elementary school teachers covering problem solving, logic, analysis of geometric shapes and solids, measurement, congruence, similarity, constructions, transformations, statistics, probability, and the use of the calculator.

Prerequisites: Satisfactory score on math placement test or MTH 0150.

## **MTH 2070 - Elementary Statistics**

Credits: 3

Introduction to the fundamental concepts of applied statistics that include elementary probability, descriptive statistics, frequency functions, sampling distributions, the testing of hypotheses, estimation, correlation and regression. Emphasis is given to applications of these concepts in the managerial, business and behavioral sciences.



Cross-listed with: PSY 3210 / SOC 3210  
Prerequisites: Satisfactory score on math placement test or MTH 0150 .

### **MTH 2250 - Introduction to Cryptology**

Credits: 3

This course will look at both the historical and mathematical aspects of making and breaking secret codes. The course will begin with classical ciphers such as the Caesar and Vigenere ciphers, affine and block ciphers, cipher machines such as the Enigma, and continue throughout history leading up to public-key cryptography. Mathematical topics will include concepts from number theory such as prime numbers and modular arithmetic, matrices, probability, and statistics. Students will be expected to both encrypt ciphers and learn methods to attack them.

Lecture hours/Lab hours: 3

Prerequisites: Math placement exam or MTH 0150

### **MTH 2300 - Introduction to Management Science**

Credits: 3

This course develops a conceptual understanding of the role management science (applied mathematics) plays in business decision-making process. Topics include linear programming and computer solutions, transportation, assignment, and transshipment models, project scheduling, inventory models, waiting lines, simulation, and decision analysis.

Prerequisites: MTH 1400 or satisfactory score on math placement test.

### **MTH 2350 - Discrete Mathematics**

Credits: 3

This course is an introduction to techniques and modes of reasoning of combinatorial problem solving. Basic concepts include graph theory, combinatorics, inclusion/exclusion principle and recurrence relations.

Prerequisites: MTH 1400 or permission of the division.

### **MTH 2450 - Topics in Computer Mathematics**

Credits: 3

A study of computer-related arithmetic and mathematical methods selected from a variety of topics including: number systems, number representation, Boolean algebra, hardware and software arithmetic, mathematical algorithms, error correcting codes, fuzzy sets, coding theory, computability and complexity, turing machines and other appropriate topics.

Prerequisites: MTH 1400 or satisfactory score on math placement test.

### **MTH 2510 - Analytic Geometry and Calculus I**

Credits: 4

This course covers plane analytic geometry, rate of change of a function, differentiation of algebraic functions, integration and applications.

Prerequisites: MTH 1500 (C or better) or satisfactory score on math Placement test.

### **MTH 2520 - Analytic Geometry and Calculus II**

Credits: 4

This course covers equations of the second degree, differentiation and integration of transcendental functions, parametric equations, and applications.

Prerequisites: MTH 2510 (C or better).

### **MTH 2530 - Analytic Geometry and Calculus III**

Credits: 4

This course covers infinite series, multi-variable calculus, solid analytic geometry, coordinate systems, review of integration, applications.

Prerequisites: MTH 2520 (C or better).

### **MTH 2650 - Fundamentals of Mathematical Reasoning**

Credits: 3

Students will be introduced to topics and themes that appear in upper-level courses, including set theory, functions, relations, cardinality, methods of proof. Mathematical software, computer algebra systems, techniques and other resources will be used for writing, presentation, and research in mathematics.

Prerequisites: MTH 2510

### **MTH 3010 - Probability and Mathematical Statistics**

Credits: 3

Introduction to probability theory and the fundamental concepts of statistical inference that includes a study of the common discrete and continuous probability distributions, sampling theory, estimation, testing hypotheses, method of least squares and analysis of variance.

Prerequisites: MTH 2520 or permission of the division.

### **MTH 3041 - Differential Equations**

Credits: 3

This course covers derivation of differential equations, solutions of special types of differential equations of higher order, linear differential with constant coefficients, and integration in series.

Prerequisites: MTH 2530 or permission of division.

### **MTH 3060 - Linear Algebra**

Credits: 3

Linear functions limited to real, finite dimensional cases, linear transformations, vector spaces, matrix theory, quadratic forms.

Prerequisites: MTH 2520 or permission of the division

### **MTH 3070 - Numerical Analysis**

Credits: 3

This course covers the numerical solution of an equation, a system of linear equations and of a differential equation; the numerical evaluation of a series of an integral; finite difference calculus; interpolation theory; and the simplex method of linear programming.

Prerequisites: MTH 2530 and MTH 3060.

### **MTH 3120 - Number Theory**

Credits: 3

This course offers an investigation into the basic properties of the integers. Topics include divisibility, distributions of primes, sum of squares, congruence, number theoretic functions and quadratic reciprocity.

Prerequisites: MTH 2520

### **MTH 3200 - Real Analysis**

Credits: 3

In this course, students will learn about the theoretical origins of the concepts encountered in the calculus sequence, including convergence, continuity, differentiation, integration, sequences and series. This study of real functions will include the historical development of the major theorems in analysis.

Prerequisites: MTH 2530 and MTH 2650

### **MTH 4010 - Mathematics for Secondary School Teachers I**

Credits: 3

High school math content is studied through a lens that enables students to deepen their understanding of mathematics by making connections between mathematical ideas, seeing the content in context, applying mathematics in a range of settings, and understanding the historical development of ideas. Topics include: real and complex numbers, functions, equations, algebraic structures, induction recursion, divisibility properties, integers and polynomials.

Prerequisites: MTH 2530, and MTH 3060.

### **MTH 4020 - Modern Geometry**

Credits: 3

A study of various types of geometries: Euclidean, non-Euclidean, projective, affine, finite. Various methods of studying these geometries, axiomatic, transformational and synthetic

Prerequisites: MTH 2520.

### **MTH 4030 - History of Mathematics**

Credits: 3

This course is a survey of the history of mathematics from ancient times through the development of calculus and the origins of modern algebra in the nineteenth century. Topics of the history of mathematics will be examined using a problem solving approach.

Prerequisites: MTH 2530.

### **MTH 4031 - Mathematics for Secondary School Teachers II**

Credits: 3

High school mathematics content is studied through a lens then enables students to deepen their understanding of mathematics by making connections between mathematical ideas, seeing the content in new contexts, applying mathematics in a range of settings, and understand the historical development of ideas. Topics include: Euclidean congruence, transformational congruence,

symmetry, distance, similarity, trigonometry, area, volume, axiomatic systems and the Cartesian model of the Euclidean Plane.

Prerequisites: MTH 2530 and MTH 3060.

### **MTH 4040 - Coordinating Seminar**

Credits: 3

This course serves as a capstone experience. Students will demonstrate their understanding of various topics in mathematics through projects and extended readings.

Prerequisites: Senior mathematics majors or permission of division.

### **MTH 4050 - Modern Abstract Algebra**

Credits: 3

Number theory, equivalence and congruence, groups, rings and fields, solution of polynomial equations.

Prerequisites: MTH 2530 and MTH 3060 or permission of division.

### **MTH 4100 - Foundations of Mathematics**

Credits: 3

This course is an introduction into the language and procedures of modern mathematics by means of an axiomatic-intuitive study of logic and set theory. The genesis of the real number system beginning with Peano's postulates and the set of natural numbers. Other selected topics will be covered at the discretion of the instructor.

Prerequisites: MTH 2520.

### **MTH 4350 - Combinatorics**

Credits: 3

Advanced combinatorial topics and methods, including design theory, generating functions, graph theory, posets, Ramsey theory, systems of distinct representatives, applications of linear algebra.

Prerequisites: MTH 2350 and MTH 3060

### **MTH 4850/4860/4870/4880 - Mathematics Internships**

Credits: 3,6,9,12

Students are given the opportunity to earn academic credit by serving as interns, with supervised practical experience in mathematics, in business, and industrial settings. The exact nature of the services that the student will be called on to perform will depend on the particular assignment. No more than 6 credits will be counted toward the math elective.

Prerequisites: Permission of the division

### **MTH 4910 - Special Topics in Mathematics**

Credits: 3

This course covers selected advanced topics in mathematics or statistics.

Prerequisites: Permission of division.

### **MTH 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

This course is an independent investigation of

specific mathematical topics under the guidance of an instructor.

Prerequisites: Permission of division.

## MATHEMATICS, SCIENCE AND TECHNOLOGY

### MST 2010 - Applied Math, Science and Technology I

Credits: 3

This is a theme-based sequence of courses that applies the concepts developed in MST 1010. That is, students working in collaborative learning groups will conduct inquiry-based experiments using the scientific method, engage in problem solving activities, and use computer technology for both researching and writing. Mathematical concepts such as number theory, statistics and probability, geometry and measurement will be integrated with the selected theme. Themes chosen will be interdisciplinary in nature and will include content from mathematics, technology, physics, biology, chemistry, earth science and astronomy. A different theme will be selected for each semester. MST 2010 is not a pre-requisite for MST 2020.

Lecture hours/Lab hours: 2 lecture hours, 2 lab hours

Prerequisites: Successful completion of one of the following: MST 1010 ,MTH 1015 ,MTH 1400 ,MTH 1500 ,MTH 2070 , OR MTH 2510 . Completion of the following course sequences are also acceptable: MTH 2050 & MTH 2060 OR MTH 1200&.MTH 1210

### MST 2020 - Applied Math, Science and Technology II

Credits: 3

This is a theme-based sequence of courses that applies the concepts developed in MST 1010 . That is, students working in collaborative learning groups will conduct inquiry-based experiments using the scientific method, engage in problem solving activities, and use computer technology for both researching and writing. Mathematical concepts such as number theory, statistics and probability, geometry and measurement will be integrated with the selected theme. Themes chosen will be interdisciplinary in nature and will include content from mathematics, technology, physics, biology, chemistry, earth science and astronomy. A different theme will be selected for each semester.

Lecture hours/Lab hours: 2 lecture hours, 2 lab hours

Prerequisites: Successful completion of one of the following: MST 1010 ,MTH 1015 ,MTH 1400 ,MTH 1500 ,MTH 2070 , OR MTH 2510 . Completion of the following course sequences are also acceptable: MTH 2050 & MTH 2060 OR MTH 1200&.MTH 1210

## MUSIC

### MUS 1040 - Introduction to Music

Credits: 3

This course is designed to introduce students to musical masterpieces chosen from the Middle Ages through the Twentieth Century. Musical style, forms and techniques are discussed and demonstrated. Whenever possible, musical trends will be related to ideas and styles in art, literature and political history.

### MUS 1650 - Voice Workshop I

Credits: 3

Activities will include exercises to properly "warm-up" and develop technique; the study and singing of solos and duets; performances before fellow students with critiques by them; discussion of problems relating to vocal production, theory of singing, style interpretation and stage deportment; performances of outstanding literature that will include shows , operas, operettas and oratorios, student recitals, and listening to and analyzing recordings of outstanding artists. Auditions are required and given within first meeting allowing for alternate course selection if not accepted.

Prerequisites: Vocal audition required.

### MUS 1660 - Voice Workshop II

Credits: 3

Activities will include exercises to properly "warm-up" and develop technique; the study and singing of solos and duets; performances before fellow students with critiques by them; discussion of problems relating to vocal production, theory of singing, style interpretation and stage deportment; performances of outstanding literature that will include shows , operas, operettas and oratorios, student recitals, and listening to and analyzing recordings of outstanding artists. Auditions are required and given within first meeting allowing for alternate course selection if not accepted.

Prerequisites: Vocal audition required.

### MUS 2100 - Music in the Classic Period

Credits: 3

The Classical Period as revealed in the lives of Gluck, Haydn, Mozart and Beethoven. Major classical forms, including the symphony, the sonata and chamber music, will be studied.

### MUS 2110 - Music in the Romantic Period

Credits: 3

The Romantic Period as expressed in the lives and works of the great composers, including Berlioz, Chopin, Schumann, Liszt, Wagner, Verdi and Brahms. The development of program music and such typical romantic forms as the lied, music drama, tone poem, solo concerto, nocturne, impromptu and prelude, will be studied.

### **MUS 2140 - American Music**

Credits: 3

American music is a reflection of our racial, ethnic, religious, social and geographic diversity. This course will acquaint the student with the development of American music from the period of the Revolutionary War until the present. The music of such major figures as Billings, Ives, Gershwin, Ellington and Bernstein will be studied.

### **MUS 2150 - Literature of the Musical Theatre**

Credits: 3

A historical survey of musical theatre as it developed in America. Composers and lyricists to be studied include Kern, Gershwin, Berlin, Hart, Porter, Rodgers, Hammerstein and Sondheim.

### **MUS 4010 - Special Topics in Music**

Credits: 3

The study of a particular genre or period, including topics from both the classical and popular music fields. Topics to be announced.

Prerequisites: MUS 1040 or permission of instructor.

### **MUS 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Under the supervision of an adviser, the student pursues an individual program of study and research on a suitable topic.

Prerequisites: Written permission of instructor.

## **NURSING**

### **NUR 1200 - The Developing Nursing Student**

Credits: 1

This course introduces the novice nursing student to the profession of nursing. Ways to enhance learning throughout the program are identified along with educational resources available at the college. Emphasis is placed on assisting students to develop interpersonal relationships with faculty and other nursing students to provide a supportive network. Critical thinking introduced.

Prerequisites: Nursing students only or permission of chairperson School of Nursing.

### **NUR 2024 - Nursing Skills**

Credits: 4

This course provides the opportunity to learn and practice procedures that will be necessary for giving nursing care to clients of all ages. Emphasis is on the development of psychomotor skills needed to give personal care and foster hygiene, to administer medications, to maintain safety, to meet mobility needs, to meet energy needs, and to meet elimination needs. Students will learn procedures in the college laboratory and will have opportunities to practice them in select clinical areas.

Lecture hours/Lab hours: 2 hours lecture, 6 hours lab  
Pre or Co-requisites: BIO 2020 .

Prerequisites: BIO 1040 , CHM 1060 , PSY 1010 , SOC 1010 .

### **NUR 2044 - Nursing Physical Assessment**

Credits: 4

This course focuses on the collection and organization of information relevant to a person's health status. Emphasis is on developing skills for taking a nursing history , for conducting a psychosocial assessment and a physical assessment on a well individual, and for reporting results of the assessment in an organized manner. Fundamentals of obtaining a medication history and medication calculation and administration are incorporated. Prerequisites: C grade or better in BIO 1040 and CHM 1080 . Also required are PSY 1010 and SOC 1010

### **NUR 2045 - Physical Assessment for RNs**

Credits: 3

Physical assessment is geared towards increasing your assessment taking skills. As a practicing nurse, you will be able to draw from your practical experience within the field in order to gain a better understanding of the procedures for correctly completing a physical assessment and documenting your findings. Each module is focused on a certain area of the body with the final being a comprehensive exam of all of your learning. A three day residency is required to receive hands-on learning of this vital aspect of assessment for the professional RN. It will include demonstrations, practice, and evaluation.

Prerequisites: RN licensure

### **NUR 3001 - Foundations of Nursing Research**

Credits: 3

This course focuses on nursing research: the relationships among nursing theory, research, education, and practice. Students will explore ethical issues and implications relating to the conduct and process of research. Students will be introduced to the steps of the research process and will be guided in the critical appraisal of research studies and evidence-based nursing practice. Students will analyze samples of evidence-based practice that improve quality of care and promote cost-containment. Furthermore, students will identify barriers to EBP and develop strategies to overcome these barriers.

Lecture hours/Lab hours: 3 hours lecture

Prerequisites: CIT 1052 , MTH 2070 , NUR 2024 , NUR 2043 .

### **NUR 3006 - Bridge to Foundations of Nursing Practice**

Credits: 3

This course focuses on bridging knowledge and skills of the registered nurse (RN) student and those knowledge and skills relevant to the nursing process, theoretical bases of nursing, critical thinking, diversity and cultural competence, American Psychological Association (APA) 6th edition guidelines, informatics, technology and computer literacy, and other issues identified by students as learning needs to effectively transition to the baccalaureate curriculum. Students will

demonstrate reflective use of professional nursing literature related to nursing education, administration, practice, and research.  
Prerequisites: RN licensure

### **NUR 3007 - Registered Nursing Credits**

Credits: 3-30

Credits from your RN degree

### **NUR 3013 - Adult Health Nursing I**

Credits: 6

This course focuses on the nursing care of people who have certain health alterations including cancer; surgery; and neurological, endocrine, immunological, sensory, cardiovascular, hematologic and respiratory disorders. Emphasis is on prevention, illness care and rehabilitation of the client within a rapidly changing health care system. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing intervention. Political, social, economic, technological, ethical and legal issues impacting the client are examined. Nursing process and Gordon's Functional Health Patterns are the basis for clinical decision making. Lecture hours/Lab hours: 3 hours lecture, 9 hours lab.

*Pre or Co-requisites: HLT 3040 , PSY 3050*

*Prerequisites: NUR 2024, NUR 2044, BIO 3030*

### **NUR 3022 - Adult Health Nursing II**

Credits: 4

This course focuses on the nursing care of people who have certain health alterations including disorders of the gastrointestinal, musculoskeletal, renal and reproductive systems. Emphasis is on prevention, illness care and rehabilitation of the client within a rapidly changing health care system. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing intervention. Political, social, economic, technological, ethical and legal issues impacting the client are examined. Nursing process and Gordon's Functional Health Patterns are the basis for clinical decision making.

Lecture hours/Lab hours: 2 hours lecture, 6 hours lab

Prerequisites: NUR 3012 ; HLT 3040

### **NUR 3030 - Pathophysiology For RN's**

Credits: 3

This course focuses on the study of disruptions of normal body functioning at the gross and cellular levels that occur as a result of disease and injury. It also looks at the biologic and physical manifestations of disease as they correlate with the underlying abnormalities and physiologic disturbances. Pathophysiology does not deal directly with the treatment of disease. Rather, it explains the processes within the body that result in the signs and symptoms of a disease. This course is designed specifically for registered nurses who are actively working.

Prerequisites: RN licensure

### **NUR 3051 - Mental Health Nursing**

Credits: 4

This course prepares the general practitioner of nursing to deal with psychosocial problems. The nursing process is used as a means of organizing psychiatric clinical syndromes. Emphasis is on assessment skills and the supportive, holistic treatment role of the nurse in dealing with client behaviors. Nursing process and Gordon's Functional Health Patterns are the basis for clinical decision making. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing intervention.

Lecture hours/Lab hours: 3 hours lecture, 3 hours lab

Pre or Co-requisites: NUR 3022

Prerequisites: NUR 3012 , HLT 3040

### **NUR 3150/3160/3170 - Selected Topics in Nursing**

Credits: 1, 2, 3

An intensive study of an area, concern or trend in nursing that is not specifically covered in the general curriculum. Not more than three credits may be applied toward fulfilling degree requirements.

Prerequisites: Determined by instructor.

### **NUR 3650 - Nursing Care of Older Adult**

Credits: 3

This course focuses on the complex health needs of the older adult in the home and community as well as in outpatient and inpatient settings. This course will identify and consider the specific, socioeconomic, as well as the ethical/moral considerations to reflect safe, evidence based, and culturally competent care to older adults. This course will explore the complex interactions of acute and chronic health conditions common in the elderly, use technology to enhance older adults' independence and safety, and assess older adults' physical, cognitive, psychological, social, and spiritual well-being. The framework for this course is built upon core competencies set forth by the American Association of College of Nursing (AACN) and the John A Harford Foundation Institute for Geriatric Nursing.

Pre or Co-requisites: HLT 3040 and NUR 3013

Prerequisites: NUR 2024, NUR 2043, BIO 3030, and PSY 3050

### **NUR 3800 - Nursing Care of Families in Transition**

Credits: 6

This course focuses on the role of the nurse in meeting the physiological, psychosocial, cultural and developmental needs of the family in transition which includes the maternal and child client and family. Course content includes antepartal, intrapartal, and postpartal care, complications of pregnancy, newborn care, human growth and development, pediatric anatomy and physiology review, medical terminology, and critical thinking. Upon completion of this course students will be

able to provide and manage care for maternal pediatric clients in a variety of settings. The nursing process and Gordon's Functional Health Patterns are the basis for clinical decision making.

Pre or Co-requisites: HLT 3040 and NUR 3013

Prerequisites: NUR 2044, NUR 2024, BIO 3030 and PSY 3050

### **NUR 4020 - Community Health Nursing**

Credits: 4

This course focuses on the application of the nursing process to community-as-partner, and to individuals and families receiving health care in their homes or through other community-based programs. There is emphasis on the cognates upon which public/community health practice is based: epidemiology, demography, political processes, health organizations and ecology. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing intervention. Nursing process and Gordon's Functional Health Patterns are the basis for clinical decision making. Lecture hours/Lab hours: 2 hours lecture, 6 hours lab  
Pre or Co-requisites: NUR 4010 .

Prerequisites: NUR 3022 , NUR 3040, NUR 3051 .

### **NUR 4022 - Community Health Nursing for RNs**

Credits: 4

This course focuses on the application of the nursing process to community-as-partner, and to individuals and families receiving health care in their homes or through other community-based programs. There is emphasis on the cognates upon which public/community health practice is based: epidemiology, demography, political processes, health organizations, and ecology. Cultural patterns, family phenomena, and lifestyles are examined as they relate to and affect nursing intervention. Nursing process and Gordon's Functional Health Patterns are the basis for clinical decision-making. Prerequisites: RN licensure

### **NUR 4052 - Complex Health Nursing**

Credits: 6

This course focuses on the application of the nursing process to people who have multiple and increasingly complex health alterations, including actual or potential life-threatening health problems that require continuous observation and appropriate interventions to prevent complications and restore health. There is emphasis on a high level of synthesis of previous knowledge, setting priorities and managing multiple variables, and exercising leadership skills. Also emphasized is collaboration with other health care providers in promoting health and well-being of clients and their families. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing intervention. Nursing process and Gordon's Functional Health Patterns are the basis for clinical decision making.

Lecture hours/Lab hours: 3 hours lecture, 9 hours lab

Pre or Co-requisites: NUR 3051, NUR 4020, NUR 4060

Prerequisites: HLT 3010, NUR 3022, NUR 3800, NUR 3650

### **NUR 4060 - Professional Nursing: Issues and Trends**

Credits: 3

This course focuses on the professional nurse's role as leader, change agent, client advocate and user of research. Emphasis is on the transition from student to graduate. There is emphasis on contemporary issues in health care and nursing leadership, human resources management, legal-ethical dilemmas, organizational and change theories, health care delivery models, and on the preparation for assimilation into the professional practice of nursing. Prerequisites: NUR 4010 , NUR 4020 .

### **NUR 4061 - Professional Nursing: Issues and Trends**

Credits: 3

This course focuses on the professional nurse's role as leader, change agent, client advocate and user of research. Emphasis is on the transition from student to graduate. There is emphasis on contemporary issues in health care and nursing leadership, human resources management, legal-ethical dilemmas, organizational and change theories, health care delivery models, and on the preparation for assimilation into the professional practice of nursing. A 45 hour preceptorship with a nurse administrator is part of this course to reinforce learning and provide hands-on experience as the nurse as a professional leader.

Prerequisites: RN licensure

### **NUR 4210 - Nursing Seminar I: Adult Health Nursing**

Credits: 1

This course focuses on the application of the nursing process to diverse adult populations who have common health alterations as well as those having multiple and increasingly complex health alterations. There is a high level of synthesis of previous knowledge, setting priorities and managing multiple variables, and evaluating research for the applicability of its finding to nursing practice. Also emphasized are leadership skills and collaboration with other health care providers in promoting the health and well-being of clients and their families in the acute phase of illness through rehabilitation. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing intervention.

Lecture hours/Lab hours: 3 hours seminar

Prerequisites: Satisfactory completion of proficiency exams by RNs for NUR 3010, NUR 3020, NUR 4050.

### **NUR 4212 - RN Seminar: Adult Care**

Credits: 1

This course focuses on the application of the nursing process to diverse adult populations having multiple and/or increasingly complex health alterations. There is a high level of synthesis



of previous knowledge, setting priorities, and managing multiple variables, and evaluating research for the applicability of its finding to nursing practice. Also emphasized are leadership skills and collaboration with other health care providers in promoting health and wellbeing of clients and their families from the acute phase of illness through rehabilitation. Cultural patterns, family phenomenon and lifestyles are examined as they relate to and affect nursing interventions.  
Prerequisites: RN licensure

### **NUR 4220 - Nursing Seminar II: Maternal-Child Health Nursing**

Credits: 1

This course focuses on the application of the nursing process to the childbearing family and the child in the family system from conception through adolescence. Emphasis is placed on the growth and development process as these individuals and families adaptively respond to selected health alterations. Research findings that generate improvements in the health of the childbearing family and the child will be presented and used. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing intervention. Community resources and services will be explored.

Lecture hours/Lab hours: 2 hours seminar

Prerequisites: Satisfactory completion of proficiency exams by RNs for NUR 3040, NUR 4010.

### **NUR 4222 - RN Seminar: Maternal-Child Health Nursing**

Credits: 1

This course focuses on the application of the nursing process to the childbearing family and the child in the family system from conception through adolescence. Emphasis is placed on the growth and development process as these individuals and families adaptively respond to selected health alterations. Research findings that generate improvements in the health of the childbearing family and the child will be presented and utilized. Cultural patterns and family phenomena as they relate to chosen life styles and affect nursing interventions will be examined. Students will apply research, analysis, and synthesis skills to explore current issues in the maternal-child nursing field.  
Prerequisites: RN licensure

### **NUR 4230 - Nursing Seminar III: Mental Health Alterations**

Credits: 1

This course focuses on the application of the nursing process to adults who have psychosocial problems. Emphasis is placed on the provision of supportive, holistic care dealing with client behaviors. Research findings that support improvements in mental health will be presented and used. Cultural patterns, family phenomena and lifestyles are examined as they relate to and affect nursing interventions. Community resources and services will be explored.

1 hour seminar

Lecture hours/Lab hours: 1 hour seminar

Prerequisites: Satisfactory completion of proficiency exams by RNs for NUR 3050.

### **NUR 4233 - RN Seminar: Mental Health Nursing**

Credits: 1

This course is geared towards the Registered Nurse pursuing a Bachelor in Nursing Degree. The focus will be on the application of the nursing process to child, adolescent and adult persons who have psychosocial problems. Emphasis is placed on student analysis of contemporary psychiatric issues including moral, ethical, and legal issues. Research findings that support improvements in mental health will be presented and used. Cultural patterns and family phenomena as they relate to chosen lifestyles and affect nursing interventions will be examined. The Nursing Process, NANDA, and DSM-IV are the basis for clinical understanding and decision-making. Cultural patterns, family phenomena and lifestyles are utilized to inform nursing intervention.

Prerequisites: RN licensure

### **NUR 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Independent investigation, under guidance of an instructor, of a subject of special interest to the student.

Prerequisites: Written permission of instructor and division chair.

## **PHILOSOPHY**

### **PHL 1020 - Logic**

Credits: 3

A course in logical and critical thinking. It will include both formal and informal arguments. Attention will be given to the practical application of logic through analysis of arguments from current reading materials.

### **PHL 1030 - Introduction to Philosophy**

Credits: 3

An introduction to philosophy as a discipline. Students will examine at least two major philosophical issues and will read classical and contemporary sources. There will be an emphasis on learning the language of philosophy as well as its distinct modes of thought.  
Corequisites: ENG 1010.

### **PHL 2030 - Social Philosophy**

Credits: 3

Students will examine philosophical issues arising from the social aspects of people. The course will include the study of such social issues as authority, community, law, human rights, justice and the state.  
Prerequisites: 3 credits in philosophy.

### **PHL 2100 - General Ethics**

Credits: 3

This course covers morality; happiness and its pursuit; human acts. Determinants of morality; subjective and objective norms; law; sanctions.

### **PHL 2440 - Modern Logic**

Credits: 3

A basic course in modern, formal logic. Content will include sentential logic through argument forms and proofs. In addition, topics such as those raised by predicate logic, many-valued logics, inductive logics or electronic technology, e.g., thinking-machines, will be covered.

Prerequisites: 3 credits in philosophy.

### **PHL 2970/2980/2990 - Topics in Philosophy**

Credits: 1,2,3

A study of specific philosophical topics. The topics and credit will be announced each year.

Prerequisites: 3 credits in philosophy.

### **PHL 3060 - Philosophy and Technology**

Credits: 3

This course examines the modern role of technology in shaping different aspects of human experience. Topics covered may include personal identity and technology, art and technology, ethics and the use of technology, the impact of technology on political and social structures, and artificial intelligence.

Prerequisites: 3 credits in philosophy.

### **PHL 3070 - Philosophy of Law**

Credits: 3

The focus of this course is to examine the nature of law and legal systems in general. Topics may include the nature of law, rights, justice, punishment and legal reasoning.

Prerequisites: 3 credits in philosophy.

### **PHL 3080 - Philosophy of Education**

Credits: 3

The student will examine the values and goals of education, study contemporary problems against classical backgrounds and apply philosophies of education to practical issues. They will be expected to articulate their own philosophy of education as a result of their study.

Prerequisites: 3 credits in philosophy.

### **PHL 3090 - Environmental Ethics**

Credits: 3

This course explores the ethical, political and social dimensions of various environmental issues. Topics may include philosophical foundations of environmental theories, depletion and scarcity of natural resources, the relationship of humans to the environment, political and social influences on environmental decisions, protection of species, and overpopulation.

Prerequisites: 3 credits in philosophy.

### **PHL 3120 - Business Ethics**

Credits: 3

Students will examine both theoretical and practical

aspects of ethical issues arising in the contemporary business world. They will be expected to form judgments and articulate rational justification for these judgments.

Prerequisites: 3 credits in philosophy.

### **PHL 3670 - Medical Ethics**

Credits: 3

This course will focus on the nature of medical ethics and on the ethical implications of current problems in medical practice and research.

Prerequisites: 3 credits in philosophy.

### **PHL 4050 - Philosophy Seminar**

Credits: 3

Selected topics in philosophy.

Prerequisites: 3 credits in philosophy.

### **PHL 4970/4980/4990 - Independent Study**

Credits: 1,2,3

Independent investigation of specific philosophical questions under guidance of an instructor.

Prerequisites: 6 credits in philosophy and written permission of instructor.

## **PHYSICAL EDUCATION**

### **PED 1080 - Emergency Care and First Aid**

Credits: 1

This course, designed by the Red Cross, focuses on First Aid and CPR for the non-health care professional. It provides instruction and practice in primary and secondary assessment of injuries: rescue breathing, choking, and CPR for the adult; controlling bleeding, soft tissue injuries, splinting, environmental emergencies, and rescue moves in an emergency.

### **PED 1103 - Lifeguard Training**

Credits: 3

Instruction and practice of strokes, survival and rescue skills necessary for American Red Cross Advanced Lifesaving certification.

### **PED 1160 - Beginning Yoga and Wellness**

Credits: 1

This course provides the opportunity to learn and practice beginning yoga with focus on how the practice promotes health and well-being. This course will explore this thousand year old practice with emphasis on Hatha Yoga. Students will learn basic foundation postures, yogic breathing, and some chakra systems.

### **PED 1161 - Intermediate Yoga and Wellness**

Credits: 1

This course builds on beginning yoga and further explores this 5,000 year old practice and its role in promoting health and well-being. With emphasis on Hatha yoga, this course will analyze the ancient art and science of yoga and its effects on physical, mental, and spiritual harmony. Students will learn intermediate yoga postures, yogic breathing, and the nature of the seven chakras as personal growth and holistic systems.



Prerequisites: PED 1160 , previous yoga experience, or permission from the instructor.

### **PED 1175 - Personal Conditioning**

Credits: 1

Basic techniques using cardio-vascular workouts to improve stamina and endurance.

### **PED 1179 - Strength Training**

Credits: 1

Improve strength and endurance utilizing workout and cardio-vascular techniques.

### **PED 1182 - Volleyball/Soccer**

Credits: 1

Basic skills, knowledge, team play and strategy of volleyball and soccer.

### **PED 1184 - Care and Prevention of Athletic Injuries**

Credits: 2

An introduction to athletic training emphasizing basic athletic training principles, including prevention, recognition and care for sports-related injury.

### **PED 1211 - Martial Arts GoJu Karate**

Credits: 1

Traditional GoJu karate with street self-defense. The class will emphasize techniques of self-defense at all levels of performance, and concurrently focus on mental, physical, and emotional balance and discipline. Techniques, forms (kata), sets (drills), calisthenics, and stretching/meditation are the primary tools.

### **PED 1273 - Heart BURN**

Credits: 1

Fast paced movements create an increase in heart rate while strengthening the heart muscle AND burning fat. This class is appropriate for all fitness levels, and will help to tone and strengthen your body and build stamina. You will see improvements!

- Cardio Countdown
- Turbocharge
- Cardio Flow
- Cardio Core
- Cardio Fit

### **PED 4852 - Internship**

Credits: 2

Individual work-related experience centered on a specific physical education area of personal interest to a student under the guidance of an instructor.

Prerequisites: Permission of faculty mentor.

## **PHYSICS**

### **PHY 1010 - Introductory Physics I**

Credits: 4

Introduction to the major fields of physics with emphasis on understanding fundamental principles while placing the subject in an historical and cultural perspective. Part 1 of a 2-semester course covering mechanics, laws of motion, work and energy. Lecture hours/Lab hours: 3 hours lecture; 3 hours

laboratory

Prerequisites: MTH 0150 or equivalent score on mathematics placement test or permission of the instructor; PHY 1010 is a prerequisite for PHY 1020.

### **PHY 1020 - Introductory Physics II**

Credits: 4

Introduction to the major fields of physics with emphasis on understanding fundamental principles while placing the subject in an historical and cultural perspective. Part 2 of a 2 semester course covering fluid behavior, thermodynamics, waves, electricity and magnetism.

Lecture hours/Lab hours: 3 hours lecture; 3 hours laboratory

Prerequisites: PHY 1010

### **PHY 2010 - General Physics I**

Credits: 4

The first semester of a 2-part calculus-based general physics course covering fundamentals of mechanics, thermodynamics, work and energy.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Prerequisites: MTH 2510

### **PHY 2020 - General Physics II**

Credits: 4

The second semester of a 2-part calculus-based general physics course covering fundamentals of wave motion, electricity and magnetism and modern physics.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Pre or Co-requisites: MTH 2510 and PHY 2010

Prerequisites: MTH 2510 and PHY 2010

### **PHY 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual reading and research under the direction of a faculty adviser.

Prerequisites: Written permission of instructor.

## **POLITICAL SCIENCE**

### **POS 2090 - American Government**

Credits: 3

A comprehensive survey of the origins of American government; the growth of the Constitution; federalism; an analysis of the structure and function of our national government; discussion of the major contemporary problems with suggested solutions.

### **POS 2100 - American State and Local Government**

Credits: 3

This course covers the major institutions of policy making in state and local government; the process of politics; the "new" federalism; and the dynamics of contemporary problem investigation.

### **POS 2120 - Political Parties in the United States**

Credits: 3

Development, organization and functioning of the two-party system; programs of major parties; role of third parties; analysis of recent trends and changes.

### **POS 3050 - Development of Political Thought I**

Credits: 3

Reading and study of the works of principal political thinkers and the development of western political thought from the Greeks to the Enlightenment to modern times.

Prerequisites: History 1000 or political science 2000 level course or permission of instructor.

### **POS 3060 - Development of Political Thought II**

Credits: 3

Reading and study of the works of principal political thinkers and the development of western political thought from the Greeks to the Enlightenment to modern times.

Prerequisites: History 1000 or political science 2000 level course or permission of instructor.

### **POS 3400 - The United States Constitution and Supreme Court**

Credits: 3

A study of the nature and development of the United States Constitution as interpreted by the Supreme Court with special reference to judicial decisions relating to contemporary constitutional issues. The course combines the historical and analytical approaches with heavy emphasis upon the case method.

Prerequisites: History 1000 or political science 2000 level course or permission of instructor.

### **POS 3510 - The European Union**

Credits: 3

This course traces the historical and political evolution of the European Union from its inception as a trade organization to recent developments, including the single currency (the euro), open borders, the democratic deficit, the possibility of a European army, and the accession of former Communist States.

Lecture hours/Lab hours: 3

Cross-listed with: HIS 3510

### **POS 4270 - Modern American Legal History**

Credits: 3

This course surveys American legal history from the Civil War to the Present. It examines the relationship between trends in the law and the changing social, political and economic environment.

Topics to be covered include: the rise of modern constitutionalism, the tension between order and liberty, race and gender under the law, the evolution of tort and criminal laws, and the rise of alternative dispute resolution as a system for resolving conflicts.

Cross-listed with: HIS 4270

Prerequisites: 3 Credits in History

### **POS 4400 - Special Topics**

Credits: 3

An intensive study of a particular topic in political science not covered in the general curriculum. This

course may be taken more than once if the topic is different.

Prerequisites: History 1000 or political science 2000 level course or permission of instructor.

### **POS 4850/4860/4870/4880 - Internship in Politics and Administration**

Credits: 3, 6, 9, 12

Students are given the opportunity to earn academic credit by serving as interns in various governmental or public service oriented offices. The nature of the services that the student will be called upon to perform will depend on the particular assignment. It is the responsibility of the student to apply for the internship. Credits received for participation in an internship program range from 3 to 12 depending on the type of internship selected. Grading: Pass/Fail.

Prerequisites: History 1000 or political science 2000 level course or permission of instructor.

### **POS 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual reading and research under the direction of an adviser.

Prerequisites: History 1000 or political science 2000 level course or permission of instructor.

## **PSYCHOLOGY**

### **PSY 1010 - General Psychology**

Credits: 3

Explores the multiple concerns of psychology through an introductory study of the fundamental principles and problems underlying human activity and personality. Examines the following areas: learning, human development, memory and problem solving, perception, psychological bases of behavior, personality, social psychology, behavior disorders and therapy.

Cross-listed with: HON 1030.

### **PSY 2551 - Language for Students with Developmental Disabilities**

Credits: 3

Candidates will deepen their understanding of developmental processes and milestones in language development and of how this development is affected by autism, cerebral palsy, and severe and moderate mental retardation. Strategies for promoting language with these students will be examined, including using forms of augmentative and alternative communication.

Prerequisites: ED 2051 and proficiencies and PSY 3401

### **PSY 3000 - Principles and Techniques of Interviewing and Counseling**

Credits: 3

This is a basic course in one-to-one and group therapeutic interaction between a counselor and a client. Basic interviewing techniques and intervention skills are introduced. The major theories of counseling are introduced accompanied by

practice in developing awareness of the dynamics of the interpersonal process in counseling as these dynamics pertain to the helping relationship.  
Prerequisites: PSY 1010.

### **PSY 3010 - Child Psychology**

Credits: 3

Physical, intellectual, linguistic, emotional and social aspects in the development of the personality of the child to early adolescent period. Special consideration is given to the interaction of genetic, environmental and cultural factors and the part they play in the development of a healthy, well-integrated personality.

Prerequisites: PSY 1010.

### **PSY 3020 - Psychology of Learning**

Credits: 3

The importance of research in teaching and learning will be explored with an emphasis on topics related to learning and instruction, i.e., memory and cognition; exceptional and culturally diverse students; and motivation related to effective teaching practice. School based fieldwork is required.

Prerequisites: Grade of C+ or better in PSY 3010, PSY 3050 or PSY 3230.

### **PSY 3030 - Personality and Adjustment**

Credits: 3

Considers the major determinants of personality as seen in both adaptive and non-adaptive behavior patterns. Views of modern theorists regarding typical stresses and frustrations in normal living situations. Emphasis on student's understanding of personal adjustment and defensive behavior.

Prerequisites: PSY 1010.

### **PSY 3050 - Developmental Psychology**

Credits: 3

The biological, affective, cognitive and social domains of human development are studied individually and integrally as the stages of growth are traced from conception to death.

Prerequisites: PSY 1010.

### **PSY 3060 - Biological Psychology**

Credits: 3

This course is designed to introduce the student to the field of biological psychology and how the brain contributes to thoughts, feelings and behavior. This introduction will provide the student with information about the organization of the brain and the nature of self-awareness.

Prerequisites: PSY 1010.

### **PSY 3110 - Perception/Memory/Cognition**

Credits: 3

An introduction to the scientific study of the mental events and knowledge used in activities like recognizing an object, remembering a name, having an idea, understanding a sentence, and solving a problem. During this course, students will learn what has been discovered about human memory and cognitive processes. Students will

comprehend how cognitive research is done, and how new knowledge is acquired in the scientific pursuit of cognition. Students will understand the multidisciplinary nature of cognitive psychology and see its impacts on other fields in addition to psychology.

Prerequisites: PSY 1010.

### **PSY 3150 - Human Sexuality**

Credits: 3

The course provides the student with an overview of the field of Human Sexuality. Central to the course is the understanding that sexuality is not solely a biological or psychological phenomena but rather an integrated aspect of our lives. With this in mind, biological, psychological, sociocultural as well as philosophical, moral and spiritual aspects of sexuality will be explored.

Prerequisites: PSY 1010.

### **PSY 3210 - Psychological Statistics**

Credits: 3

Introduction to the fundamental concepts of applied statistics in psychology. Includes elementary probability, descriptive statistics, frequency and sampling distributions, hypotheses testing, correlation and regression analysis.

Cross-listed with: SOC 3210 /MTH 2070

Prerequisites: Passing score on basic algebra proficiency test or MTH 1050.

### **PSY 3230 - Adolescent Psychology**

Credits: 3

This course exams the nature of adolescent development. The biological, cognitive, cultural, peer, family, school and socioeconomic contexts within which adolescents grow to maturity are considered in the light of current research findings. Effective school, home and environmental programs for ameliorating problems of adolescence are also introduced.

Prerequisites: PSY 1010.

### **PSY 3250 - Psychology of Stress**

Credits: 3

This course will focus on the physical, emotional, psychological, and cultural aspects of stress and coping. The student will be introduced to concepts and methods of relaxation and coping skills.

Prerequisites: PSY 1010.

### **PSY 3270 - Cognitive Psychology**

Credits: 3

This course will provide an introduction to the field of cognitive psychology. Cognitive psychology is the branch of psychology that studies the internal processes of the mind such as memory, attention, perception, and decision making. In this course, students will be provided with a basic foundation in cognitive psychology, learn about classic experiments in the field, learn the techniques with which research on cognition is acquired, learn about developments in and applications of the field, and be exposed to examples of current research in the field. At the end of this class, students should have

an appreciation of the contribution of cognitive psychology to our understanding of the mind.

Prerequisites: PSY 1010

### **PSY 3280 - Sensation and Perception**

Credits: 3

This course is an introduction to sensory systems and perceptual processes. We will discuss the anatomy and physiology of the sense organs, emphasizing the relationship between the physical stimulus and the neural response that it elicits. We will spend most of the course focusing on vision, exploring topics such as color perception, dark adaptation, and depth perception. We will also explore audition (hearing), gustation (taste), olfaction (smell), and touch. Topics such as pain perception, clinical sensory disorders, individual differences in senses, and animal senses will be explored through presentations, readings, demonstrations, and labs.

Prerequisites: PSY 1010

### **PSY 3301 - Managing Behavior in Special Education or Mainstreamed Settings**

Credits: 3

The course will focus on identifying problems and developing procedures for effective classroom management to foster school learning in pupils who have disabilities or problems in social adjustment or impulse control. Individual and group discipline problems will be addressed with an emphasis on identifying and structuring the antecedents and consequences for pupil behavior. Includes functional behavioral assessment. Fieldwork is required.

Prerequisites: ED 2110, 2120, and 2510 or ED 3302 . Grade of C+ or better in PSY 3401 and 85% or better in all three Educational Proficiency Examinations.

### **PSY 3310 - Psychology of Death and Dying**

Credits: 3

This course will focus on the issue of death, dying, bereavement and survivorship. The topic will be addressed from a combined perspective of Psychology and Human Services. Cross cultural, developmental theories, and community based resources and services will be examined.

Cross-listed with: HSR 3310

Prerequisites: PSY 1010.

### **PSY 3320 - Psychology of Personality**

Credits: 3

Survey of the major findings in the area of personality, the techniques employed and the leading theoretical interpretations of personality structure and dynamics.

Prerequisites: PSY 1010.

### **PSY 3350 - Communication and Group Process**

Credits: 3

A competency-based, participation-oriented course that examines nonverbal and verbal communications as they influence human relationships. A primary concern will be to relate

knowledge in the educational, social and behavioral sciences to practical processes of learning, group interaction, personality development, teaching in the classroom and in organizational meetings.

Prerequisites: PSY 1010.

### **PSY 3360 - Content Enhancement for Adolescent Learners**

Credits: 3

Candidates will learn to use a research-based approach designed specifically to support students with learning problems in content-rich general education classes. Candidates will learn to plan routines such as course organizers, unit organizers, concept mastery, concept comparison, concept anchoring, the Frame, vocabulary LINcing, clarifying, and question exploration. They will also learn to use these routines with students to maximize clarity of the "big picture," to support generalization of learning skills, and to reduce language demands that can interfere with content learning. Includes a minimum of 8 hours of fieldwork.

Prerequisites: ED 3302 and PSY 3401

### **PSY 3385 - Consumer Behavior**

Credits: 3

A study of the conscious needs and wants of the consumer as well as the deeper, possibly unconscious motives that drive consumer choices, applying contemporary topics in social and cognitive psychology to understand behavior related to buying and selling.

Cross-listed with: BUS 3385

Prerequisites: BUS 1020 OR PSY 1010

### **PSY 3401 - Psychology of Exceptional Learners**

Credits: 3

Psychological characteristics of children and youth who deviate from the norm because of intellectual, physical, sensory and emotional disabilities; implications for educational programming. School based fieldwork is required.

Prerequisites: Grade of C+ or better in PSY 3010 or PSY 3230 or permission of the instructor.

### **PSY 3410 - Forensic Psychology**

Credits: 3

This course will discuss an overview of the topics pertaining to criminal behavior, which will be covered in detail throughout the course, emphasizing those issues regarding crime and human behavior.

Prerequisites: PSY 1010.

### **PSY 3450 - Health Psychology**

Credits: 3

Students will examine the biological, psychological and social factors related to health promotion, illness prevention and reactions to and treatment for illness, pain and stress. Research techniques will be discussed and contributions of health psychology to well being across the lifespan will be explored.

Prerequisites: PSY 1010.

### **PSY 3490 - Psychology of Birth**

Credits: 3

The Psychology of Birth explores the physical, emotional, social and cultural experiences of women during pregnancy, birth, and the early post-partum period. These topics are approached historically and from both medical and nonmedical perspectives. Societal expectations of the pregnant/birthing woman in the United States are critically examined.

Lecture hours/Lab hours: 3

Prerequisites: PSY 1010

### **PSY 3510 - Social Psychology**

Credits: 3

An analysis of the effects of social influences on personality, development and role behavior. Status, communication, group process and social aspects of personality are studied.

Cross-listed with: SOC 3510.

Prerequisites: PSY 1010.

### **PSY 3521 - Introduction to the Neurosciences**

Credits: 4

An interdisciplinary course which provides an introduction to the nervous and endocrine systems. It also will provide an understanding of the basis of human behavior in the context of group activity and social behavior. The course will feature a lecture portion which targets the cellular basis of neural function using animal model systems. In addition the course will provide student groups in the class with the opportunity to highlight the underpinnings of certain human activities and clinical pathologies. The laboratory will provide hand-on experiences as well as demonstrations, focusing on the physiology of the nervous system.

Lecture hours/Lab hours: 3 hours lecture; 3 hours lab

Cross-listed with: BIO 2521

### **PSY 3530 - Psychology of Motivation**

Credits: 3

A survey of the fundamental concepts, empirical findings and theoretical issues in human motivation and the motivation of lower animals.

Prerequisites: PSY 1010.

### **PSY 3540 - Psychology of Women**

Credits: 3

This course centers on the woman in terms of her psychological entity. This encompasses the factors that have contributed to the psychological development of the woman and to her present behavioral and attitudinal profile. Also included is study of the woman in the contemporary world where her status is at present being reinterpreted with resultant re-evaluation of the meaning of the term "psychology of women."

Prerequisites: PSY 1010.

### **PSY 3560 - Drugs and Society**

Credits: 3

This course examines the nature of drugs in our contemporary society. The types of drugs, both

illicit and licit are examined. History, physical and psychological effects, and pharmacological uses are emphasized.

Prerequisites: PSY 1010

### **PSY 3700 - Metacognitive and Social Support for Pupils with Disabilities**

Credits: 3

This course will focus on pupils with, or at risk for, disabilities and particularly on: a) research on cognitive processing by such pupils and on metacognitive strategy training and content enhancement for reading comprehension, written expression, and mathematical reasoning) research on and methods of using cooperative learning to foster positive social interactions among pupils with and without disabilities; and c) skills of collaborating with colleagues and parents to support the development of such pupils. School based fieldwork (10 hours) is required.

Prerequisites: For Childhood: PSY 3401 and ED 2110 and ED 2120

For Adolescence: ED 3302

### **PSY 4210 - Abnormal Child Psychology**

Credits: 3

This course is designed to present an overview of the etiology of emotional disturbance, the definitions and characteristics of the emotionally disturbed child as a learner, the differential diagnosis of emotionally disturbed children, preventive methods of disturbance and an introduction to intervention and prescriptive strategies and an analysis of the current research on emotionally disturbed children.

Prerequisites: PSY 3050 or permission of instructor.

### **PSY 4250 - Abnormal Psychology**

Credits: 3

This course is an introduction to the science of psychopathology. Major DSM IV disorders in behavior are studied, such as anxiety disorders, psychoses, mood disorders as well as habit and sexual disorders, sociopathy and disorders of childhood. Major theories of etiology, diagnosis and treatment are also introduced.

Prerequisites: PSY 1010.

### **PSY 4300 - Selected Topics in Psychology**

Credits: 3

A systematic, in-depth analysis of areas of topical interest in psychology not generally covered in the general curriculum. This course may be taken more than once.

Prerequisites: PSY 1010.

### **PSY 4329 - Psych Addictions Across The Lifespan**

Credits: 3

This special topics course is designed to present an introduction and overview of the field of Autism. The student will explore the world and challenges of the individual diagnosed with Autism, Asperger's Syndrome and Pervasive Developmental

Disorders. Included will be information on the current behavioral, physiological and biomedical interventions as well as educational needs and current programs. It will also address community interactions, teaching strategies and resources for educators and other professionals. The course will be helpful for psychology, sociology, human services, nursing and education students. Cross-listed with: HSR 4329

### **PSY 4330 - Psych of Autism Spectrum Disorders**

Credits: 3

This special topics course is designed to present an introduction and overview of the field of Autism. The student will explore the world and challenges of the individual diagnosed with Autism, Asperger's Syndrome and Pervasive Developmental Disorders. Included will be information on the current behavioral, physiological and biomedical interventions as well as educational needs and current programs. It will also address community interactions, teaching strategies and resources for educators and other professionals. The course will be helpful for psychology, sociology, human services, nursing and education students.

### **PSY 4440 - Experimental Psychology**

Credits: 4

A survey of problems, experimental methods and research findings as applied to the field of psychology. Laboratory work in sensation, perception, learning, judgment and thinking. Lecture hours/Lab hours: 3 hours lecture; 3 hours lab. Prerequisites: PSY 3210.

### **PSY 4800 - Psychology Internship Seminar**

Credits: 1

Students who are completing the Psychology Internship, PSY 4850, will meet weekly to learn core competencies of professional helping, and discuss how the competencies apply to their internship. Cross-listed with: HSR 4800. Corequisites: PSY 4850/4860/4870/4880.

### **PSY 4850/4860/4870/4880 - Internship in Psychology**

Credits: 3, 6, 9, 12

Students are given the opportunity to earn academic credit by serving as interns in various Psychology/Social Science/Human Service agencies. The exact nature of the services that the student will be called on to perform will depend on the particular assignment. It is the responsibility of the student to apply for the internship. Grading: Pass/Fail. Prerequisites: Senior status with a major in either psychology or interdisciplinary studies-human services; a minimum 2.5 Grade Point Index in major; a minimum 2.0 GPI for 3-credit option or 2.5 for 6-credit option, 3.0 for 9- or 12-credit option; permission of division chair.

### **PSY 4900 - Senior Research Seminar**

Credits: 3

The Senior Research Seminar is the capstone course in the psychology major, integrating theory, research and applied clinical practice. The course should be taken either in the fall or spring of the student's senior year after all required courses in the psychology major have been completed. The course parameters require that the student develop an independent research project and present their completed project to both the class and the psychology faculty. Prerequisites: Completion of all requirements for the psychology major.

### **PSY 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual reading and research centered on a specific psychological problem under the guidance of an instructor. Prerequisites: Written permission of instructor.

## **RELIGIOUS STUDIES**

### **REL 1010 - Theology for Our Time**

Credits: 3

Discussion of the Beatitudes from the Gospel Sermon on The Mount. Course will examine current issues in light of Christian Spirituality and 20th Century Believers and their response to the needs of the time.

### **REL 1150 - Introduction to the Old Testament**

Credits: 3

Treatment and discussion of the fundamental truths of revealed religion as found in the history and writings of the Israelite people and the bearing of these truths on Christianity.

### **REL 1250 - Introduction to the New Testament**

Credits: 3

Historical, cultural, religious and literary treatment of The New Testament. Examination and discussion of some of the major themes of The New Testament writers.

### **REL 1300 - Introduction to World Religions**

Credits: 3

An introduction to the major religions of the world through a study of their historical development, structures of social organization and authority, and basic beliefs, values and practices.

### **REL 2120 - Dominican Spirituality**

Credits: 3

This course will introduce the student to the work of the order begun by Dominic de Guzman in the 13th century. It will discuss the charisma of the Dominican Order. To Praise, To Bless, To Preach as exemplified in the Dominican Saints and their apostolic work through the centuries.



### **REL 3030 - Contemporary Moral Problems**

Credits: 3

Inquiry into current moral and ethical problems.

### **REL 3170 - Topics in Religion**

Credits: 3

Study of selected topics, problems, theologians or movements. The particular topic and instructor will be announced from year to year.

Prerequisites: 3 credits in religious studies or permission of instructor.

### **REL 3182 - Religion and Personal Growth**

Credits: 3

An in-depth study of religion and its impact on personal growth.

Prerequisites: Prerequisite REL 1150, REL 1250 or REL 1300

### **REL 3190 - Topics in Scripture**

Credits: 3

A study of specific topics in scripture. The topics will be announced each year.

Prerequisites: 3 credits in religious studies or permission of instructor.

### **REL 3460 - Religion and Justice**

Credits: 3

This course considers philosophical and theological questions regarding the role of faith in modern social justice issues. Special attention will be given to the contributions of religious perspectives to the meaning of justice and peace. The framework for the course centers on the dignity of the human person as demonstrated through natural law and theological texts and traditions. Areas of focus may include concepts of freedom, rights and responsibilities, law, conscience, labor, poverty, war, and capital punishment.

### **REL 4090 - Contemporary World Religions**

Credits: 3

This course will examine scriptures of various world religious traditions and the meaning they can hold for the reader with a view toward gaining a richer understanding of various Eastern traditions.

### **REL 4100 - The Theology of Film**

Credits: 3

A study of religious themes as seen in the modern cinema.

Prerequisites: 3 credits in religious studies or permission of instructor.

### **REL 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Opportunity for guided research in a theological area of personal interest to the student.

Prerequisites: 6 credits in Religious Studies and written permission of instructor.

## **SCIENCE**

### **SCI 1001 - Forensic Science**

Credits: 3

An interdisciplinary introduction to science through the application of the process and concepts of science to investigate questions of legal interest. In this course designed for nonscience majors, students will learn to analyze and evaluate evidence through the application of the scientific disciplines of chemistry, physics, and biology. The goal of the course is to provide students with a theoretical foundation of the key analytical methods in forensic science through hands-on experimentation, cooperative learning through group projects, and critical interpretation of data. Emphasis will be placed on developing good laboratory skills, sound scientific reasoning, and problem solving skills.

Lecture hours/Lab hours: 2 hours lecture, 3 hours lab

### **SCI 1030 - Environmental Sustainability**

Credits: 3

This is a multidisciplinary course that examines the topic of environmental sustainability from several unique perspectives. It begins with an analysis of different non-renewable and alternative energy resources and investigates the short-term and long-term consequences of their use. It then addresses the predicted influence that climate change may have on ecological diversity and on our ability to cultivate a sustainable society. The third portion of the course examines the toxicity of various pollutants in the environment and explores their roles in driving natural selection and their impacts on human health. Throughout the course students will have opportunities to analyze experimental data and debate controversial environmental issues and to reflect upon the impact our individual behaviors have upon the environment and our society. Emphasis will be placed on anthropogenic contributions to climate change, the maintenance of biodiversity and opportunities to effect change through individual actions and civic engagement. The course will also investigate instances where science has been used and misused to determine public policy. Students will utilize case studies, hands on activities, experiments, group research projects and discussions throughout the course. They will acquire and evaluate scientific information pertaining to current controversial issues in environmental sustainability. Lecture hours/Lab hours: 2 hours lecture, 2 hours lab. Prerequisites: Successful completion of any one of the following: MTH 1015, MTH 1400, MTH 1500, MTH 2070, OR MTH 2510 Completion of the following course sequences are also acceptable: MTH 2050&MTH 2060 OR MTH 1200 MTH 1210

## **SOCIOLOGY**

### **SOC 1010 - Introduction to Sociology**

Credits: 3

This course introduces students to the theoretical foundations of sociological thinking. Students will gain an understanding of the major social theories, the relationships between culture and human behavior, and the process of socialization. Students will apply theories to the analysis of important

social structures such as social stratification. Students will be able to use computer applications and the Internet as tools for sociological analysis.

### **SOC 2210 - Violence in the Community**

Credits: 3

This course examines the changes in the methods, patterns, and meanings of violence. It explores individual and collective violence in all of its varying contexts, including the home, the streets, schools, the media, the police, and international terrorism. The major theories explaining the causes of violence, and important research about attitudes toward violence and the use of force to bring about change are reviewed.

Prerequisites: CRI 1110 and SOC 1010.

### **SOC 2250 - Victims of Crime**

Credits: 3

This course will introduce students to the study of crime victims. Topics will include the characteristics of crime victims, patterns in crime reporting, the psychological, social, and financial impact of crime victimization, the relationship between victims and the criminal justice system, and the views of crime victims by society at large. Recent policies that aim to protect victims' rights and programs that advocate for victims will be evaluated.

Cross-listed with: CRI 2250.

Prerequisites: SOC 1010

### **SOC 2320 - Social Problems**

Credits: 3

Sociological analysis of major social problems and their linkage to the culture and structure of American society. Topics covered typically include inequality, racism, sexism, education, health care and criminal justice.

Prerequisites: SOC 1010.

### **SOC 2410 - Marriage and the Family**

Credits: 3

Analytic study of the family as a social group in terms of structure, member roles and function with an examination of ethnic, religious and class differences. The interrelationship between the family and its cultural context is analyzed with a particular reference to the impact of modern culture on traditional forms of marriage and family life.

Prerequisites: SOC 1010.

### **SOC 2510 - The Theory of Social Case Work**

Credits: 3

The theory and method of social work as related to the reduction of social problems.

Cross-listed with: HSR 2510.

Prerequisites: SOC 1010 or HSR 1030 or SW 1030 .

### **SOC 2600 - Urban Sociology**

Credits: 3

Study of the city on both the theoretical and practical levels. The student will learn to view the city as a social system and to apply sociological concepts to the study and amelioration of urban problems. How communities function, why they function as they do and how they might best

function are topics covered in this course.

Prerequisites: SOC 1010.

### **SOC 3020 - Social and Cultural Change**

Credits: 3

A study of the forces prompting and impeding societal change with particular attention to those operating in contemporary society. Analyzes the major theories and processes of social change.

Prerequisites: SOC 1010.

### **SOC 3040 - Social Class, Power and Inequality**

Credits: 3

This course offers analysis of causes and consequences of social inequality in the United States. It examines the distribution of wealth, power and privilege and relates inequality to such factors as sex, race, education and occupation.

Prerequisites: SOC 1010.

### **SOC 3110 - Hate Crimes**

Credits: 3

This course reviews the history and evolution of hate crimes, critically examines hate crime laws (national and international) and the enforcement of such laws, and covers the sociological and psychological theories of why people commit hate crimes. Students will also learn strategies for reducing hate and promoting tolerance in their communities.

Prerequisites: CRI 1110 and SOC 1010.

### **SOC 3160 - Deviance and Crime**

Credits: 3

This course will provide an examination of deviant behavior in American society. Topics covered include definitions and theories of deviance as well as various types of deviant behavior, including drug use and alcoholism, mental illness, crime, prostitution and other forms of sexual deviance.

Cross-listed with: CRI 3160

Prerequisites: CRI 1110 or SOC 1010

### **SOC 3210 - Social Statistics**

Credits: 3

Introduction to the fundamental concepts of applied statistics in sociology. Includes elementary probability, descriptive statistics, frequency and sampling distributions, hypothesis testing, correlation and regression analysis.

Cross-listed with: PSY 3210 /MTH 2070.

Prerequisites: SOC 1010 and passing score on basic algebra proficiency test or MTH 0150.

### **SOC 3260 - Aging and Society**

Credits: 3

Students will become familiar with the psychological, physical and social impacts of the aging process. They will assess the social needs of the elderly and discuss and evaluate community-based and institutional services for the independent and dependent elderly population.

Prerequisites: SOC 1010.

### **SOC 3300 - Law and Society**

Credits: 3

This course will introduce students to the nature, functions, limitations, and objectives of law in



society and how it functions in society. Specifically, students will be introduced to law and its relationship to selected problems in society. Some focus will be given to how power (e.g., economic, political, social influence) is related to the definition, enforcement, and sanctioning of crime. Students will also consider ethical issues involved in the application of laws to society.

Prerequisites: SOC 1010 or CRI 1110

### **SOC 3310 - Conflict and Resolution**

Credits: 3

This course is an introduction to the restorative/transformational justice paradigm. It begins with an overview of modern criminal justice systems, with a focus on the centrality of punishment in responses to crime. The idea of "justice" is considered and debated in terms of the restorative and retributive justice concepts. Particular attention is paid to the important elements of values and relationships in restorative justice practices. Issues relating to the three key stakeholder groups—victims, offenders, and community—are discussed and debated. An introduction to existing program models in restorative justice will be provided.

Prerequisites: CRI 1110, SOC 1010.

### **SOC 3410 - Race, Gender and Society**

Credits: 3

This course reviews theories about the causes of racism and sexism. It investigates how these biases influence such important societal functions as schooling, housing, jobs, and justice. It explores the historical conditions of race and gender in the U.S. and also examines how these dimensions intersect.

Prerequisites: SOC 1010.

### **SOC 3510 - Society and the Individual**

Credits: 3

An analysis of the effects of social influences on personality, development and role behavior. Status, communication, group process and social aspects of personality are studied.

Cross-listed with: PSY 3510

Prerequisites: SOC 1010 and PSY 1010.

### **SOC 3640 - Poverty in the U.S.**

Credits: 3

This course will examine poverty in the United States. We will explore how the actual characteristics and behaviors of people in poverty match up with the public images and stereotypes about the poor. We will critically analyze debates about the causes and consequences of poverty, why some groups are more likely than others to experience poverty, and the effectiveness of our government anti-poverty policies. We will pay special attention to poverty and anti-poverty initiatives in the Newburgh area.

Lecture hours/Lab hours: 3

Cross-listed with: HSR 3640

Prerequisites: SOC 1010 or HSR 1030/SW 1030

### **SOC 4070 - Social Theory**

Credits: 3

This is an advanced course in social theory. Students will identify major classical and modern

theorists, associate them with the major theoretical paradigms in sociology, and describe, analyze and critique their theories. In addition, students will apply these theories to the analysis of concrete social phenomena.

Prerequisites: SOC 1010.

### **SOC 4110 - Quantitative and Qualitative Research Methods**

Credits: 3

This course introduces students to research methods commonly used investigating social issues. Students will become familiar with the logic of research, its design and analysis. Students will be able to understand a variety of quantitative and qualitative data collection methods and to analyze their appropriateness under different research conditions.

Prerequisites: SOC 1010.

### **SOC 4250 - Readings in Applied Social Research**

Credits: 3

This course will help students develop the skills necessary to become critical consumers of research. Students will read, review and critique examples of classic and cutting edge social science research studies and discuss their application to current issues in social work, sociology, social policy, and criminology.

Prerequisites: SOC 1010, SOC 4110.

### **SOC 4710 - Community Action**

Credits: 3

This course will help students define community action and assess its potential impacts upon social and individual problems. Students will become familiar with the history of community action programs in the United States. Various models of community action will be examined and critiqued.

Prerequisites: SOC 1010.

### **SOC 4820/4830/4840 - Senior Supervised Research in Sociology**

Credits: 1, 2, 3

Before registering for this course, the student shall submit to the division an outline of the selected research project that he/she wishes to undertake. The outline shall include a discussion of the topic, investigative research methods, the number of credits the student wishes to obtain for the project and the student's choice of a supervising instructor. Division members shall then meet with the student to consider the feasibility of the project.

Prerequisites: Open only to sociology majors with senior class standing and permission of instructor.

### **SOC 4910 - Special Topics in Sociology**

Credits: 3

Selected topics within sociology are studied at an advanced level of analysis.

Prerequisites: SOC 1010.

### **SOC 4920 - Special Topics in Sociology**

Credits: 3

Selected topics within sociology are studied at an advanced level of analysis.

Prerequisites: SOC 1010.

### **SOC 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual reading and research under the direction of an adviser.

Prerequisites: SOC 1010 and written permission of instructor.

## **HISPANIC STUDIES (SPANISH)**

### **SPA 1010 - Basic Spanish I**

Credits: 3

Basics of the language for those initiating the study of Spanish. Integration with conversation and culture to meet student needs.

### **SPA 1020 - Basic Spanish II**

Credits: 3

Basics of the language for those initiating the study of Spanish. Integration with conversation and culture to meet student needs.

Prerequisites: SPA 1010 for SPA 1020.

### **SPA 1030 - Intermediate Spanish I**

Credits: 3

A review of language structure with emphasis on communication and individuality of expression.

Varied topics on Hispanic culture: art, music, literature, folklore and social customs.

Prerequisites: SPA 1020

### **SPA 1040 - Intermediate Spanish II**

Credits: 3

A review of language structure with emphasis on communication and individuality of expression.

Varied topics on Hispanic culture: art, music, literature, folklore and social customs.

Prerequisites: SPA 1030

### **SPA 2000 - Conversation-Composition**

Credits: 3

An introduction to literature and culture of the Spanish speaking world by building skills in reading, conversation and grammar. A service learning experience will be part of the course. A grade of C is required to continue in the major. Non-majors above the intermediate level may take this course.

Prerequisites: SPA 1040, passing the placement exam or permission of instructor.

### **SPA 2011 - Spanish Conversation I**

Credits: 3

Designed to develop general vocabulary, career terminology, language fluency and intercultural sensitivity necessary in the fields of education, business, health and social services. This class includes a service learning experience.

Prerequisites: SPA 1040, SPA 2000 or permission of instructor.

### **SPA 2015 - Spanish for Heritage Speakers**

Credits: 3

A conversation and writing course designed to meet the special needs of heritage speakers.

Readings will include the immigrant experience in the United States, the contributions and differences between various Spanish-speaking groups and related topics. The course includes a service learning

experience and is taught in Spanish. The class is open to heritage speakers of any major.

Prerequisites: SPA 2000 or permission of instructor.

### **SPA 2021 - Spanish Conversation II**

Credits: 3

Intensive work building Spanish conversational skills through readings, film and service learning projects.

Prerequisites: SPA 2011 or SPA 2015 or permission of instructor.

### **SPA 2030 - Spanish for Business**

Credits: 3

A conversation course to study business related vocabulary and culture in Spanish speaking countries. Includes reading and discussion of business case studies on topics such as employee relations, advertising and public relations in Spanish.

Prerequisites: SPA 1040.

### **SPA 2050 - Spanish for School Teachers**

Credits: 3

A conversation course to build vocabulary specific to teaching situations, such as reading a story, introducing a child into class, a parent-teacher conference, working with arts and crafts and promoting multi-culturalism in the classroom.

Prerequisites: SPA 1040.

### **SPA 3000 - Culture of Spain**

Credits: 3

Characteristics of Spanish civilization and everyday life in historical perspective. In Spanish.

Prerequisites: SPA 1040 or permission of instructor.

### **SPA 3010 - Culture of Spanish America**

Credits: 3

A study of distinctive cultural traits of Spanish American countries including pre-Columbian civilizations. In Spanish.

Prerequisites: SPA 1040.

### **SPA 3030 - Applied Linguistics: Spanish Pronunciation and Intonation**

Credits: 3

An analysis of the elements of pronunciation and intonation with opportunity for extensive individualized practice of corrective speech patterns.

Prerequisites: SPA 1040.

### **SPA 3050 - Masterpieces of Hispanic Literature I (Spain)**

Credits: 3

Celebrated works of poetry, drama and the novel from medieval times to the present. In Spanish.

Prerequisites: SPA 1040 or permission of instructor.

### **SPA 3060 - Masterpieces of Hispanic Literature II: Spanish America**

Credits: 3

Celebrated works of poetry, drama and the novel from the 16th century to the present. In Spanish.

Prerequisites: SPA 1040 or permission of instructor.

### **SPA 3070 - Selected Readings in Caribbean Culture**

Credits: 3

Readings will pertain to literature, history and sociology of Puerto Rico, Cuba and the Dominican Republic. The selections will be chosen to stimulate appreciation of the Hispanic culture centered in the New York area. In Spanish.

Prerequisites: SPA 1040.

### **SPA 3080 - Contemporary Spanish Culture, Art and Politics**

Credits: 3

A general overview of Spanish culture with an emphasis on Spain since the death of Franco in 1975.

Prerequisites: SPA 1020 or permission of instructor.

### **SPA 3100 - Golden Age Art and Literature**

Credits: 3

A study of major writers and artists of Spain and Latin America during the 16th to 17th centuries.

Prerequisites: SPA 1040, SPA 2000 or permission of instructor.

### **SPA 4000 - Advanced Spanish Composition**

Credits: 3

Intensive practice in written Spanish. Includes variants of style and selected problems in vocabulary and syntax.

Prerequisites: SPA 1040.

### **SPA 4020 - The Novel in Spanish America**

Credits: 3

A study of the novel from its beginnings in Spanish America to the present. In Spanish.

Prerequisites: SPA 1040 or permission of instructor.

### **SPA 4025 - Short Story in Spanish America**

Credits: 3

A study of the short story in Spanish America with emphasis on 20th century writers and themes.

Prerequisites: SPA 2000 or permission of instructor.

### **SPA 4040 - Field Experience in Spanish**

Credits: 3

Opportunity to use classroom skills in a Spanish speaking environment. This can be accomplished through supervised study abroad or through co-operation with community agencies, schools or businesses.

Prerequisites: Permission of instructor.

### **SPA 4050 - Special Topics**

Credits: 3

Selected topics of Hispanic culture or literature at an advanced level of analysis. Topics include, Hispanic Women Writers, Hispanic Film, Media in the Hispanic World, among others. In Spanish.

Prerequisites: SPA 1040.

### **SPA 4970/4980/4990 - Independent Study Spanish**

Credits: 1, 2, 3

Under the guidance of an instructor, the student pursues an individual program of study and research focused on a suitable topic of his/her choice and submits an acceptable report.

Prerequisites: SPA 1040 and written permission of instructor.

## **THEATRE ARTS**

### **THR 1080 - Introduction to the Theatre**

Credits: 3

A survey course in which students will gain the means for greater critical analysis and appreciation of the theatre through the study of the play and its parts; dramatic genres; the roles of the director, actor, playwright, and designer; the nature of the audience; and contemporary theatrical trends.

### **THR 1100 - Introduction to Stagecraft**

Credits: 3

A course designed to introduce students to the rudiments of theatrical production, offering practical experience in scenery design and construction, costume design, lighting design execution, stage management and administrative skills needed for production.

### **THR 2020 - Writing Workshop: Playwriting**

Credits: 3

An introduction to the craft of writing for the stage emphasizing dramatic structure, action and conflict, characterization, and dialogue.

Cross-listed with: CRW 2020

Prerequisites: ENG 1010 and ENG 1020

### **THR 2150 - Literature of the Musical Theatre**

Credits: 3

A historical survey of musical theatre as it developed in this country.

### **THR 2460 - Theatre History**

Credits: 3

An analysis of the major eras in theatre from the Greeks to the advent of realism. Major theorists and writers will be examined as will the cultural, political, and social issues of their time. Primary attention will be given to Western theatre with a secondary focus on Japanese, Chinese, and Indian theatrical forms.

### **THR 3070 - Shakespeare**

Credits: 3

An intensive study of William Shakespeare's major plays and sonnets.

Cross-listed with: ENG 3070

Prerequisites: ENG 1010 and ENG 1020.

### **THR 3190 - Modern American Drama**

Credits: 3

A study of the significant American dramatists of the 20th Century. Included for consideration are O'Neill, Odets, Hellman, Williams, Miller, Albee and others. Authors will be announced each year.

Cross-listed with: ENG 3190

Prerequisites: ENG 1010 and ENG 1020.

### **THR 3210 - Dramatic Literature 1**

Credits: 3

A study of significant plays and playwrights from the Greeks to the Spanish Golden Age. Playwrights may include Sophocles, Shakespeare, Moliere, De Vega, Sudraka and Li.

Cross-listed with: ENG 3210

Prerequisites: ENG 1010 and ENG 1020.

### **THR 3220 - Dramatic Literature II**

Credits: 3

A study of significant plays and playwrights from the Restoration to the 20th century. Playwrights may include Congreve, Sheridan, Beaumarchais, Goethe, Gogol, Ibsen, Strindberg and Chekov.

Cross-listed with: ENG 3220

Prerequisites: ENG 1010 and ENG 1020.

### **THR 3380 - Acting**

Credits: 3

A study of the art of acting with emphasis on voice, movement and characterization. A corollary study of the major styles of acting will be included.

### **THR 3420 - Directing**

Credits: 3

A study of the art of directing, including practical training in play selection, research, casting, staging and collaboration with actors. Students will select and prepare a short play for public performance.

### **THR 4000 - Theatre for School**

Credits: 3

This course is designed for the K-12 classroom teacher, theatre director or group leader. Research and exercises will provide concepts and strategies for incorporating theatre and theatrical exercises into the classroom and co-curricular activities.

Cross-listed with: ENG 4000

### **THR 4013 - Plays of Tennessee Williams**

Credits: 3

A study of the life and major works of Thomas Lanier (Tennessee) Williams. Among the plays to be discussed are *The Glass Menagerie*, *A Streetcar Named Desire*, *Summer and Smoke*, *The Rose Tattoo*, *Cat On A Hot Tin Roof*, *Orpheus Descending*, *Suddenly Last Summer*, *Sweet Bird of Youth*, and *The Night of the Iguana*.

Cross-listed with: ENG 4013

Prerequisites: ENG 1010 and ENG 1020.

### **THR 4017 - Plays of Arthur Miller**

Credits: 3

An in-depth study of the works of Arthur Miller.

Cross-listed with: ENG 4017

Prerequisites: ENG 1010 and ENG 1020.

### **THR 4022 - Plays of Eugene O'Neill**

Credits: 3

A study of the life and major works of Eugene O'Neill. Among plays to be discussed are *The Emperor Jones*, *The Hairy Ape*, *Desire under the Elms*, *Strange Interlude*, *Mourning Becomes Electra*, *Long Day's Journey Into Night*, and *Moon for the Misbegotten*.

Prerequisites: ENG 1010 and ENG 1020.

### **THR 4513 - Plays of Henrik Ibsen**

Credits: 3

The study of plays by Henrik Ibsen.

Prerequisites: ENG 1010 and ENG 1020.

### **THR 4970/4980/4990 - Independent Study**

Credits: 1, 2, 3

Individual research, study and application under the direction of an adviser.

Prerequisites: Written permission of instructor

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Academic Technology Advancement Committee

Admissions Committee

Committee on Committees

Curriculum Committee

Faculty Affairs Committee

Faculty Appeals Board

Faculty Senate

General Education Committee

Institutional Review Board

Judicial Appeals Board

Library Committee

Promotion and Tenure Committee

Research on Campus Committee

Strategic Planning and Budgeting Committee

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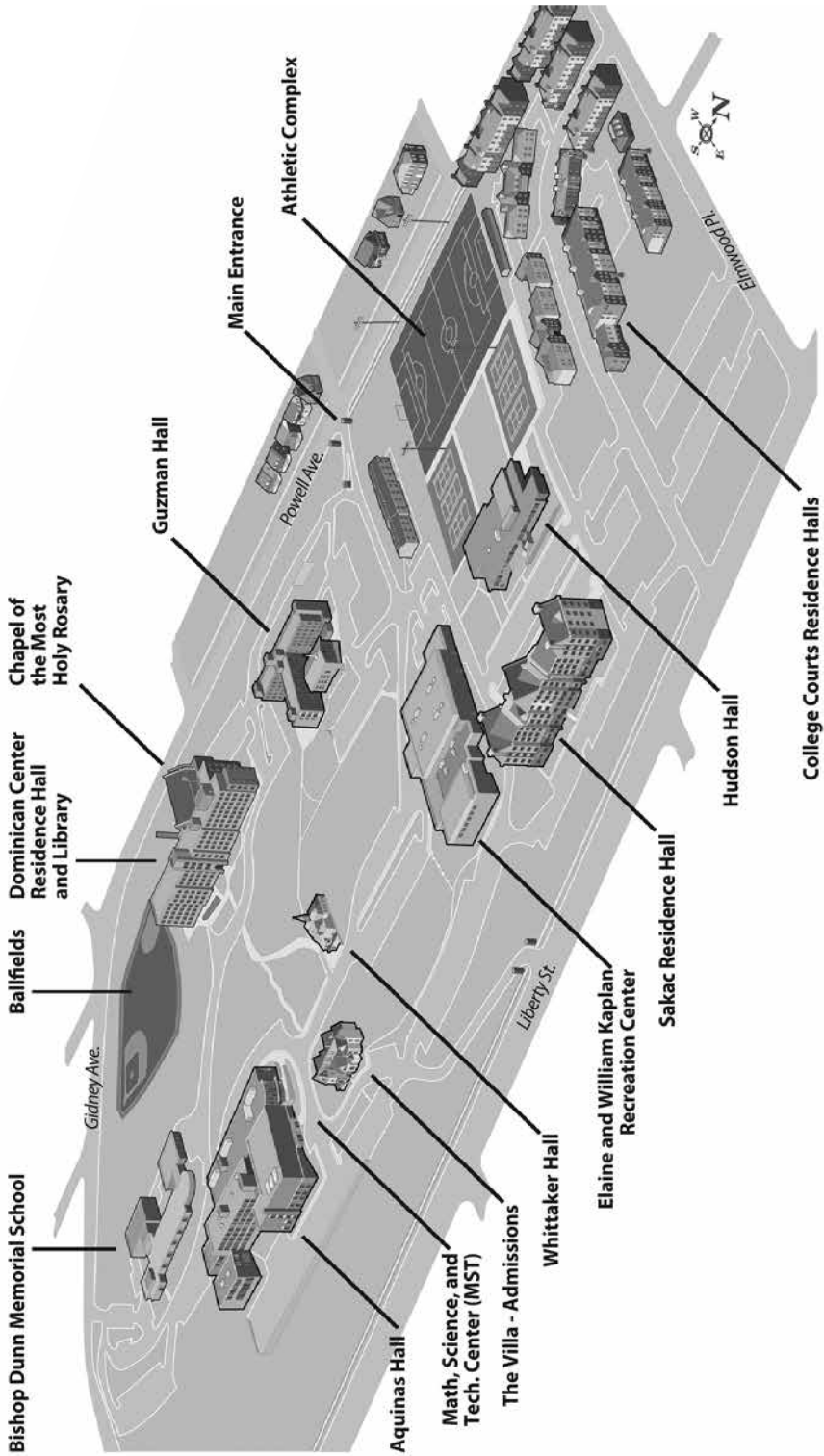
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# CAMPUS MAP



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