

2016-2018 Bulletin

# HARRIS-STOWE

STATE UNIVERSITY

---

INSPIRING CHANGE



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## **THE UNIVERSITY BULLETIN 2016-2018**

The Harris-Stowe State University Bulletin is a two-year publication, specifically created for informational purposes and should not be construed as a contractual agreement between the University and a student. The Harris-Stowe State University Bulletin governs the curricular requirements of all students entering the University during the 2016-2018 academic years. Every effort is made to provide the most accurate information at the time of publication. However, policies, regulations and other provisions within this bulletin may change without notice. Each entering student should preserve his or her copy of the bulletin for reference during his or her entire matriculation at Harris-Stowe State University. Furthermore, each student should refer to subsequent editions of the bulletin for any changes. Reference copies of the University bulletin are available at the AT&T Library and Technology Resource Center, as well as various administrative offices. It can also be found on the University's website at [www.hssu.edu](http://www.hssu.edu).

### **STATEMENT OF HUMAN RIGHTS AND EQUAL OPPORTUNITY**

At Harris-Stowe State University, the official catalog is called the University Bulletin. The University Bulletin, under which a student is admitted or last readmitted to a degree program at Harris-Stowe State University, shall be understood to be the governing statement regarding that student's program of study. This document shall remain as such for that particular student as long as he or she retains an unbroken series of semester enrollments in his or her major field, from the point of last admittance.

Changes in this policy will be made only by the University in compliance with new or amended laws, regulations or accrediting standards issued by federal and state government or relevant accrediting bodies. When a student changes his or her major field of study, the student must adopt the requirements of the new program in effect at the time of the change in the current, and not the previous Bulletin.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

The Board of Regents and Harris-Stowe State University are committed to the policy that there shall be no discrimination either in employment or in the admission of students on the basis of race, creed, color, sex, age, national origin, handicap, religion, marital or veterans status. This policy pertains to all educational programs and activities, as well as the areas cited above.

Pursuant to and in addition to this policy, the University abides by the requirements of Title VI and VII of the Civil Rights Act of 1964, Revised Order No. 4, Executive Orders 11246 and 71374, Sections 799A and 845 of the Public Health Service Act, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974 and other federal regulations and pertinent acts of Congress.

Harris-Stowe State University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). FERPA is a federal law which controls the confidentiality of, and access to, student educational records. Harris-Stowe State University notifies its students of their rights to inspect, amend and prevent disclosure of their educational records. Therefore, the University treats student educational records in a confidential manner and will only disclose information from a student's record with the expressed written consent of the student, except as permitted by law. Permitted disclosures include University officials who have legitimate educational interests, officials of other institutions in which a student seeks enrollment, federal and state educational authorities under certain circumstances, officials connected with a student's request for or receipt of financial aid, parents providing a significant portion of the cost of attendance for a dependent student, persons named in a judicial order or lawfully issued subpoena and appropriate parties in a health or safety emergency.



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## GENERAL INFORMATION

### INSTITUTIONAL COMMITMENTS

Every social institution is, in some way, special. Educational institutions are particularly so because they alone have been established to promote learning in a formal and appropriately designed setting.

Harris-Stowe State University is dedicated to the advancement of all people through learning. As such, as an integral aspect of its mission, the University recognizes and accepts the task of providing urban-oriented experiences which will enable its students to function as constructive agents of change for the improvement of urban living.

The demands of today's society require the services of professionals. Harris-Stowe State University is committed to meeting this need within its service area and is well-known for its four-year professional education programs.

Harris-Stowe State University is unique among Midwestern institutions of higher education due to its philosophy which stresses the importance of the learning potential of each individual student and its geographic and financial accessibility.

### INSTITUTIONAL PHILOSOPHY

Harris-Stowe State University is deeply committed to the philosophy which acknowledges and respects the right of each human being to self-fulfillment within the context of rational responsibility. The University affirms its belief that all persons are equal in their right to life, liberty and the pursuit of happiness. In addition, the belief permeates that each individual has the potential to achieve high degrees of excellence and deserves the opportunity to bring this potential to fruition in order that he or she can reasonably serve others, achieve personal and professional goals and remain loyal to his or her convictions and principles.

Harris-Stowe State University is firmly convinced that choice is basic to self-actualization. Therefore, students are encouraged to define their own goals to acquire knowledge and skills that will make possible the conditions of life which they believe are important, and to develop a system of values consistent with rational thought and living. The primary role of an institution of higher learning is to provide varied opportunities

for in-depth learning. Through such experiences, the student can develop a keen sense of his or her own responsibility for acquiring skills in both marshaling and utilizing resources and in processing information leading to rational and constructive problem solving, culminating in the improvement of the quality of life for self and others.

### HISTORICAL OVERVIEW

Harris-Stowe State University was founded by the St. Louis Public Schools in 1857. It was the first teacher education institution west of the Mississippi River and the 12th such institution in the United States.

The University, as it exists today, is the result of several predecessor institutions which, down through the years, expanded as separate schools, merged and finally became the newest member of the Missouri System of Public Higher Education.

The first predecessor of Harris-Stowe State University was the St. Louis Normal School, which was established solely for the preparation of white women as elementary-school teachers. This school later expanded into a four-year baccalaureate college and was named Harris Teachers College, after William Torrey Harris, Superintendent of Instruction for the St. Louis Public School District, and later the U.S. Commissioner of Education. Harris Teachers College was accredited by several national accrediting agencies, including the Higher Learning Commission and the National Council for Accreditation of Teacher Education, among others. The College relocated to different sites within the city several times, finally landing on the University's present site on Laclede Avenue in the City of St. Louis.

In the 1930s, the College restructured its academic programs, forming two academic levels: (1) a two-year junior college base, which offered opportunities for a variety of pre-professional studies, leading to the Associate in Arts degree and (2) a senior-level program exclusively in elementary school teacher education, culminating in the Bachelor of Art's degree.

The second predecessor institution of Harris-Stowe was the Sumner Normal Class, which was established by the St. Louis Public School District in 1890, solely for the preparation of African-American women elementary-school teachers. This normal school was,

in fact, an extension of the senior year at Sumner High School. The Sumner Normal Class later expanded, first into a two-year program and then into a four-year baccalaureate program, relocated in 1925 to a newly constructed annex at the Simmons Elementary School site. It soon adapted the historic name of Harriet Beecher Stowe, the slavery abolitionist and world-renowned author.

Stowe Teachers College, like its counterpart, Harris Teachers College, received accreditation from the same nationally recognized accrediting agencies and reorganized itself into a new college structure, with a junior college base and a senior college program in elementary teacher education. Stowe relocated for the second time, in an entirely new building constructed exclusively for the College by the St. Louis Public Schools.

Both Harris Teachers College and Stowe Teachers College started to admit men in 1940, continuing as separate institutions until 1954. In response to the historic decision of the U.S. Supreme Court, racial segregation was outlawed in public education throughout the nation. Subsequently, the St. Louis Public Schools began desegregating the district at its two teachers colleges, merging them into one college, then called Harris Teachers College. Ironically, this formal merger was predated by an unusual precedent. During the early 1930s, Dr. John L. Purdom, a Caucasian, was president of both institutions.

In 1979, the General Assembly of the state of Missouri enacted Senate Bill 703, under which Harris-Stowe College became a state public institution of higher education. The College then became known as Harris-Stowe State College, but its mission remained the same—elementary school teacher education. Its junior college level had been abandoned in the 1960s, when the St. Louis Junior College District came into existence.

In compliance with new state standards and teacher certification requirements, the College's teacher education curriculum was modified. Subsequently, three separate teacher education majors were approved by the state: Early Childhood Education, Elementary School Education, and Middle School/Junior High School Education.

In 1981, the College received state approval for a new degree program—a B.S. in Urban Affairs. At the

time, this new program was the only one of its kind at the undergraduate level in the United States. It was designed to prepare urban specialists, rather than classroom teachers, who would be able to assist urban school districts in their efforts to resolve many of the urban-related problems facing them.

In 1993, the Missouri General Assembly enacted Senate Bill 153. It authorized Harris-Stowe State College to expand its mission from teacher and urban school-related education to address the unmet higher-education needs of the greater St. Louis region in applied professional disciplines.

In keeping with its mission expansion, the University now—through generous land gifts from the city of St. Louis—has a campus that exceeds three times its original size. In 1996, the University launched its first major fundraising campaign which now has reached approximately \$50 million in gifts and contributions.

These gifts and special appropriations from the state of Missouri have enabled the University to embark upon a large capital improvement program which, to date, has resulted in the construction of four of the eight buildings, an impressive quadrangle and an attractive pedestrian mall. In addition, the city of St. Louis gave Harris-Stowe a small park which is adjacent to the University's northern boundary.

Clearly, from its humble origin as two normal schools in the mid- and late-19th century, to its present status as a state institution of public higher learning, Harris-Stowe State University remains in the forefront of teacher education. Currently, the University is forging ahead in other professional disciplines that are greatly needed to better serve metropolitan St. Louisans who, without Harris-Stowe, would not have an opportunity to prepare themselves for productive living in our state, nation and world. The University now offers 19 baccalaureate programs through the Anheuser-Busch School of Business, the College of Arts and Sciences and the College of Education.

## **MISSION STATEMENT**

Harris-Stowe State University's primary mission, as set forth in Senate Bill 153, is to address the higher education needs of the metropolitan St. Louis region. Toward the fulfillment of this mandate, the University offers a solid General Education curriculum, which serves as the foundation for the University's various

baccalaureate programs in three broad professional areas, including business, education and arts and sciences.

In addition, the University is thoroughly committed to meeting, to the greatest extent possible, the needs of a student population that is diverse in age, culture, ethnicity and experiential backgrounds. In short, Harris-Stowe State University is strongly committed to providing a high-quality higher-education experience that is both affordable and accessible to the diverse populations within and beyond the metropolitan St. Louis region. The University seeks to accomplish this overarching goal through an extensive academic support program, a college-preparatory academy for urban youth, assessment of student progress, as well as through many community outreach and collaborative partnerships with business, government and educational institutions.

Underlying this commitment to a high-quality education is the University's emphasis on professional growth and personal development which are essential for entrance into a professional field.

In pursuit of its mission, Harris-Stowe State University offers a variety of programs and services that include, but are not limited to:

1. Recruitment of a diverse population of qualified and engaged students, faculty and staff;
2. Support of student development through academic support services, extracurricular activities, student government, cultural and community involvement, professional organizations and honor societies;
3. Enhancement of the quality and effectiveness of the student's learning environment through a variety of innovative and creative instructional techniques and delivery systems, involving modern technology. In addition, the offering of day, evening, weekend and online courses, which accommodate the students' varying educational and scheduling needs;
4. Provision of a broad and solid General Education curriculum that serves as the foundation for professional studies and lifelong learning while accommodating transfer students;
5. Provision of educational experiences which emphasize excellence in all areas and promote the development of effective communication skills, interpersonal growth, critical thinking, work-place readiness and an understanding and appreciation of diversity;

6. Participation in educational and collaborative partnerships and outreach programs with business, government and other educational institutions, including K-12 and higher education.
7. Provision of a diverse range of cultural and educational services to the urban community, including in-service educational opportunities for professional growth and development of teachers, educators and other professionals;
8. Conduction of on-going institutional assessment & modifying institutional operations, accordingly.

### **VISION STATEMENT**

Harris-Stowe State University, an HBCU, will be the standard of academic excellence among urban institutions of higher learning, offering broad and diverse educational and co-curricular experiences that prepare students to graduate and serve as leaders in the local, state, national and global community.

### **HALLMARKS OF STUDENT LEARNING AND DEVELOPMENT**

In pursuit of its mission, Harris-Stowe State University is dedicated to promoting student growth in five areas which are regarded as the hallmarks of student learning and development: effective communication skills, interpersonal growth, critical thinking, workplace readiness and an understanding of and appreciation for diversity.

#### **Effective Communication Skills**

By developing effective communication skills, students will be able to express and exchange ideas, concepts and perspectives using methods appropriate for the audience and situation.

#### **Interpersonal Growth**

Through continual learning, students will be able to develop and assess their value systems, make ethical decisions, build healthy professional and personal relationships and contribute to their community.

#### **Critical Thinking**

By integrating a broad educational foundation with in depth knowledge of a field of study, students will be able to manage information, analyze and solve real-world problems, construct meaningful connections, learn from their experiences and apply their knowledge to new situations.

## **Workplace Readiness**

As a result of their educational experiences, students will enter the global work force with confidence and professionalism, demonstrate competence in their respective fields, use technology appropriately and effectively, work as productive members of a team, commit to continuous professional growth and remain competitive in the job market.

## **Understanding of and Appreciation for Diversity**

As students are exposed to diverse ways of thinking and behaving, they will be able to recognize and value differences as well as develop and advance strategies for inclusion.

## **ACCREDITATIONS AND AFFILIATIONS**

Harris-Stowe State University is accredited by the Higher Learning Commission, a member of the North Central Association, which is the major accreditation agency for this region. The College of Education programs are fully accredited by the National Council for Accreditation of Teacher Education and approved by the Missouri Department of Elementary and Secondary Education. The Anheuser-Busch School of Business is accredited by the Accreditation Council for Business Schools and Programs, the International Assembly of Collegiate Business Education and the Association of Collegiate Business Schools and Programs. The University is also a member of the American Association of Colleges for Teacher Education.

Major affiliations of the University include membership in the Association for Continuing Higher Education, Association of American Colleges and Universities, Association of Governing Boards of Universities and Colleges, National Association of Intercollegiate Athletics, American Association for Affirmative Action, National Association for Equal Opportunity in Higher Education and American Association of Collegiate Registrars and Admissions Officers, and the National Association of Student Personnel Administrators.

## **THE CAMPUS**

Harris-Stowe State University is located at the business, education and transportation hub of metropolitan St. Louis. It is also in close proximity to many major corporations and governmental agencies, as well as historic landmarks. Harris-Stowe is easily reached via Interstate Highways 55 and 44, U.S. Highway 40/64

and public transportation including the MetroLink rail system. Harris-Stowe is 15 minutes away from more than half of the population of metropolitan St. Louis.

## **The Emerson Performance Center**

Harris -Stowe is dedicated to the pursuit of learning, which does not always take place in a traditional classroom. In 2004, the Emerson Performance Center (EPC) opened. Our growing athletics program found its home in and around the Emerson Performance Center with its new training facilities, basketball court and an adjacent soccer field. Visitors are encouraged to visit our athletics web-site (<http://athletics.hssu.edu>) to learn more about our many programs, access scores and rosters and about how to become a part of the athletic community at HSSU.

The Emerson Performance Center is also home to the University's fine arts programs, with a portion of the building devoted to art studies and theater. The Bank of America Theatre provides a fine stage for many of the University's plays and concerts. Superb lighting and acoustics allow developing actors and singers to experience all of the offerings of live productions. .

## **Rev. Dr. William G. Gillespie**

### **Residence Hall and Student Center**

The Rev. Dr. William G. Gillespie Residence Hall and Student Center (GRH) opened in August of 2006. The building was named for Harris-Stowe State University's longest-serving regent, Rev. Dr. William G. Gillespie. Gillespie Residence Hall houses 228 students in four-bedroom suites, equipped with a common living and dining area, kitchenette and two bathrooms. Additional amenities include a workout facility and a laundry room.

Located in the GRH Student Center is the Dean of Student Affairs, Office of Student Activities, counseling and health services, game room, computer lab, the University Bookstore and C-Store, all of which are open to resident and non-resident students of Harris-Stowe.

Gillespie is the first residence hall in the history of Harris-Stowe. The HSSU Department of Residential Life is committed to offering services that support the academic mission of the University and to provide expanding opportunities for student growth and development within a living-learning community.

### **The Freeman R. Bosley, Jr. Residence Hall and Dining Facility**

Harris-Stowe State University's newest residence hall opened in 2011 and includes 200 beds for freshmen students. All freshmen enjoy suite-style facilities, which include a furnished living room, kitchenette, dining area and private bathrooms. Some of the suites are single-bed suites, with a private bedroom for each student, and others are double-bed suites in which two students share a bedroom. Students need not worry about trudging through the snow or rain to enjoy a meal as the new residence hall houses a state-of-the-art campus dining facility, which includes a private meeting room. Other building amenities include a cardio fitness room, laundry facility, mailboxes, community kitchen, 24-hour vending and a public safety station, all located on the ground floor. The Dr. Henry Givens, Jr. Administration Building, which houses most classes, is only a two-minute walk from both residence halls.

### **The Dr. Henry Givens, Jr. Administration Building**

The Dr. Henry Givens, Jr. Administration Building is the flagship of the University's campus. This building houses most of the classrooms and support offices including the Office of Admissions (Room 009), the Office of Academic Advising (Room 008), the Office of the Registrar (Room 007) and the Office of the President (Room 108). For their convenience, students at the University have access to wireless internet connectivity, state-of-the-art computer labs for classes and study, and SmartBoard-enabled classrooms.

### **The AT&T Library and Technology Resource Center**

Harris-Stowe State University is one of the most progressive campuses in the St. Louis area. In 1998, the University opened the AT&T Library and Technology Resource Center. The library and technology center showcases the latest technology and provides all the resources necessary for student and faculty research. It contains meeting facilities which are often used by community organizations. The Telecommunity Room comfortably seats 50 people and provides access to satellite programming and web seminars. The Seminar Room is perfect for teleconferencing and virtual meetings and can comfortably seat 20 individuals. The computer lab is available for teaching and training, with access to 17 computer stations, ideal for collaborative learning. The AT&T Library is an excellent place for students to relax or study and provides an open-access

area that contains high-speed internet-connected client stations. Harris-Stowe belongs to the MOBIUS Library Consortium, providing access to over 20 million items available from the 60 -member academic libraries and two cooperating partner public libraries across the state of Missouri.

### **William L. Clay, Sr. Early Childhood Development/Parenting Education Center**

Built in 2009, the William L. Clay, Sr. Early Childhood Development/Parenting Education Center is a \$17.5 million world-class facility, which houses Harris-Stowe State University's Early Childhood Center and the Early Childhood Education major. The Early Childhood Center can accommodate 120 children in its full-day, year-round child-care program. Children can learn about technology and develop hand-eye coordination on child-sized computers in the Learning Lab. The building surrounds a courtyard with an outdoor playground. The 50,000 square-foot building also features a library for parents, a laundry room, an art area, an indoor playroom, a therapy room, a nursing room, an observation room, a faculty/staff lounge, two conference rooms, eight classrooms and multiple offices.

## **ACADEMIC PROGRAMS**

### **Undergraduate Programs**

Harris-Stowe State University offers its students a wide variety of academic opportunities, including workshops, institutes, field experiences and course work. Upon request, specifically designed institutes and workshops are made available to interested groups. Most classes, however, are part of the baccalaureate programs. The University offers 19 Bachelor of Science degree programs. Each of these degree programs consists of a lower division, which provides a general education foundation and an upper division consisting of a specific set of professional studies that gives each degree program its name. The following are brief descriptions of the University's academic programs.

### **Anheuser-Busch School of Business**

The Harris-Stowe State University Anheuser-Busch School of Business offers Bachelor of Science degrees in accounting; business administration, business administration with emphases in entrepreneurship; management and marketing; finance, health-care management; hospitality and tourism management;

information sciences and computer technology with emphases in computer studies and management information systems, and marketing.

Each area of specialization is based on a comprehensive liberal arts foundation and a well-defined core curriculum. These programs offer students the opportunity to prepare for entry into the business world as professionals. Each area of specialization contains the following components:

- A broad general education base of 42 credit hours of course work in written and oral communication skills, mathematics, natural sciences, social sciences, computing and information technologies, humanities and fine arts;
- A general business core component;
- A specialized program core component for each of the degrees offered by the School of Business;
- An internship, which is an essential part of the preparation for a business career. The internship field experience exposes the student to the actual business environment and helps to bridge the gap between the classroom and a career in the business world.

#### **Adult Pathways to Success Bachelor of Science in Business Administration Accelerated**

The Adult Pathway to Success is an accelerated night/weekend business administration degree for working adults. This degree provides an opportunity for adults with a minimum of four years of business experience to complete a bachelor of science in business administration while working full-time during the day. The degree can be completed in 18 months for students who have completed two years of study (60 semester hours) at an accredited college or university. These hours can be applied toward satisfying Harris-Stowe State University's requirements for the Bachelor of Science degree in Business Administration.

The objective of the degree program is to enhance career opportunities of adults working in the St. Louis metropolitan area through a high-quality and affordable business education.

#### *Requirements for Admission:*

- Application for admission to Harris-Stowe State University. All admission requirements to the University must be fulfilled;
- Application for admission to the accelerated

option in Business Administration. (Applications are available in the Office of Academic Advising);

- Possession of an earned Associate of Arts degree, meeting the Missouri State General Education requirements or 60 semester hours from an accredited college or university;
- Possession of a minimum of four years of business experience;
- Motivation to be successful in a rigorous degree program.

Classes meet once per week for 4 ½ hours for eight weeks.

Students can choose classes that meet Friday evenings from 5:30 p.m. to 10 p.m., Saturdays from 7:30 a.m. to noon and 12:30 p.m. to 5 p.m. Classes require an E-Learning education platform for discussions, assignments and tests.

Participation and attendance are required. Any student missing more than two weeks will receive an "F" for the course.

### **College of Education**

Harris-Stowe State University's College of Education offers five bachelor of science degree programs. The curriculum of each certification program includes: general education courses, pre-student teaching clinical experiences, professional courses, supervised student teaching and the State of Missouri exit assessment for teacher education.

#### **Early Childhood Education (Birth-Third Grade)**

This program is for students who plan to teach at the early childhood level, including a general education curriculum, foundations for teaching courses, methods courses and clinical experiences.

#### **Elementary Education (Grades 1-6)**

This is a foundation program for students who plan to teach at the elementary school level, including a general education curriculum, foundations for teaching courses, methods courses and clinical experiences.

#### **Middle School Education (Grades 5-9)**

This program includes foundations for teaching courses, methods courses and clinical experiences. The middle-school major includes three areas of study: social studies, mathematics and natural science.

## **Secondary Education (Grades 9-12)**

This program is for those who plan to teach at the high- school level. Students choose an option area from unified science, including: biology, English, mathematics, or social studies. The foundation for secondary education includes a general education curriculum, foundations for teaching courses, methods courses and clinical experiences.

### **Educational Studies**

This program is designed for individuals interested in careers in the field of education, including civic, non-profit, political, and graduate studies, but who are not necessarily intent on pursuing a classroom teaching career. This program is designed to address the needs of several populations to include individuals who:

- Are interested in serving in educationally related career fields and graduate study;
- Have begun an education certification program and have decided not to enter a classroom teaching position;
- Have completed the necessary requirements of an education programs but do not wish to pursue certification;
- Are career changers.

### **Teacher Certification**

Harris-Stowe State University offers course work necessary to meet state of Missouri teacher certification requirements in the following areas:

- Cross-Categorical Disabilities
- Early Childhood Education
- Elementary School Education
- Middle School Education
- Secondary Education
- Reading Specialist

### **College of Arts and Sciences**

The College of Arts and Sciences offers bachelor of science degree programs in biology, biology with minors in pre-medicine, pre-pharmacy, urban ecology; criminal justice, mathematics with an emphasis in statistics, applied mathematics and pure mathematics; political science with options in urban politics, public policy, pre-law or international relations; professional interdisciplinary studies; sociology with options in law, justice, and society, social justice and urban sociology; sustainability and urban ecology with concentrations

in science; computation and physical science and urban agriculture and urban affairs with options in public administration, public policy, social sciences, urban education and leadership. Students may also pursue a certificate in urban agriculture.

The curriculum for each degree program includes general education courses, professional courses and internship (where applicable) in a student's area of interest.

The College of Arts and Sciences also provides course offerings in general education. In this regard, the college is the gateway to all degree programs at the University. In addition, the College, in collaboration with the College of Education, provides course offerings in many areas of content knowledge concentrations, including fine arts, computer education/technology, English, mathematics, music and natural sciences, leading to bachelor's degrees in early childhood, elementary school, middle school and secondary education.

### **Graduate Programs**

Graduate opportunities are presently offered at Harris-Stowe State University through Maryville University, University of Missouri- St. Louis (UMSL) and Webster University. HSSU's collaborative with Maryville offers a Master of Arts in Educational Leadership and Administration with an emphasis in Urban Leadership. Students may work toward a master's degree in elementary, middle or secondary education at UMSL. Students can work toward a Master in Business Administration at Webster. Some of the courses for the three collaborative programs will be housed at Harris-Stowe State University. For more information about the collaborative master's degree programs in elementary, middle, secondary education and educational leadership, please contact the dean of the College of Education. For more information regarding the Masters in Business Administration, please contact the dean of the School of Business.

### **GENERAL EDUCATION CURRICULUM**

The General Education curriculum at Harris-Stowe State University is designed to assist students in developing the competencies in foundational knowledge and skill.

In addition, the student's academic performance within this General Education course of study is designed to assist with the student's acquisition of the knowledge and skills outlined in the Show-Me-Standards.



Students will be able to:

- Gather, analyze and apply information and ideas applicable to the course of study;
- Communicate effectively within and beyond the immediate course of study;
- Recognize and solve problems;
- Derive conclusions, make decisions and act as responsible educated individuals.

## **MISSOURI GENERAL-EDUCATION COMPETENCIES**

### **Skills Areas**

*Communicating* – To develop students’ effective use of the English language, as well as other symbolic systems essential to their success in school and in the world. Students must be able to read and listen critically and to write and speak with thoughtfulness, clarity, coherence and persuasiveness.

*High-Order Thinking* – To develop students’ ability to distinguish among opinions, facts and inferences; to identify underlying or implicit assumptions; to make an informed judgment and to solve problems by applying evaluative standards.

*Managing Information* – To develop students’ abilities to locate, organize, store, retrieve, evaluate, synthesize and annotate information from print, electronic and other sources in preparation for solving problems and making informed decisions.

*Valuing* – To develop students’ ability to understand the moral and ethical values of a diverse society and to understand that many courses of action are guided by value judgments about the way things ought to be. Students should be able to make informed decisions by identifying personal values and the values of others and by understanding how such values develop. Students should be able to analyze the ethical implications of choices made on the basis of these values.

### **Knowledge Areas**

*Social and Behavioral Sciences* – To develop students’ understanding of themselves and the world around them through the study of content and the process used by historians and social behavioral scientists to discover, describe, explain and predict human behavior and social systems. Students must understand the diversities and complexities of the cultural and social world, past and present, and come to an informed sense and appreciation of self and others. (Students must

fulfill the state statute requirements for the United States and Missouri Constitutions. )

*Humanities and Fine Arts* – To develop students’ understanding of the ways in which human beings have addressed their condition through imaginative work in the humanities and fine arts; to deepen their understanding of how that imaginative process is informed and limited by social, cultural, linguistic and historical circumstances and to appreciate the world of the creative imagination as a form of knowledge.

*Mathematics* – To develop students’ understanding of fundamental mathematical concepts and their applications. Students must develop a level of quantitative literacy that will enable them to make decisions and solve problems which could serve as a basis for continued learning. The mathematics requirement for general education is College Algebra or a course for which College Algebra is a prerequisite.

*Life and Physical Sciences* – To develop students’ understanding of the principles and laboratory procedures of life and physical sciences and to cultivate their abilities to apply the empirical methods of scientific inquiry. Students must understand how scientific discovery changes theoretical views of the world, informs our imaginations and shapes human history. Students must also understand that science is influenced by historical and social contexts.

While not all courses will develop all needed competencies, all competencies will be met at the completion of the General Education requirements.

## **DEFINITIONS OF LOWER AND UPPER- DIVISION COURSES**

### **Lower-Division Courses**

The primary function of lower-division courses is to develop students into independent thinkers. Lower-division courses deepen what students may already know about some subjects, introduces them to new academic fields and establishes a foundation for in-depth study in a major subject.

Lower-division courses usually are tightly structured, with the expectation that students are to receive considerable instructional guidance in the learning process. As with all courses, the structure of lower-division courses is reflected in the course syllabus. Instruction at the lower-division level is informational

and emphasizes learning skills and usually entails the use of text materials or resources provided by the instructor. The intellectual skills emphasized in lower-division courses include comprehension, analysis, synthesis, evaluation and application of knowledge, but these competencies are not stressed to the same degree that they are in upper-division courses. Evaluation of student performance at this level tests information, concepts and skills.

Lower-division courses are numbered 0100 and 0200. Typically they require no prerequisite or limited background in the discipline and often, are introductory courses or part of a series of basic courses in a discipline. In some professional fields, these courses may build on the foundations of prerequisite collegiate courses.

### **Upper-Division Courses**

The primary function of upper-division courses is to refine students' abilities as independent learners. Upper-division courses enable students in-depth study of a major field by building upon and integrating the knowledge they have gained in the lower-division. Upper-division courses help students to integrate the knowledge they have acquired in the core curriculum. Upper-division courses are characterized by a flexible structure, which allows for a variety of approaches to the subject matter, a wide range of course material and an emphasis on independent study and/or research in the laboratory, library, studio or community. Students are expected to accept increasing responsibility for their own learning, both in and outside the

classroom. Upper-division courses strongly emphasize comprehension, analysis, synthesis, evaluation and application of knowledge. Evaluation of student performance at this level stresses such outcomes as comprehension and understanding of concepts, the ability to solve problems and to integrate knowledge.

Upper-division courses are numbered 0300 and 0400. Typically, they build on the prerequisite background of lower- division courses. They are often courses designed to integrate knowledge and skills from different areas of a discipline or from a degree-program's categories or perspectives.

### **WHICH BULLETIN APPLIES TO WHOM**

Newly admitted freshmen, as well as transfer students, must complete the graduation requirements in effect for their first enrollment term at HSSU or, with the approval of their academic unit, those in effect for the term the degree is awarded.

Students must meet the specified divisional, departmental and major requirements for the degrees that were in effect when they were admitted as degree-seeking students in their respective degree programs. Students who have a lapse in their enrollment must meet the standards of the degree requirements in effect when they return to HSSU.

On the following page are the five areas of study comprising a student's General Education foundation at Harris-Stowe State University. In each of these areas, the minimum number of required credit hours is given.

## General Education Program Specifics

(42 Credit Hours Total)

<b>Oral and Written Communication</b>	
Nine (9) Credit Hours	
ENG 0110 I	English Composition I
ENG 0110II	English Composition II
SPCH 0109	Introductory Public Speaking

<b>Managing Information</b>	
One (1) Course Required	
CED 0104	Introduction to Computing and Technology
MAT 0255	Lab in Statistical Computing

<b>Social and Behavioral Sciences</b>	
Nine (9) Credit Hours	
One (1) Course Required	
HIST 0143	U.S. History I
HIST 0144	U.S. History II

<b>One (1) Course Required</b>	
PSY 0100	General Psychology
SOC 0100	Introduction to Sociology
GEOG 0200	Principles of Geography
ECON 0203	Microeconomics
ECON 0204	Macroeconomics
EDUC 0214	Principles of Economics
URST 0100	Introduction to Urban Studies

<b>American Government Required</b>	
POSC 0200	American Government Survey
<i>(Must include POSC 0201III Missouri Constitution)</i>	

<b>Mathematics</b>	
One (1) Course Required	
MATH 0120	Structures of Mathematical Systems
MATH 0135	College Algebra
MATH 0136	Finite Math
MATH 0150	Introduction to Probability and Statistics
MATH 0170	Calculus and Analytic Geometry I

<b>Valuing</b>	
Three (3) Credit Hours	
<i>(Valuing continued)</i>	
One (1) Course Required	
PHIL 0100	Introduction to Logical Thinking
PHIL 0101	Introduction to Philosophy
PHIL 0102	Introduction to Ethics

<b>Life and Physical Science</b>	
Eight (8) Credit Hours	
One course required from two (2) of the following clusters:	
<i>Life Science</i>	
BIO 0131	Introduction to Biology (Lecture)
BIO 0141	Principles of Biology
BIO 0151	Biology Survey
<i>Chemistry</i>	
CHEM 0151	Fundamentals of Chemistry
CHEM 0255	General Chemistry
<i>Physical Science</i>	
PHSC 0151	Physical Science Survey
PHY 0251	General Physics: Mechanics
GEOL 0250I	General Geology
MET 0250	Introduction to Meteorology
PHYS 0253	Physics I: Mechanics

<b>One (1) Lab Required</b>	
BIO 0132	Introduction to Biology (Lab)
BIO 0152	Biology Survey Lab
CHEM 0152	Fundamentals of Chemistry Lab
CHEM 0256	General Chemistry Lab
PHSC 0152	Physical Science Survey Lab
PHY 0252	General Physics: Mechanics Lab

<b>Humanities &amp; Fine Arts</b>	
Six (6) Credit Hours	
One (1) Course Required	
ENG 0203	Introduction to Literature
SPAN 0160 I	Introduction to Spanish Language and Culture
SPAN 0160 II	Essentials of Spanish Language and Culture
HIST 0213	World History I
HIST 0214	World History II

<b>One (1) Course Required</b>	
ART 0150	Introduction to Art
ART 0200	Art History, Theory and Criticism
MUS 0206	Basic Music
MUS 0223	African American Music
THR 0100	Theatre Appreciation

<b>Higher Order Thinking</b>	
GEN 0200	General Education Synthesis

## ADMISSIONS POLICIES AND REGULATIONS

### GENERAL INFORMATION

Admission decisions are made at Harris-Stowe State University without regard to race, color, age, creed, gender, marital status, religious beliefs, disability or national origin.

An applicant for admission to Harris-Stowe State University must complete an admission application form. As early as possible, the following must be requested to be sent to Harris-Stowe State University:

- An official high school transcript (or GED scores);
- Official results on the American College Test (ACT) or on the Scholastic Aptitude Test (SAT);
- Official transcripts from ALL colleges or universities previously attended. (The official transcripts must be mailed directly to the Harris-Stowe State University Office of Admissions.)

These official documents must be received by the University's Office of Admissions before the applicant's admission to the University can be completed. Applicants are urged to contact the Office of Admissions regarding application deadlines.

Missouri's college-bound curriculum requirements for admission to public four-year colleges and universities include:

- English: at least four high school units, one of which may be in speech or debate. Three units must be in courses that emphasize composition or writing skills;
- Mathematics: at least four units of algebra and beyond;
- Social Studies: at least three units, including American history and at least one semester of government.
- Science: at least three units (excluding general science) selected from biology, chemistry or physics and one of these must be a laboratory course;
- Visual and Performing Arts: at least one unit of fine arts courses in visual arts, music or dance;
- Specified Core Electives: seven units, with at least three units in foreign language or in additional courses from other core areas;
- Three Units of Additional Course Work: required units established by the State Board of Education

in practical arts, physical education, health and personal finance.

### STUDENT CATEGORIES

Harris-Stowe has three categories of students:

- Degree-seeking students: Those working toward a degree in any of the University's baccalaureate programs;
- Certification-seeking students: Students who already possess a baccalaureate and are working toward one or more Missouri teacher certifications and,
- Non-degree seeking students: Students who do not fall into either of the two categories defined above and are taking course work for personal or professional development only.

### About Application Information

Some of the information requested on the Harris-Stowe admission application is required by Title VI of the Federal Civil Rights Act of 1964, or Title IX of the Federal Educational Amendments of 1972 or of Sections 503 and 504 of the Federal Rehabilitation Act of 1973. Additional required information is for the purpose of reporting to compliance agencies concerning equal educational opportunities and for records required by federal or state agencies.

### NOTICE OF ADMISSION

After the Office of Admissions has reviewed the required documents, the student will be informed whether he or she has been admitted. The University will then indicate whether the student is required to take HSSU's diagnostic placement tests and the dates and hours of the forthcoming registration periods.

### FRESHMAN STUDENT ADMISSION

A first-time college student is a first-year freshman who has not earned any college credit hours. A freshman is one who has earned fewer than 24 credit hours. Students who scored below an 18 on the English and reading subsections of the ACT, or below a 22 on the ACT mathematics subsection, must take the HSSU placement tests in those areas.

**Note:** First-time college applicants who graduated from high school in May 1996 or after, and who

apply for admission to a Missouri public four-year college, must have completed the Missouri “college-bound” core curriculum. Equivalent core substitutions are determined by the University’s Director of Admissions. GED recipients and international students are exempted from the college-bound core curriculum requirement.

All prospective Harris-Stowe students are urged to visit the University. To schedule a visit, call the Office of Admissions at (314) 340-3300.

### **TRANSFER STUDENT ADMISSION**

A transfer student is a student who has attended a regionally accredited college or university following high school graduation and earned college credit hours. A transfer student is one who has earned 24 or more transferable credit hours. Students that transfer with less than 24 earned credit hours, who scored below an 18 on the English and reading subsections of the ACT, or below a 22 in the ACT mathematics subsection must take the HSSU placement tests in those areas.

Note: Transfer applicants who require high school transcripts for admissions, who graduated from high school in May 1996 or after, and who apply for admission to a Missouri public four-year college, must have completed the Missouri “college-bound” core curriculum. Equivalent core substitutions are determined by the University’s Director of Admission. GED recipients and international students are exempted from the college-bound core curriculum requirement.

Harris-Stowe welcomes transfer students and encourages all persons who are considering transferring to the University to discuss their transition with the Office of Admissions. Early discussions help facilitate the transfer process and may enable the student to arrange to take courses that fit well within the student’s anticipated degree program. It is the policy of the University to award credit for courses taken at institutions accredited by a regional accrediting agency that has been approved by the Council on Post-Secondary Accreditation. However, the student’s last 30 credit hours toward his or her degree program must be completed in residence at Harris-Stowe State University.

Transfer students with fewer than 24 transferable credit hours must submit their high school transcripts and ACT/SAT exam scores. Eligibility for the admission

of transfer students is determined by the number of credit hours completed with a cumulative grade point average of 2.00 or higher on a 4.00 grading scale. When evaluating submitted transcripts, Harris-Stowe State University will calculate a transfer grade point average based upon transferable credits. That transfer GPA will only be used to determine the applicant’s admissibility to HSSU. The student will begin their matriculation at HSSU based solely upon their HSSU GPA.

### **TRANSCRIPT EVALUATION**

Harris-Stowe prepares a course evaluation of all courses presented to the University for transfer credit. All questions regarding these evaluations must be referred to the Director of Admissions. Transfer credit concerns remaining thereafter must be stated in writing during the semester of University admission and presented to the chair or dean of the department in which the contested course is offered. The chair or dean will respond in writing to the student and forward a copy of that response to the Office of Admissions. If that response favors the student, an updated evaluation related thereto will be made by the Office of Admissions. If the chair’s response supports the evaluation originally made by the office, the student may submit a written appeal to the Vice President for Academic Affairs for review and decision. The decision of the Vice President for Academic Affairs is final.

Transfer students must submit official documents, as identified in the Admissions General Policy section of this document. Additionally, in order to be eligible for admission to the University, transfer students must satisfy the same cumulative grade point average (CGPA) requirements related to satisfactory academic progress, as are required for all Harris-Stowe students who have the same number of college credit hours.

Note: Transfer credit is awarded and posted to transcripts ONLY for students who enroll at Harris-Stowe subsequent to completing course work at other institutions. Note: Admission to Harris-Stowe does not, in and of itself, guarantee admission to a specific degree program. Students must refer to the appropriate sections of this document (The University Bulletin) for degree-program admissions and requirements.

## **INTERNATIONAL STUDENT ADMISSION**

Students from foreign countries are identified as international students and are required to provide the same academic credentials as American students. Further, international students are admitted under the same policies.

Note: Certified translations of high school and college transcripts from foreign institutions must be provided in English.

Students from non-English speaking countries are required to demonstrate proficiency in English by scoring 500 or higher, on paper-based; 173 on computer-based, or 61 or higher on the internet-based Test of English as a Foreign Language (TOEFL). The official score must be sent directly to Harris-Stowe State University from the Educational Testing Service. Additionally, Harris-Stowe will issue the I-20 Form, required by the United States Department of Homeland Security (DHS) upon receipt by the University of the following official documents related specifically to the applicant:

- A completed application for admission to Harris-Stowe;
- All official high school, college or university transcripts and their translations;
- Applicable test scores;
- A notarized statement indicating that the applicant has adequate financial support available to them during their attendance at Harris-Stowe and,
- Proof of receipt of the international student deposit.

Note: Adequate financial support is defined as funds sufficient to cover all University and personal living expenses. Included also in the definition is proof of the deposit of funds at Harris-Stowe to cover all tuition and fees at the rate required for non-Missouri residents for at least one semester.

## **CONTINUING STUDENTS**

Students who were enrolled at Harris-Stowe during its previous semester (excluding summer sessions) and who did not withdraw from the University during that semester before the census date of that semester, are called continuing students. Continuing students do not have to be re-admitted to the University.

## **RETURNING STUDENT ADMISSION**

Students who stop out for one semester (spring or fall) and have not attended another recognized accredited college or university since their last attendance at HSSU may enroll without reapplying for admission. These students would be readmitted under the same classification and degree program requirements, as set forth under the HSSU Bulletin which was in effect at the student's initial enrollment. Students who desire to change their major/degree program shall be readmitted under the academic policies and degree requirements of the current HSSU Bulletin, including meeting the general education requirements for their baccalaureate program.

Students who stop out for the period of one semester (spring or fall) and have attended another recognized accredited college or university since their last attendance at HSSU, will be readmitted under the same classification and degree program requirements, as set forth under the HSSU Bulletin which was in effect at the student's initial enrollment. Students who desire to change their major/degree program shall be readmitted under the academic policies and degree requirements of the current HSSU Bulletin, including meeting the general education requirements for their baccalaureate program. Readmitted students who have earned college credit from another recognized accredited college or university must have official transcripts sent from the transferring institution, prior to readmission. A course evaluation of transfer credits will be prepared and equivalents determined and applied to the student's degree program curriculum, if applicable.

A student who sits out for two consecutive semesters or more is required to reapply for admission. Students shall be readmitted under the academic policies and degree requirements of the current HSSU Bulletin, including meeting the general education requirements for their baccalaureate program. All official transcripts, of all course work completed since the student's previous enrollment at HSSU, must be sent from the transferring institution(s), if applicable.

## **ADMISSION OF STUDENTS POSSESSING A BACCALAUREATE OR HIGHER**

Persons who already possess a baccalaureate or higher degree often seek admission to Harris-Stowe for various reasons, including teacher certification.

In such cases, the student must apply for admission to the University under the appropriate non-degree-seeking categories identified in the General Policy statement of this section. These categories are:

- Students already in possession of a baccalaureate degree or higher or who are seeking teacher certification, or
- Students taking course work for personal or professional development only.

### **VISITING STUDENT ADMISSION**

A student in good standing with another college or university may be enrolled at Harris-Stowe as a visiting student for a specified academic period. To acquire admission as a visiting student, the student must send their letter from the college/university at which they are currently enrolled, indicating specific courses which the student has permission to complete at Harris-Stowe. The student must provide evidence of completion of prerequisites, prior to enrollment into any course which requires prerequisite fulfillment.

### **ENROLLMENT DEPOSIT**

As a token of a student's intent to enroll at Harris-Stowe State University, an enrollment deposit of \$100 is required of each accepted applicant. The deposit also secures any scholarship offered. Applicants who plan to enter for the fall term must forward their \$100 deposit by August 1st. Applicants who plan to enter for the spring term must forward their \$100 deposit by Dec. 15th. If a scholarship offer is made after May 1 for the fall term, the student will need to submit the deposit by the date indicated on the letter, unless the deposit was submitted prior to the scholarship offer. A second deposit, in this case, is not required.

### **HOUSING APPLICATION FEE**

The Housing Application Fee for first-year students is \$175. It is important to note that room assignments are made on a first-come, first-served basis. Housing applications can be found online on the Residence Life page of the Harris-Stowe State University website. Priority is given to those that have paid the fee with their application. Each student must be enrolled as a full-time student in order to reside on campus. HSSU requires all first-year students who live outside of a 50 mile radius of the University to reside on-campus.

### **DEPOSIT REFUNDS**

The Housing Application Fee is non-refundable, regardless of the submission date. The Enrollment deposit may be refunded when a written request for a refund is received in the Admissions Office by May 1st for the fall term or Dec. 1st for the spring term.

In special cases, when a written request is received by the Director of Admissions after the referenced dates, but before the beginning of the semester, refunds may be granted, provided that:

1. The circumstances involved are deemed beyond the student's control and warrant such action; or
2. The student forwarded the deposit based upon a conditional acceptance that was subsequently rescinded; or
3. The student is withdrawing to enter military service.

### **MIDWEST STUDENT EXCHANGE PROGRAM STUDENT ADMISSION**

Under the provisions of the Midwest Student Exchange Program (MSEP), students from states that are members of this program may enroll in courses at Harris-Stowe. MSEP students will pay the in-state Missouri resident's fee, per credit hour plus one half of the non-Missouri resident's tuition fees per credit hour, if approved. In addition, MSEP students must pay, in full, any other fees that Harris-Stowe students are required to pay, including:

- The admission application processing fee,
- Installment payment processing fee and
- Transcript processing fee, among others.

Students seeking admission to Harris-Stowe as MSEP students must indicate so by writing "MSEP STATUS DESIRED" across the top of the front page of the Harris-Stowe Admission Application form. The appropriate University official will evaluate the application for MSEP status and respond to the student. All requests for additional information regarding MSEP should be sent to the Harris-Stowe Director of Admissions.

### **CREDENTIALS RECEIVED**

All credentials submitted to Harris-Stowe State University in support of an application for admission to the University become the property of the University and will not be returned. If, after a period of two years, the student has not enrolled in Harris-Stowe State University, the documents will be discarded.

## ADMISSION TO DEGREE PROGRAMS

Currently, Harris-Stowe State University offers 31 baccalaureate programs grouped under the three broad academic schools and colleges, as shown below:

### **Anheuser-Busch School of Business**

- B.S., Accounting**
- B.S., Business Administration**
- B.S., Finance**
- B.S., Health Care Management**
- B.S., Hospitality and Tourism Management**
- B.S., Information Sciences and Computer Technology**
- B.S., Marketing**

### **College of Arts and Sciences**

- B.S., Biology**
- B.S., Criminal Justice**
- B.S., Mathematics**
- B.S., Political Science**
- B.S., Professional Interdisciplinary Studies**
- B.S., Sociology**
- B.S., Urban Affairs**
- B.S., Sustainability and Urban Ecology**

### **College of Education**

- B.S., Early Childhood Education**
- B.S., Elementary Education**
- B.S., Middle School Education**
- B.S., Secondary Education**
- B.S., Educational Studies**

### **Important Notes:**

- Admission to the University does NOT, in and of itself, constitute admission to a degree program.
- Admission to a degree program must be applied for and approved.
- Each of the University's degree programs has its own admission requirements. Therefore, students are required to consult the appropriate sections of the University Bulletin in order to keep abreast of the admission requirements of his or her degree program.
- Students should consult the Bulletin to determine which bulletin applies to whom, and under what circumstances (see page 10 of this bulletin).

## ACADEMIC ADVISING

The most important aspect of any student's academic life is his or her academic program. To assist each student in selecting and organizing a successful academic program, Harris-Stowe provides assistance through the Office of Academic Success. While Student Success Coaches offer advice and guidance to all students, the initiative, decision and final organization of the student's academic program and the direction and intensity of study rests solely with the student. While all students are urged to seek advising in course selection prior to registering for courses, students are not obligated to follow the success coach's guidance, except within the academic regulations of the University, relative to prerequisites and curriculum requirements. Students who meet the eligibility requirements for online registration must register online.

The Office of Academic Success is located in HGA Room 008. The primary function of the Student Success Coach is to help each student to understand the course/program requirements of the selected program curriculum and to guide students in making appropriate choices to meet all degree or certification program requirements. Each degree-seeking and initial teacher certification-seeking student will be assigned to a Student Success Coach. All students are encouraged to meet at least once each semester with their success coach to discuss their academic programs.

The Office of Academic Success, in cooperation with the Office of Admissions and the Office of the Registrar, serves as a general contact point for information, regulations, clarification and general discussion regarding aspects of a student's academic life, including, but not limited to, the following topics:

- Available degree programs
- Curriculum outlines
- Selection of area of specialization or option areas
- Transfer credit
- Dropping/adding courses
- Academic problems or concerns
- Grade forgiveness policy
- Graduation and or certification requirements
- Admissions requirements
- Program admission information
- Standards of academic progress
- Relationship between financial aid and standards of academic progress
- Sources of academic assistance



## **DECLARATION OR CHANGE OF MAJOR/SPECIALIZATION**

A student enrolled at the University may change his or her major, specialization area, option area or declare a major by completing and submitting the form through MYHSSU.

### **Transfer Credit After Enrollment at Harris-Stowe**

Once a student has been admitted to Harris-Stowe State University and enrolled in one of its degree programs, that student is expected to complete the required courses at Harris-Stowe. However, occasionally, a student may find it necessary to request permission take a course at another institution. In order to take a course at another institution, students must complete the Petition for Authorization for Course Work at Other Colleges/Universities. The petition must be approved, in writing, by the program chair or dean of the department involved, as well as the Vice President for Academic Affairs, prior to the student's enrollment in the course. Failure to receive prior written permission may negate the transferability of the particular course to Harris-Stowe State University.

## **CLEP/AP/IB Transfer Policy**

Harris-Stowe State University will accept up to a total of 42 college level credit hours in equivalency of CLEP, Advance Placement (AP) and International Baccalaureate (IB) coursework satisfactorily completed by exam. Transfer students must submit official CLEP transcripts, AP or IB scores, prior to admission for evaluation. Prior to taking the CLEP Exam, continuing students must submit the Petition for Authorization for Completion of Coursework at Other Colleges/Universities, for approval from the appropriate associated dean of their area of academic study and the Office of Academic Affairs.

Coursework credit through CLEP, AP and IB is limited to coursework in the general education block. Students can reference the Admissions website for the most up to date equivalency chart. The credits will be counted as earned in the semester during which the exam was taken and successfully passed (CLEP). The student must request that the official score report from College Board be mailed directly to the Office of Admissions for evaluation.

## REGISTRATION POLICIES AND PROCEDURES

### REGISTRATION PERIODS AND GENERAL PROCEDURES

At Harris-Stowe State University, there are three registration periods:

- Advance registration, which begins near the middle of the prior semester or term
- Regular registration, which begins near the end of the prior semester or term
- Late registration, which is relatively short and begins near the first day of classes of a given semester or session.

Note: All students must consult their academic and/or faculty advisor prior to registration for assistance in selecting their courses for the semester or term.

#### The General Registration Procedure

At Harris-Stowe State University, registration is a process involving actions by the student with several departments, including: Admissions, Academic Success, Financial Assistance, Bursar, Registrar, and Public Safety. These actions require that students enroll and secure financial arrangements to complete the registration process.

Students register online or in-person in the Office of Academic Success. In-person registration is available only to students who do not meet the online registration eligibility requirements. Students who are eligible must register online. Unless a student has been authorized otherwise, the online registration eligibility requirements are listed below:

- Students must be continuously enrolled, undecided, degree-seeking and or certification-seeking only.
- Students must have a G.P.A. of 2.0 or higher.
- Students must have a minimum of 12 college-level credit hours earned at HSSU.

In-person registration is required for internship, senior synthesis, student teaching and some mathematics courses. In order to register, the student must go to the office of Academic Success (HGA Room 008).

For online registration go to: <https://live.hssu.edu/ics>. Login instructions may be found at: <http://www.hssu.edu/content.cfm?ID=47>.

Registration instructions may be found in the Quick Links options on MYHSSU or the current student's homepage.

### REGISTRATION HOLDS

Generally, students who have “holds” on their University record are not eligible for registration. Students with financial probation “holds” may appeal this status, in writing, to the Office of Financial Assistance.

### FINANCIAL CLEARANCE ADMINISTRATIVE WITHDRAWAL POLICY

Students are required to secure financial clearance when registering for courses. Financial clearance for registration is defined as the documentation and verification of financial arrangements for payment of tuition and fees, in full, from one or more of the following resources:

- Financial Aid Awards
- University Installment Agreements
- Scholarships/Institutional Waivers
- Third-Party Payers

Students securing financial clearance utilizing the University's installment agreement must comply with the payment deadlines as established in the agreement. The University reserves the right to cancel the registration and administratively withdraw any student who fails to secure financial clearance by the noted deadline.

#### Policies and Procedures Related to Financial Clearance Administrative Withdrawal

- The University will attempt to notify students who have not secured financial clearance prior to canceling their registration.
- Students will be administratively withdrawn prior to the first day of class;
- During late registration, students will be administratively withdrawn daily.
- The University will nullify related tuition and fees, excluding non-refundable and/or late registration fees, for cancelled registrations.
- The University reserves the right to assess charges and fees for any courses attended.
- Students who have been administratively withdrawn may not attend classes without re-enrolling and securing financial clearance.

## TRANSCRIPTS

A student may obtain an official copy of his or her Harris-Stowe State University record from the Office of the Registrar. Official transcripts bearing the signature of the Registrar are issued to other educational institutions and employing agencies upon the written request or authorization of the student. Official transcripts may be issued directly to a student, but will bear the notation "issued to student." Transcripts are issued in their entirety; no partial transcript will be issued. No official transcript will be issued to or for a student who is indebted to the University, until such indebtedness has been paid in full. Current students may access unofficial transcripts through the online portal, MYHSSU.

## ENROLLMENT STATUS

A student may enroll in courses at Harris-Stowe State University under any one of the following enrollment options:

- Audit
- Credit/No Credit
- Graded

These enrollment options are subject to the restrictions set forth in the previous sections.

### **Audit Status (AU)**

The student is an auditor — that is, a visitor in the course selected. As such, he or she cannot receive a grade or credit for the course at its conclusion. The following courses cannot be taken under the auditor status:

- Methodology Courses
- Field Experience Courses
- Courses Requiring Laboratory Experience

**IMPORTANT:** An auditing student is:

- Required to pay all current tuition and fees for the course;
- Not required to participate in class discussions or related activities;
- Not required to complete or submit class assignments;
- Not required to take any tests, quizzes or examinations connected with the course.
- Allowed to participate in class discussions and submit any class assignments on a strictly voluntary basis, but only with the permission of

the instructor. In such cases, the auditing student will not be given either a grade or credit for the course, unless he or she has applied in writing prior to the University's official census date and has been officially approved by the University administration for a change to either a CR/NC or Graded status.

Mini-courses, workshops and institutes may be taken under audit status, but the auditor is not permitted to convert such courses from audit to credit status. Under no circumstances may a student change his or her status in a course for which he or she has previously received a passing grade.

## INTER-INSTITUTIONAL EXCHANGE OPPORTUNITIES

Harris-Stowe State University has cooperative agreements with both St. Louis University and the University of Missouri-St. Louis. Under these agreements, a student may be currently enrolled at either of these two institutions and take courses at the other cooperating institution, paying the tuition of the home institution. The following is a summary of the cooperative agreements between Harris-Stowe and each of the other institutions:

### **With Saint Louis University (SLU)**

Subject to the availability of space, Harris-Stowe students who are sophomores or higher and who are enrolled at Harris-Stowe in 12 or more credit hours, may apply for course offerings at Saint Louis University. Eligible and interested students must apply in the Office of the Registrar by using the appropriate application form. In general, the St. Louis University course applied for must be one that is not offered at Harris-Stowe or one that is offered very rarely and is a required course in the student's degree program at Harris-Stowe.

Note: Students planning to enroll in inter-institutional exchange courses must first consult with the University's Registrar.

The maximum number of credit hours that a student may take at St. Louis University under the Inter-institutional Exchange Program, during any given semester or term, is three. The maximum number of credit hours that can be taken during the student's study at Harris-Stowe, whether as a classified or unclassified

student, is six. Finally, it must be noted that no Inter-Institutional Exchange courses may be taken during the summer sessions; moreover, all such courses must be undergraduate level courses.

#### **With the University of Missouri-St. Louis (UMSL)**

The following are the agreement terms:

- Space availability at the University;
- No charges above those of the home institution;
- Must have the approval of the appropriate officers at both Harris-Stowe and UMSL;
- Grades earned will be entered on the home institution transcript;
- Courses selected must not be offered at Harris-Stowe during the given semester or term and must be a part of the student's degree program.
- Courses taken must be University credit courses and not remedial courses.
- Credit hour enrollment at the cooperating institution is limited to half of the student's current credit-hour load at the home institution. However, the enrollee's credit hours at the cooperating institution cannot exceed a total of 12 credit hours during the student's entire enrollment at the home institution. Moreover, the home institution's degree residency requirements must be met, where applicable.

Note: The 12 credit hour limitations on inter-institutional exchange courses may be waived by the mutual consent of both institutions for some selected areas of specialization and major areas.

However, the 50 percent course load residency requirement per semester and the individual institution's degree residency requirements, where applicable, must be met.

It must also be noted that there must be an emergency situation which justifies the student's seeking to take a course(s) under the Inter-institutional Exchange Program.

Below are examples of possible acceptable emergency situations:

- The student's pending degree conferral or state certification requires the course being sought.
- The needed course is NOT being offered during the current semester at Harris-Stowe or is being offered at the University at a time that is inescapably conflicting with other courses which the student must now take or with the student's essential employment.

Whatever the emergency circumstances might be, the student must provide proof through documentation.

#### **MISSOURI RESIDENCY DETERMINATION**

The State of Missouri's Code of Regulations sets forth the criteria and requirements for decisions related to the residency status of students, including the determination of student fees and of student eligibility for financial aid. Interested persons should review Section 10-3.010, of the Code of Missouri State Regulations, available in the Office of the Registrar, HGA Room 007. Following the review, the application process may begin.

To receive in-state credit hour benefits, an applicant must have domiciled in Missouri continuously for at least one year immediately preceding the academic term for which in-state fees are being sought. The applicant must also have the intent to remain in Missouri indefinitely.

Note: Harris-Stowe State University utilizes all of the resources available, in order to reach an accurate determination regarding an applicant's Missouri residency status. Such information includes, but is not limited to information provided on the student's admission documents, his or her financial aid records, income sources, academic history and pertinent tax records. It is incumbent upon the applicant to provide all information in his or her possession which might assist in residency determination efforts.

## TUITION, FEES AND EXPENSES

### BASIC FEES INFORMATION

The Board of Regents reserves the right to change, at any time, all student fees, as well as the various regulations governing those fees. The following is a summary of current regulations regarding the various fees at Harris-Stowe State University.

The basic fees at the University are:

- Application Fee (Nonrefundable)
- Credit-Hour Fee
- Technology Fee (Nonrefundable)
- Student Activity Fee (Nonrefundable)
- Student Center Fee (Nonrefundable)
- Student Teaching Fee (Nonrefundable) Teacher Education majors only)

### MISSOURI AND NON-MISSOURI RESIDENCY

- Each semester, Missouri residents are assessed a per credit-hour fee which is based upon the current Missouri resident tuition rate and the number of credit hours of course work in which the student is enrolled. The applicable semester or session rate is set forth in the course schedule, published specifically for that semester or session.
- Each semester, Non-Missouri residents are assessed a per credit hour fee, which is based upon the current Non-Missouri resident's rate and on the number of credit hours of course work in which the student is enrolled. The applicable semester or session rate for Non-Missouri residents is also set forth in the course schedule published specifically for that semester or session.

### SUMMER SCHOOL FEES

Both Missouri and Non-Missouri residents are assessed the same per credit-hour fees during Harris-Stowe's summer sessions. This fee is set forth in the applicable Course schedule.

All tuition charges and fees are due and payable prior to the student's attendance to the class. Such fees include:

- Admission application processing fee,
- Credit-hour fee for courses taken, including late fees,

- Technology fee, student activity fee and Student Center fee,
- Applicable miscellaneous charges and fees.

Failure to pay an account balance will result in the following:

- A billing hold will be placed on the student's account which will prevent access to official student records;
- Accounts past due more than 60 days will be forwarded to a collection agency and
- Costs incurred to collect past due amounts will be assessed to the student.

### FEE FOR LATE REGISTRATION

Student registrations that occur during the "late registration period," are assessed a "late registration fee." This fee is non-refundable.

### FEE ACCOMPANYING APPLICATIONS FOR ADMISSION OR READMISSION TO THE UNIVERSITY

An admission fee must accompany the admission application of all new students and all readmitted students.

Note: A readmitted student is one whose total enrollment at the University has been interrupted for one or more semesters.

### PAYMENT OPTIONS

Tuition and fee payments may be made in person, mail, online at [www.hssu.edu](http://www.hssu.edu) or at the payment drop box near the Bursar's Office, HGA Room 018. Acceptable forms of payment are cash, check, Discover, American Express, VISA or MasterCard.

Note: A return check fee will be assessed for any checks returned unpaid. The University offers a monthly payment plan which requires a payment plan fee and monthly payments. (Please see the payment terms as published in the current Course Schedule.) Under this plan, the student must make a minimum payment and complete an Installment agreement. Payments are due by the fifth of each month. A penalty fee may be assessed each month, on any and all unpaid balances that remain after the scheduled payment due date.

## **IMPORTANT NOTES**

Students are NOT permitted to register if they have “holds” from the Bursar’s Office, University’s library, the Athletic Department, Office of Admissions, the Office of Financial Assistance or other academic or administrative offices.

Students enrolled at the University as part of a contract or grant program are charged as set forth in the contract or grant agreements.

### **FEE FOR ALL STUDENT-INITIATED WITHDRAWAL PROCESSING**

A nonrefundable fee is assessed for each drop form initiated by the student, whether or not that instance is for one or several course withdrawals after the University census date. A fee will not be assessed if a student withdraws from all classes at one time.

### **ENROLLMENT FOR DEGREE ONLY PROCESSING FEE**

Students filing for degree conferral in a semester during which they are NOT currently enrolled in a credit hour course must enroll in For Degree Only. A tuition rate For Degree Only will be assessed for one credit hour of tuition and fees. This charge is based upon the current residency rate applicable to the student. Students must be on the official University roster during the semester their degree is to be conferred.

### **FEE FOR FILING CANDIDACY PAPERS FOR DEGREE CONFERRAL**

A fee is assessed to cover expenses related to the student’s degree conferral and commencement convocation. This fee is set forth in the course schedule applicable to the semester or session.

### **FEE FOR LATE FILING OF CANDIDACY PAPERS FOR DEGREE CONFERRAL**

Deadline dates for filing candidacy papers for degree conferral during any semester or session are included in the applicable University calendar. Students are expected to consult that calendar for specific information. Late applications are accepted for a specific period of time; however, a late processing fee is added to the regular filing fee. Such fees, when applicable, are set forth in the course schedule applicable to the semester or session.

## **FEE FOR TRANSCRIPTS**

Please refer to the Office of the Registrar’s web page for fees associated with transcript requests. An official transcript may be mailed or faxed. A transcript request must be accompanied with the specified fee, prior to the issuance of the transcript.

Note: Transcripts will not be released for students who have “holds” on their account. “Holds” may result from an unpaid balance or non-fulfillment of an administrative process.

## **MONTHLY BILLING STATEMENTS**

All students enrolled in the current semester will receive a billing statement detailing tuition charges, fees, payments, pending financial aid or awarded financial aid. The statement reflects all transactions made up to the closing date.

Billing statements are mailed to the current mailing address on file with the Office of the Registrar.

Questions about applied financial aid should be addressed to the Office of Financial Assistance.

If a discrepancy is discovered within a billing statement, the student must communicate the discrepancy to the Bursar’s Office. If the discrepancy has not been resolved within 30 days, the dispute must be submitted in writing to the Bursar’s Office, Attn: Students Accounts Supervisor, 3026 Laclède Ave., St. Louis, MO 63103.

## **THIRD-PARTY BILLING**

When an external organization makes a commitment to pay your educational expenses, they are considered a third-party payer by the University. This organization must submit a letter of authorization to the Bursar’s Office. The authorization should include:

- Student name;
- Semester covered by funds;
- Type of charges and fees covered (tuition, fees, books, etc.);
- Correspondent’s address for submission of HSSU invoice;
- Contact person’s name, telephone number and e-mail address.

Third-party payers must pay the University directly. Organizations that pay or reimburse students directly will not be allowed to participate in third-party billing.

Once the letter of authorization is received from the Bursar's Office, an invoice will be forwarded to the third-party payer. Invoices will be submitted at the beginning of the semester after the refund period. All invoices will be accompanied by the third-party payer's required supporting documentation (i.e., verification of enrollment, fee schedule and book and supply receipts).

Balances that remain unpaid are the responsibility of the student.

### **FINANCIAL ASSISTANCE**

If a student has applied for financial assistance in advance and has received an award letter, the letter describes how much of the award will be paid toward the tuition and student fees. If the student receives a partial award, then the student must pay the remainder of the student fees and participate in the Monthly Payment Plan. (See the course schedule for more information.)

Financial aid that has not yet been disbursed will appear on the student's monthly billing statement as "Pending Aid." Pending Aid is financial aid that has not been disbursed to the student's account. Statements will reflect pending aid as a deduction from the student's account balance, which will be calculated toward the student's balance due. Student refunds are processed only on disbursed funds. (Please contact the Office of Financial Assistance if you have applied for financial aid in advance and have not received your award letter by the date your student fees are due.)

### **TUITION REFUNDS**

Tuition refunds are made in varying amounts to students who officially withdraw from the University. Such refunds are computed as percentages of the tuition which the student has been assessed at the time of his or her registration. Below are the methods by which the amount of refund is determined during the fall or spring semesters.

If the Student-Originated Drop/Withdrawal is received by the Office of the Registrar:

- Prior to the start of classes, the tuition and fees, with the exception of nonrefundable fees, will be refunded.
- Before the end of the late registration period, then

the tuition refund or adjustment will be 100 percent of all refundable tuition that has already been paid.

- Through the second week of classes, the tuition refund or adjustment will be 50 percent of all refundable tuition that has already been paid.
- Through the third week of classes, the tuition refund or adjustment is 25 percent.

### **Additional Information Regarding Withdrawals**

- The refund policy for each semester or summer session will be found in the course schedule for that semester or session.
- Class cancellations made by the University administration will result in a full refund. Administrative withdrawals granted by the University administration, for reasons over which the student had no reasonable control, will result in a refund or adjustment of fees, in accordance with the Fee Refund Policy relative to the effective withdrawal date.
- Students are responsible for checking each semester and the summer session course schedule to obtain specific withdrawal dates that apply to refunds for that semester or summer session.
- A student who has elected to pay his or her tuition and fees on the monthly plan and later officially withdraws from the University or reduces his or her course load, is liable for all assessed fees that are due to the University, according to the current Refund Policy.
- Any refund or adjustment due to a student, whose fees were paid through a financial-aid program or through a third-party billing program, will be returned to that funding program, not to the student.
- Students must initiate and complete prompt withdrawal procedures or officially drop classes in order to be eligible for any tuition refund or adjustment.
- Student-initiated refunds/adjustments do not include the University's Admission Application Processing fee, the Late Registration Fee, the Monthly Payment Fee, the Technology Fee, the Student Teaching Fee or the Student Activity Fee.
- A student who, though enrolled in a particular course, has never attended any classes of that course from its first session through the University administrative withdrawal date for never attending class(es), per the official attendance record, will be automatically withdrawn by the University from the course and a full refund of refundable tuition fees will be made. If, however, the student has

already received federal financial aid through the University, NO fee refund will be made. It should be noted that Harris-Stowe will NOT otherwise withdraw any student from any course unless he or she has requested such, in writing, prior to the deadline date for course withdrawals for that semester or session.



## **FINANCIAL ASSISTANCE**

### **GENERAL INFORMATION**

Harris-Stowe State University makes every possible effort to help each student receive the maximum amount of financial assistance for which he or she is eligible. The Office of Financial Assistance (HGA Room 004) also administrates various awards and scholarships from the University Board of Regents, alumni, faculty, community organizations, foundations, businesses, corporations and other friends and supporters of the University.

Harris-Stowe State University participates in a variety of federal and state financial assistance programs, including the Federal Pell Grant Program, the Federal Supplemental Educational Opportunity Grant Program (FSEOG), the Missouri Access State Grant, the Federal Work Study Program (FWSP) and the Federal Direct Stafford Loan Program. There are also other state, local and community-funded programs, which are a part of the University's financial assistance options. Harris-Stowe also has a University Employment Program (UEP), funded entirely by the University.

Note: Scholarships are available to entering students. The eligibility requirements for these scholarships may be obtained in the University's Office of Admissions. In addition, a limited number of Presidential Tuition Waivers may be applied for in the Office of Financial Assistance (HGA Room 004).

### **GENERAL PROCEDURE FOR OBTAINING FINANCIAL ASSISTANCE**

In order for the student to apply for financial assistance, the student must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA form can be completed at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are urged to apply and complete their applications for state grants and scholarship programs PRIOR to the April 1st deadline.

As a result of completing the Free Application for Federal Student Aid, a student will receive a Student Aid Report (SAR). If corrections are necessary, students can log into the FAFSA again and make any necessary changes. However, students may also submit the required changes to the Office of Financial Assistance. Corrections normally require three to 5 business days to be processed. Students must complete

a FAFSA each academic year to receive financial assistance.

If the student is selected for verification, he or she must submit the appropriate verification worksheet. The Office of Financial Assistance will e-mail students with the correct verification worksheet. In addition, the student will also need signed copies of appropriate federal tax return transcripts from the IRS. The Data Release Tool (DRT) may also be used to extract IRS data in the FAFSA. If the DRT is used, federal tax return transcripts will not be needed. If the information submitted does not correspond with the information on the Student Aid Report, the student's application will require reprocessing. Such processing requires approximately three to 5 business days.

Once the university receives the results of the student's FAFSA, the aid will be processed and the student will be sent an award letter. This document will indicate the exact dollar amount of the awarded funds. Students must complete a Student Loan Request Form to receive a federal student loan.

Note: The student may be required, at any time, to submit to the University Office of Financial Assistance, additional documentation based on individual circumstances. Failure to submit such documents may delay the processing of the student's request for financial assistance or financial assistance may be cancelled. The student must have been admitted to Harris-Stowe as a degree-seeking student or as one seeking initial teacher certification, in order to be eligible for financial assistance.

### **FEDERAL ASSISTANCE PROGRAMS ELIGIBILITY**

In order for a student to be eligible for federal financial assistance, the student must:

- Be a citizen of the United States or be an eligible noncitizen;
- Possess a high school diploma or a General Education Development (GED) Certificate;
- Have a Social Security Number;
- Be registered for U.S. Selective Service, if required; must sign a Statement of Educational Purpose;
- Sign a Certification Statement on Refunds and Default;
- Sign a Statement of Updated Information;

- Be working toward a degree or certificate issued by or through Harris-Stowe State University;
- Be aware that a conviction of drug distribution or possession may make him/her ineligible for federal assistance programs.

**FINANCIAL NEED:  
A BASIS FOR FEDERAL ASSISTANCE**

Federal financial assistance is awarded based upon financial need, as defined by the U.S. Congress. The information on his or her renewal application or FAFSA form is used in a formula that has been established by the U.S. Congress, to determine the student's Expected Family Contribution (EFC). The EFC is an amount which the student and his or her family are expected to pay toward the student's education. This EFC is used to determine the student's eligibility for the Federal Pell Grant. Additionally, the Cost of Attendance (COA) minus the EFC equals the student's financial need. The student's COA includes the cost of tuition, fees, housing, food allowance, textbooks, supplies, transportation, childcare, costs related to a disability and miscellaneous expenses. Once the financial need is calculated, the student is awarded and mailed a Financial Aid Award Letter by the Harris-Stowe Office of Financial Assistance.

**Outside Aid and Scholarships**

Students, who receive outside aid—including loans, grants or scholarships from private individuals, groups or government agencies—must report the sources and amounts of such financial assistance. Federal regulations require the University to make adjustments in a student's financial aid, based upon such assistance. Students who knowingly withhold such information from the University's Office of Financial Assistance are subject to the termination of their financial aid award(s) and will be required to repay any over-award to the federal government.

**Student Dependency Status Determination**

There are two categories of students for financial aid purposes: Independent Students and Dependent Students. An independent student is one or more of the following:

A student who:

- Is at least 24 years old, married, a graduate or professional student
- Has legal dependents other than a spouse,
- Is an orphan,

- Is a ward of the court,
- Is an emancipated minor,
- Is in a legal guardianship,
- Is currently engaged in active duty,,
- Has dependents besides a spouse or child,
- Is an unaccompanied homeless youth
- Is a veteran.

If the student does not meet any of the criteria listed above, he or she is a dependent student. If the student is requesting independent status on any criterion, he or she should consult the Office of Financial Assistance to determine the appropriate procedure that must be taken. Additional documentation may be requested to document dependency status.

**Special Circumstances**

Students having special circumstances that might affect their eligibility for financial aid should consult the University's Office of Financial Assistance for the appropriate procedure that must be taken.

**Key Factors Affecting Student Continued Eligibility**

Several factors are important to a student's continued eligibility for financial assistance through Harris-Stowe State University.

- The student's need status must continue to exist and not be eliminated by outside assistance such as loans, grants or scholarships from private sources or governmental agencies.
- The student must maintain enrollment in at least six credit hours of coursework during any semester for partial financial aid and in at least 12 credit hours during any semester for full financial aid.
- Maintain Financial Aid Satisfactory Academic Progress by:
  1. Maintaining a cumulative GPA of 2.0 and
  2. Completing 66% of cumulative classes attempted. The student can only receive up to 180 credit hours per program enrolled. Any student denied financial assistance may submit an appeal to the Office of Financial Assistance in HGA Room 004.
- The student must not be in default on a Title IV loan and must not owe a re-payment on any federal grants at any institution.
- The student must complete the FAFSA each academic year.
- The student must be admitted to Harris-Stowe State University as a degree-seeking student, or as a student seeking initial teacher certification.

## **FEDERAL FINANCIAL ASSISTANCE**

### **FEDERAL GRANT PROGRAMS**

#### **Federal Pell Grant Program**

This federally funded program is the foundation of a student's financial aid package and must be awarded BEFORE other kinds of financial assistance can be awarded. The maximum amount of a Pell Grant is available only to students who are enrolled in 12 or more credit hours during each semester of the academic year. Students who are enrolled in less than 12 credit hours each semester of the academic year are eligible for reduced amounts of Federal Pell Grants. Moreover, only undergraduate students are eligible for the Pell Grant.

#### **Lifetime Eligibility maximum for federal pell grant**

The amount of Federal Pell Grant funds a student may receive over his or her lifetime is limited by federal law to be the equivalent of six years of Pell Grant funding. Since the maximum amount of Pell Grant funding a student can receive each year is equal to 100 percent, the six-year equivalent is 600 percent.

#### **How is my Pell Grant Lifetime Eligibility Used (LEU) calculated?**

**Scheduled Award:** The maximum amount of Pell Grant funding you can receive is calculated for an "award year." An award year is a period from July 1st of one calendar year to June 30th of the next calendar year. Your "scheduled award" is partially determined by using your expected family contribution (EFC), calculated from the information you (and your family) provided when you filed your FAFSA. Your scheduled award is the maximum amount you would be able to receive for the award year if you were enrolled full-time for the full school year. Your scheduled award represents 100 percent of your Pell Grant eligibility for that award year.

**Percent Used:** To determine how much of the maximum six years (600 percent) of Pell Grant you have used each year, the Department compares the actual amount you received for the award year with your scheduled award amount for that award year. If you receive the full amount of your scheduled award, you will have used 100 percent. Some students do not receive their entire scheduled award for an award year. There are a number of reasons for this, the most common of which

are that the student was not enrolled for the full year or that the student was not enrolled full-time, or both.

If you did not receive the full amount of your scheduled award, the percentage of the scheduled award that you did receive is calculated. For example, if your scheduled award for an award year is \$ 5,000, but because you were enrolled for only one semester you received only \$2,500, you would have received 50 percent of the scheduled award for that award year. Or, if you received only \$3,750 for the award year, because you were enrolled three-quarter-time and not full-time, you would have received 75 percent for that year.

Of course, if a student's LEU equals or exceeds 600 percent, the student may no longer receive Pell Grant funding. Similarly, a student whose LEU is greater than 500 percent, but less than 600 percent, while eligible for a Pell Grant for the next award year, will not be able to receive a full scheduled award.

#### **The Federal Supplemental Education Opportunity Grant Program (FSEOG)**

This program is also funded by the federal government and is available to students who are Pell Grant eligible. Funds for this program are limited; thus, its awards are made on a priority deadline application basis and also on a greatness of need basis. Only undergraduate students are eligible for the FSEOG.

### **DIRECT LOAN AND WORK-STUDY PROGRAMS**

#### **The Direct Stafford Loan Program**

There are two types of federal Stafford loans: subsidized and unsubsidized. A subsidized federal Stafford loan is a need-based loan in which the federal government pays the interest while the student is in school or in deferment. Under the unsubsidized federal Stafford Loan, the student is responsible for the interest on the loan during both in-school and deferment periods. This loan program enables eligible students to borrow from their freshman to senior year. It carries a fixed interest rate, not to exceed 8.25 percent.

Repayment of the principal begins six months after the student graduates, leaves school or falls below half-time enrollment (6 credit hours). No interest accrues, nor are payments required to be made on the principal while the student is enrolled at an eligible institution,

for at least half-time status. The Department of Education charges a small origination fee. These fees are deducted from the total amount of the loan and may change each year.

The unsubsidized federal Direct Stafford Loan has the same interest rate and repayment terms as the subsidized federal Direct Stafford loan, except interest does accrue over the life of the loan. The student has the choice of paying the interest while they are in school or by having the interest accrue and be added (capitalized) to the principal of the loan. Students should allow five weeks for the application and processing of their federal Stafford Loan requests.

Although loan limits are set by the federal government, actual loan eligibility is determined by the Office of Financial Assistance and may be lower than the amount requested by a student.

To obtain a loan, all students must complete both of these one-time processes:

- Completion of a Master Promissory Note (MPN)
- Completion of Loan Entrance Counseling,

Failure to complete these steps will result in your loan being removed and you will be responsible for paying any charges on your account “out of pocket”.

### **The Direct Parent Loan for Undergraduate Students (PLUS)**

Under the federal Parent Loan for undergraduate students, parents may borrow for each dependent child in order for that child to pursue his or her undergraduate studies. The re-payment period on the PLUS Loan begins on the day the loan has been fully disbursed. The first payment of the principal and interest is to be made within 60 days of the loan disbursement. The interest rate is fixed and has a 9% cap. The Department of Education charges an origination fee that may change each year. These fees are deducted from the total amount of the loan.

To receive a Parent PLUS Loan, one parent can apply online at [StudentLoans.Gov](http://StudentLoans.Gov).

You will need to have your Federal Student Aid (FSA) ID to complete this process.

- Complete PLUS Request Process. If the Parent

PLUS is denied, please let the Office of Financial Assistance (HGA Room 004) know so that we can move forward with other loans the student may be eligible to receive.

- If the loan is approved, the parent will need to sign the PLUS Master Promissory Note and the student will need to bring the confirmation page to the Office of Financial Assistance so that the Parent PLUS Loan can be added to the Financial Aid Awards.

Failure to complete all of the listed steps will result in the PLUS loan not being processed or disbursed and subsequently, the student will be responsible to pay “out of pocket” any charges on their account.

Note: Students who have a four-year degree and are attending Harris -Stowe State University for the purpose of obtaining teacher certification or recertification or another degree may be eligible for the Direct Stafford Loan.

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

The Federal Work-Study Program provides part-time employment for degree-seeking students who need help with the cost of their higher education. Funds are provided by the federal government and also by the University.

Generally, students work approximately 10 clock hours per week during each semester. If funds are available, work-study employment during the University’s summer session is possible. The hourly rate of pay is determined annually and is based on the minimum wage.

Students must have a completed FAFSA on file and must be enrolled in at least six credit hours. Students work for a two week period and receive pay for that period, two weeks later. Time sheets signed by both the supervisor and the employee are submitted to the Office of Financial Assistance by the supervisor. Students who are either over -awarded on grants or in default on previous federal or state loans are not eligible for the program. In addition, the student must maintain satisfactory academic progress.

If a student is terminated from employment, he or she may appeal that termination to the Office of Financial Assistance in (HGA Room 004). Only degree-seeking students are eligible for federal work study.

### **Other aid that may be available to some students:**

- Vocational Rehabilitation Benefits

Students who have a disability that might prevent them from full-time employment may be eligible to receive benefits from the State of Missouri Vocational Rehabilitation Service. These students are strongly encouraged to contact their local Vocational Rehabilitation Office.

- Veterans Benefits

Veterans who are eligible to receive monthly benefits, or the widows and children of deceased veterans interested in applying for benefits, should contact the University's Veterans Affairs Coordinator, (HGA Room 004) 340-3504 or the local Veterans Administration Regional Office, P.O. Box 66830, St. Louis, MO 63166, for more information.

### **Return of Financial Aid (Title IV) Funds**

The Higher Education Amendments of 1998 established the Return of Title IV aid provisions. This is where financial aid that is already disbursed may be returned to the Department of Education due to a complete withdrawal from all classes. A Return of Title IV Funds calculation must be performed for Title IV students who completely withdraw from a semester (payment period). Official withdrawal occurs when the student asks the HSSU Office of the Registrar, in person, to be withdrawn from all classes or, when the student is administratively withdrawn by their instructor. If, due to extenuating circumstances, the student cannot appear at the office in person, the student can withdraw in writing, effective on the date of the postmark on the envelope.

The withdrawal date for the student who did not officially withdraw is the Last Day of Attendance (LDA), as reported by the instructor. Students who earn all "F" grades will be checked for LDA. If the LDA occurs before the end of the semester, then Title IV recalculation of federal aid will be performed. The student may owe HSSU and or the Department of Education. An explanation in brief for return of Title IV Funds is as follows:

- The percentage of the payment period of enrollment that the student completed is determined. If the student completed more than 60 % of the period, then the student earned 100% of the aid for the period. If the student completed less than 60 percent of the period, then the percentage of the period completed is the percentage of aid earned.

For credit hour programs, the percentage of the period that the student completed is calculated using calendar days. The calendar days completed in the payment period are determined, divided by the total calendar days in the payment period. (Scheduled breaks of five days or more and days the student was on approved leave of absence should be excluded).

- The amount of the earned aid is determined by multiplying the total awarded Title IV aid (other than FWS) for which the student qualified by the percentage of time enrolled.
- Earned aid is subtracted from aid that was disbursed. If the aid already disbursed is greater than the earned aid, the difference must be returned. If the aid already disbursed is less than the earned aid, the student may receive a post-withdrawal disbursement for the difference. Notification of a post-withdrawal disbursement will be sent in writing to the student (or parent for a PLUS loan), and a response accepting the funds must be received by HSSU within 14 days. Post-withdrawal disbursements may be credited:

1. To outstanding tuition and fees without permission;
2. To other outstanding current year institutional charges, which the student or parent previously authorized;
3. To other current year institutional charges, or;
4. For minor prior year charges.

- The responsibility for returning unearned aid is determined. HSSU's share of unearned aid is the lesser of the total amount of unearned aid or an amount equal to the institutional charges multiplied by the percentage of aid unearned. The student's responsibility is equal to the total amount of unearned aid minus the school's responsibility. There are two special rules for the student's responsibility:

1. If the student's portion of the unearned aid is a loan, no further action is required other than notification to the holder of the loan of the student's withdrawal date. The terms and conditions of the loan satisfy the repayment.
2. If the student's portion of the unearned aid is a federal grant, the student would return no more than 50% of the amount received for the payment period.

A student who owes an overpayment will retain eligibility for Title IV program funds for 45 days

from the earlier of the date the institution sends a notification to the student of the overpayment or the date the institution was required to notify the student of the overpayment. During the 45 days, the student may take action that can continue eligibility for Title IV funds. The student may repay the overpayment in full to the institution, the student may sign a repayment agreement with the institution or the student may sign a repayment agreement with the Department of Education. If a student does not take one of these three actions during the 45 day period, the student becomes ineligible for Title IV funds. Subsequently, HSSU notifies the National Student Loan Data System (NSLDS) of the overpayment. Academic transcripts will be withheld and the student not be allowed to register at HSSU until the overpayment is paid. HSSU must return the unearned aid, for which the school is responsible, to the Title IV programs, in the order specified by law.

The order for the Return of Title IV Funds by the school is:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Direct PLUS Loan
4. Federal PELL Grant
5. Federal SEOG
6. Other Title IV programs.

The student must return unearned aid for which the student is responsible for by repaying funds to the following sources in the following order:

1. Unsubsidized Federal Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Federal Direct PLUS Loan
4. Federal PELL Grant
5. Federal SEOG
6. Other Title IV programs.

Loan amounts are returned in accordance with the terms of the promissory note.

### **Reserve Officers' Training Corps Scholarship**

Harris-Stowe State University students have the opportunity to participate in the ROTC Battalions at St. Louis University (Air Force) and Washington University (Army).

Air Force ROTC is a leadership training program that prepares young men and women to become officers in the United States Air Force while earning a bachelor's degree. Detachment 207 is located at St. Louis University and trains cadets from 9 area colleges and

universities. HSSU is included in this group.

In addition to attending regular college courses at Harris-Stowe, students will complete Air Force ROTC courses and have hands-on leadership opportunities. Taught by a world-class military faculty and supplemented by distinguished speakers, Air Force ROTC classes bring policy and history to life. Classes take place in university classrooms at Parks College, which is equipped with everything needed for learning in a comfortable and positive atmosphere. Computers and other helpful facilities are located at the Air Force ROTC detachment as well.

Air Force ROTC offers a variety of full and partial scholarships to cover tuition and most lab fees. In addition, students receive an annual textbook allowance and a monthly stipend. For more information, contact Air Force ROTC at (314) 977-8227 or [afrotc@slu.edu](mailto:afrotc@slu.edu)

The Gateway Army ROTC program provides leadership training for students at Harris-Stowe State University and helps train officers for the U.S. Army, U.S. Army Reserve, and U.S. Army National Guard. Army ROTC enhances a student's education and provides unique educational opportunities by combining leadership and management theory with actual hands-on experience. Army ROTC helps the student to develop self-discipline, physical stamina, and poise—the qualities basic to success in any career. It helps to develop the qualities necessary for success in either a military or civilian career. Students can earn a college degree and an Army Officer's commission simultaneously. <http://rotc.wustl.edu/ScholarshipOpportunities/Page/default.aspx>

### **Army ROTC Scholarships**

The U.S. Army provides two, three, and four-year scholarships to selected high school and college students. These scholarships provide full tuition and fees, an allowance for books, supplies, and up to \$500 per school month. The scholarships are available on a competitive basis to all students, regardless of present enrollment in U.S. Army ROTC. For more information, contact Gateway Army ROTC at 314-935-5521 or email [lee.e.rodriquez@wustl.edu](mailto:lee.e.rodriquez@wustl.edu)

### **Federal Scholarships**

The Federal Scholarship provides students with full tuition, books and fees, and up to \$500 per month from the time they receive the scholarship. There are several options for this scholarship, including 2, 3 or 4 year scholarships, depending on the student's year in school

and their anticipated graduation date. Due to changes made to the application process every year, posting the scholarship is virtually impossible. The U.S. Army provides information on the Federal Scholarships on its website. For students who would like to obtain more information concerning the scholarship, or to apply, the U.S. Army can be contacted via email or mail. In addition, the Army 4 year Scholarship (intended for high school seniors) is due yearly on November 15th and an application can be requested by calling 1-800-USA-ARMY (872-7682) or by going to the following site: <http://www.goarmy.com/rotc/high-school-students/four-year-scholarship.html>

### **Green to Gold**

This program is available for individuals currently on active duty. The Green to Gold Scholarship provides you with full tuition, books, and fees and up to \$500 per month from the time you receive the scholarship. This is an excellent opportunity for soldiers to transition from being enlisted (green) to officer status (gold). If you would like to find out more, go to the following link: <http://www.goarmy.com/rotc/enlisted-soldiers.html>

Harris-Stowe State University students are invited to compete for Army, Air Force and Naval ROTC scholarships and to participate in the ROTC battalions at St. Louis University (Air Force), Washington University (Army) and Southern Illinois University-Edwardsville (Navy and Air Force).

There are a variety of programs (two-and four-year paid and unpaid, prior and non-prior service, etc.), and they change from time to time, depending upon the needs of the services. The University Army ROTC liaison is located in HGA Room 115. Students interested in Army ROTC may contact the University liaison at (314) 340-3518.

Students interested in Air Force ROTC may contact the University Air Force liaison at (314) 977-8311 or (314) 977-8227.

Military/Aerospace Science courses may be included in students' GPAs and course load, but do not count toward graduation requirements. ROTC activities are considered extracurricular.

In general, ROTC cadets must be full-time students, physically fit, no older than 30 by graduation, with clean criminal records.

## **STATE OF MISSOURI FINANCIAL ASSISTANCE**

### **Access Missouri State Grant Program**

This is a need-based program. Eligibility is determined by the student's expected family contribution (EFC) as calculated through the Free Application for Federal Student Aid (FAFSA).

To be eligible for initial or renewed assistance, the student must:

- Have a FAFSA on file by April 1st each year;
- Have any FAFSA corrections made by July 31st each year;
- Be a U.S. citizen or permanent resident and a Missouri resident;
- Be enrolled full-time at Harris-Stowe State University;
- Have an EFC of \$12,000 or less.
- Not have received your first bachelor's degree, completed the required hours for a bachelor's degree, or completed 150 semester credit hours.

There is no paper Access Missouri application to fill out. Complete your FAFSA by April 1st, each year. Awards are not available during summer sessions. The Access Missouri award may be renewed annually until you have obtained a bachelor's degree.

### **UNIVERSITY EMPLOYMENT PROGRAM (UEP)**

This program is supported entirely by University funds and provides employment for students who may not qualify for the Federal Work-Study Program, but who possess the skills required by the University. The salary and the number of hours of employment per week must fit the same guidelines as those established for the FWS Program. You can sign up for this program in the University's Office of Financial Assistance. Preference is given to those students who are enrolled in at least 12 credit hours. Time sheets are processed on the same schedule and under the same procedures as the FWS Program.

### **SCHOLARSHIPS, AWARDS AND PRIZES**

Scholarships, awards and prizes are available based on academic achievement, athletic ability, musical talent and financial need. Some of these awards are made annually, based upon the availability of funds. The value of these awards ranges from \$25 to full

scholarships, which may cover tuition, books, fees and other costs. Detailed information, including the minimum requirements, the selection process and amounts may be obtained from the University's Office of Financial Assistance. A limited number of scholarships are available to entering freshmen and transfer students. These students should consult an admissions officer regarding eligibility requirements.

### **THE NON-MISSOURI REDUCED RATE**

In certain cases, nonresidents (or their dependent children) who work in Missouri and pay Missouri income tax may be eligible to receive a credit against the nonresident tuition charge in an amount equal to the actual Missouri income tax paid for the previous calendar year. The remaining fee obligation, however, shall not be less than the amount of the resident fee. For additional information and application forms, please contact the University's Office of Financial Assistance.

### **Metro Rate Award**

The Metro Rate Award will be granted to qualified St. Clair County, Monroe County and Madison County, Illinois, residents who meet the requirements for either full-time or part-time enrollment at Harris-Stowe. This award is available to all students from the three counties and assists in covering a portion of the nonresident tuition cost.

### **FINANCIAL ASSISTANCE SATISFACTORY ACADEMIC PROGRESS POLICY**

#### **Authority**

The Higher Education Act of 1965, as amended, and the final regulations set forth by the Department of Education in 34 CFR 668 require that institutions of higher education establish standards of satisfactory academic progress. A student who does not meet these standards is not eligible to receive federally funded financial aid. Harris-Stowe State University shall make these standards applicable to all federal and state programs for the purpose of maintaining a consistent and reasonable financial aid policy. This policy does not override any other policy that may have more stringent requirements for renewal set by the governing body for that award.



## **Satisfactory Academic Progress Standards**

Students are required to make satisfactory academic progress toward a degree if they expect to receive federal and state financial aid funds. A student is considered to be making satisfactory progress if the following three basic standards are met.

1. Cumulative GPA: The student MUST maintain a minimum 2.0 cumulative GPA.
2. Cumulative Completion Rate: The student MUST successfully complete at least 66 percent of all attempted credit hours.
3. Maximum Note: The student MUST complete their program of study within 150% of the time frame allotted for the student's particular program.

Satisfactory academic progress is monitored for all students who apply for financial aid. Recipients will be reviewed at the end of each semester. If the University determines that the student is NOT in good standing, then the student will be notified by email.

## **Satisfactory Academic Progress Descriptions**

### **Good Standing**

A student is considered to be in "good standing" if they meet ALL three of the SAP requirements listed above.

### **Suspension**

Suspension occurs when a student fails to meet the cumulative GPA and cumulative completion rate requirements. Students may regain good standing after they have completed enough courses to bring their cumulative GPA to at least 2.0 AND their cumulative completion rate to at least 66%.

### **Suspension Appeal**

Students may submit a suspension appeal if documented extenuating circumstances contributed to their lack of academic progress. Contact the Office of Financial Assistance for more details.

A student whose suspension appeal has been approved must enroll and successfully complete ONLY the courses found in their academic plan. Failure to follow the academic plan will return a student to suspension status and the student will not be able to submit another suspension appeal for the same extenuating circumstances.

## **Probation**

A student is considered on probation for the semester in which they obtained a Suspension Appeal approval. Probationary status lasts for only one term. At the end of the probationary term, a student must either earn the return of good standing or meet the requirements set forth in their academic plan in order to continue receiving financial aid for the following semester(s).

### **Maximum Time Frame**

Satisfactory academic progress requires that a student complete his/her program of study within 150% of the time frame allotted for that program. For example, a student who is pursuing a degree at HSSU and the degree program is 121 hours in length, can attempt 181 credit hours (150% of the program length) to complete the program. If the program cannot be completed within 150% of the program length (i.e., example student attempts over 181 hours), then the student is placed on Time-Frame Suspension and is ineligible for additional financial aid at HSSU, for that degree program. Note: Students should be aware that changing degree programs may change a student's time-frame status).

Enrolling in courses outside a student's degree program of study, as well as withdrawing, repeating and failing courses, results in accumulating hours greater than 100% of the student's program length. Remedial courses and transfer courses that don't count toward the student's program of study are excluded from attempted hours when determining maximum time-frame status.

### **Time-Frame Notice**

As a proximity warning, students are sent a "time-frame notice" once they have attempted 130% of their program length. This is done for informational purposes only and will not prevent a student from receiving financial aid. Students should heed this warning and plan their enrollment to insure timely degree program completion.

### **Time-Frame Suspension**

Students who are unable to complete their program of study within 150% of the program length are placed on "time-frame suspension." Students on time-frame suspension are ineligible for federal, state and institutional financial aid. There is no appeal process for time-frame suspension.

### **Completion of Classes**

Courses graded with (A), (B), (C), (D), (CR) or (P) are considered completed. Courses graded with (AF), (I), (W), (PF), (NC) or (F) are not considered completed.

A student on Academic Probation may be eligible for enrollment at the University, but may not be eligible to receive financial assistance.

### **Transfer Students**

Transfer students will be evaluated on the course work completed and the GPA achieved at their prior institution(s) before financial aid is processed. A student who does not meet the policy at Harris-Stowe will be placed on a probationary semester requiring a cumulative completion rate, 66 percent of their attempted hours completed and a 2.0 CGPA, to remain eligible for subsequent semesters.

### **VETERANS ACCESS AT HARRIS-STOWE STATE UNIVERSITY**

In accordance with the U. S. Department of Veterans Affairs: Veterans Access, Choice, and Accountability Act of 2014, Section 702 (PL 113-146), Harris-Stowe State University shall offer in-state tuition and fees to qualified Veterans and dependents.

The following individuals shall be charged the in-state/in-district rate, or otherwise be considered a resident, for tuition purposes:

- A Veteran using educational assistance under either chapter 30 (Montgomery G.I. Bill – Active Duty Program) or chapter 33 (Post-9/11 G.I. Bill), of Title 38, United States Code, who lives in the State of Missouri while attending a school located

in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.

- Anyone using transferred Post-9/11 GI Bill benefits (38 U.S.C. § 3319) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the transferor's discharge from a period of active duty service of 90 days or more.
- A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Missouri while attending a school located in the State of Missouri (regardless of his/her formal State of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.
- Anyone described above while he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters, or terms) at the same school. The person so described must have enrolled in the school prior to the expiration of the three year period following discharge or death described above and must be using educational benefits under either chapter 30 or chapter 33, of title 38, United States Code.

For additional information, please contact the University's Veterans Affairs Coordinator, (HGA Room 004) 340-3504.

## ACADEMIC AFFAIRS

### MISSION STATEMENT

The mission of the Office of Academic Affairs is to uphold the academic integrity, core values and institutional mission of the University. The Office of Academic Affairs strives to continue the historical legacy of Harris-Stowe by creating an academic culture geared to nurturing and producing scholars who will be dynamic and engaged citizens, prepared to be active participants within a global society.

### GRADING POLICY

#### Grade Point Average Computations

The grade point average (GPA) is computed only for college-level courses completed with grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F and AF, with grade points assigned.

The GPA is computed according to the steps given below:

- For each University-level course in which a grade of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, and AF is given, the number of quality points for the course having that grade is found by multiplying the number of semester hours the course carries times the number of quality points determined by the grade given. For transfer courses, quality points will be assigned consistent with the policy of the institution at which the courses were taken, if that institution is using the four-point scale; otherwise, the assignment of quality points will be based on the formula generally used by Harris-Stowe's Director of Admissions.
- The sum of the quality point products for all college-level courses taken by the student with any one of the letter grades, then divided by the sum of the semester credit hours for those courses, equals the GPA.

#### Credit/No-Credit Status (CR/NC)

Some one-credit-hour courses and those numbered in the 800 series will receive the grade of Credit (CR) or No Credit (NC), except as otherwise approved by the Vice President for Academic Affairs.

#### Graded Status (Gr)

Grades are awarded at the end of the term in accordance with the University's 4.00 point system. Under the University's grade system, students in University level courses will receive one of the following grades: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F or AF.

<b>University Grade System</b>		
Letter Grade	Quality Points	Performance Expectations and Standards
A	4.00	Excellent Performance
A -	3.70	
B +	3.50	Very Superior Performance
B	3.00	Superior Performance
B -	2.70	
C +	2.50	Above Average Performance
C	2.00	Average Performance
C -	1.70	
D +	1.50	Below Average Performance <i>(But Passing)</i>
D	1.00	Poor Performance <i>(But Passing)</i>
D -	.70	
F	0.00	Unsatisfactory Performance (Failing)
AF	0.00	Failure and Administrative Withdrawal (See Explanation A)
AW		Administrative Withdrawal (See Explanation B)
NA		Administrative Withdrawal Non-Attendance (See Explanation C)
WN		Authorized Withdrawal (See Explanation D)
I		Incomplete (See Explanation E)
AU		Audit No credit or grade given. <i>(Normal tuition fees will be charged for credit hours audited by the student.)</i>
CR		University Credit (See Explanation F)
NC		No Credit Earned (See Explanation G)

**NOTE:** Courses numbered below 0100 are developmental. These courses receive institutional credit only, are excluded from grade-point computations and class status determination, and fulfill no degree or certification requirements.

Specified University Grade System Explanations are listed on the following page.

### Specified University Grade System Explanations:

- A. **AF** - Failure and administrative withdrawal due to excessive absences. Performance is judged to be unsatisfactory.
- B. **AW** - Student is administratively withdrawn from a course (*after the Census Date*) due to conditions determined to be beyond the student's control, as approved by the chief academic officer.
- C. **NA** - NA is NOT a grade. Student is administratively withdrawn, based upon the student's non attendance to the course, by the attendance deadline.
- D. **WN** - Authorized withdrawal initiated by the student during either of the following periods:
- During a regular semester - from the Official Census Date to the beginning of the 10th week of the semester OR the last day to drop or withdraw, as indicated by the course schedule
- OR
- During a summer session - from the Official Census Date to the last day to drop or withdraw for the session, as indicated by the course schedule.
- E. **I** - Required course work remains incomplete. An incomplete grade (I) is rarely given and not in lieu of an official withdrawal from the course. An incomplete grade can be granted only when all of the following conditions have been met by the student:
- The student could not complete the course work due to reasons beyond his or her control;
  - The course work yet to be completed comprises no more than 20 percent of the total course requirements;
  - The tests or examinations yet to be taken do not exceed two in number;
  - Incomplete grades must be approved by the Office of Academic Affairs, prior to issuance of the grade.

The student must complete *all* required work within the first nine (9) weeks of the subsequent semester.

Note: An Incomplete may not be issued or made up during the Summer Session.

- F. **CR** - University credit earned in a course which has been identified in the course schedule as a credit/no credit course. Hours earned in such courses are not considered in the computation of the semester or cumulative grade point average.

- G. **NC** - University credit no earned in a course which has been designated in the course schedule as a credit/no credit course. This lack of earned credit has no effect on the student's grade point average because it is not entered into the computation.

**Note:** Courses numbered below 0100 are developmental. These courses receive institutional credit only, are excluded from grade-point computations and class status determination, and fulfill no degree or certification requirements.

### FORGIVENESS POLICY

When a course is repeated under the grade-forgiveness policy, the new grade will be calculated under the grade point computation procedure. It is understood that all recorded grades (A, B, C, D, and F) are considered in the GPA. Prior to spring 2000, only repeated related grades of WL or WR are excluded from the grade point computation. Beginning with the spring 2000 semester, courses taken and repeated are automatically calculated and the application for grade forgiveness is not required. The course credit will be counted only once, as appropriate, toward satisfaction of degree requirements. Application for grade forgiveness grades by WL or WR must be made to the Registrar.

A grade of WR or WL may occur only once for each course taken prior to spring 2000. Courses taken spring 2000 and after maintain the grade earned but reflect that the course was repeated.

Courses completed at Harris-Stowe State University with final grades, whether initial or repeat of C or higher, cannot be repeated for credit or for revision of previously earned grades in those courses.

All candidates for initial teacher education certification must receive a grade of C or higher in all professional teacher education courses and a grade of C+ or higher in the subject matter courses for the Middle School and Secondary Education programs. A grade of C or higher is required for all professional-level courses in all degree programs.

Repeat of courses taken prior to spring of 2000, in which a C- or less was earned, require a grade forgiveness form. Courses repeated after that time do not require the grade forgiveness form.

## **ACADEMIC FRESH START**

Academic Fresh Start is an academic policy at Harris-Stowe State University which permits returning students to have a “fresh start” if they were unsuccessful academically during their matriculation for the bachelor’s degree. This policy permits for students to “wipe the slate clean” by having one semester of grades removed from the student’s academic record. Thus, the credits earned during that particular semester will not be computed in the student’s cumulative grade point average.

Undergraduate students who have not attended Harris-Stowe State University for at least three years may qualify for the Academic Fresh Start Policy if they meet the following conditions:

- The student has been readmitted to the University.
- The student has achieved at least a 2.0 in at least 12 credit hours since returning to the University.
- The student has not earned a bachelor’s degree.

Academic Fresh Start cannot be utilized as a means to achieve academic honors, athletic eligibility or to avoid academic probation. Academic Fresh start can only be used one time and is only applicable to undergraduate students pursuing a degree at Harris-Stowe State University.

## **STANDARDS OF ACADEMIC PROGRESS**

The Standards of Academic Progress for students of Harris-Stowe State University are set forth below. These standards have been established in compliance with the laws and regulation of the United States regarding student financial aid. The standards are consistent with guidelines of relevant state agencies and national accounting groups.

### **Academic Standards Policy**

In order to maintain good academic standing at Harris-Stowe State University, a student must achieve a minimum cumulative grade point average (CGPA) of 2.0.

### **Academic Probation**

Whenever a student’s cumulative grade point average falls below the minimum 2.0 requirement, the student will be placed on academic probation. Enrollment for the next semester will be limited to 12 credit hours (six hours for part-time students) and the student will

be required to meet with the University’s retention specialist and participate in academic support programs throughout the probationary period. The student must earn at least a 2.0 semester grade point average or higher for that semester for continued probation. A student is removed from academic probation upon achievement of a 2.0 cumulative grade point average.

### **Academic Suspension**

A student will be suspended for one semester if he or she does not achieve a semester GPA of 2.0 during the academic probationary period. After being on academic suspension, the student may seek reinstatement to the University through an appeal to the Academic Standards Committee. If such an appeal is approved by the committee, the student will be required to sign an academic contract developed by the Academic Standards Committee, which will set forth specific actions that the student must successfully perform toward achieving the 2.0 minimum CGPA. A student must achieve a minimum semester GPA of 2.0 during the probationary period.

If a student is academically suspended after reinstatement, the length of the suspension shall be for at least two semesters. If a student is suspended for a third time, the academic suspension shall be permanent.

Note: Summer sessions do not constitute a semester.

### **Student Academic Grievance Procedure**

The Academic Grievance Procedure is established for the purpose of reviewing grades contested by students. During the follow-up investigation of the academic grievance, efforts are made to determine whether established grading criteria were fairly applied.

The following grievance procedure is to be followed by any student who believes he or she has received an unjustified grade in a course and wants a review of the matter.

#### **Step 1 – At the Instructor’s Level (30 days in the succeeding semester)**

If a student has an academic grievance, he or she must present a written grievance statement to the instructor which sets forth what did or did not occur, and why the grade received should be reviewed:

- Instructor’s clerical error;
- Instructor’s assignment of the grade was not based on the student’s performance in the course;
- Instructor’s assignment of the grade was the result of standards that were not applied to other students in the course;

The instructor is required to respond in writing to the written grievance.

Note: If the student is not satisfied with the instructor’s written response, he or she may make a second step appeal to the department.

**Step 2 – At the Department Level**  
**(10 days after the deadline identified in step 1)**

The student is required to secure a copy of the Departmental Academic Grievance Procedure form from the appropriate department. This document will inform the student of all appropriate instructions for processing this review at the department level. The department chair shall notify the student, in writing, of the department’s decision within 30 days of receipt of the student’s second-step appeal.

Note: If the student is NOT satisfied with the results of the second step of his or her grievance, he or she may make a third-step appeal to the Vice President for Academic Affairs.

**Step 3 – At the Vice President for Academic Affairs’ Level**

The third-step appeal must be in the form of a memorandum similar in format and attachments to that used in Step 1 , including the student’s reasons for regarding the Step 2 responses as unsatisfactory. The third-step appeal memorandum must be submitted by the student to the Vice President for Academic Affairs within five school days after receipt of the chair’s response.

- Within SEVEN DAYS after receipt, the Vice President for Academic Affairs will appoint a hearing committee consisting of at least two faculty members and at least one student.
- All appointees to this committee must be disinterested, neutral parties.
- The hearing committee must conduct and conclude an investigation of the matter aggrieved within 30 days after its appointment.
- Within 10 school days after the conclusion of

the committee’s investigation of the matter, the committee must submit a written report to the Vice President of Academic Affairs. This report must include the:

- (1) Committee’s findings,
- (2) Committee’s conclusions

And the

(3) Committee’s recommendations for a resolution of the grievance.

The decision of the Vice President for Academic Affairs is final.

**ACADEMIC HONESTY POLICY**

Harris-Stowe State University assumes that all students are enrolled for the purpose of learning; therefore, academic dishonesty of any kind is considered to be contrary to the purpose of both the student and the University. Academic honesty consists of truth telling and truthful representations of all academic works. Any academic dishonesty detected and verified as such in a course (including such acts during examination or the submission of plagiarized material) may result in the student’s failure of the course and academic dismissal or suspension from the University. Academic dishonesty includes, but is not limited to:

- Copying from others on an exam;
- Offering another person’s work as your own;
- Plagiarism;
- Stealing or attempting to steal an examination or answer key from any instructor.

**Academic Dishonesty Procedures**

Faculty members should clearly identify course-specific standards, which interpret University and departmental policies related to academic integrity. These explanations should appear in the course syllabus and in all other explanations of course requirements. Faculty should require the inclusion of the honor pledge on all academic work submitted for grading.

1. Faculty members who discover evidence of academic dishonesty will arrange to meet with the student(s) suspected of the alleged infraction, as soon as possible. Prior to this meeting, the faculty member may choose to consult with the vice president or the hearing officer.

2. If the student(s) acknowledge(s) the act of academic dishonesty and the faculty member is satisfied that the incident can be effectively resolved with a grade sanction:

- The faculty member will assign an F for the assignment or exam during which the cheating occurred; and
- A written summary of the incident will be forwarded by the faculty member to the hearing officer.
- The hearing officer will contact the student to arrange a conference.
- If the student is currently in good disciplinary standing, the student will be placed on disciplinary probation for one calendar year.
- If the student is currently not in good disciplinary standing or if the student has previously acknowledged an act of academic dishonesty and received a grade sanction as a result, disciplinary proceedings will be instituted in accordance to those listed below to determine the appropriate disciplinary sanction. Such a sanction may include suspension or dismissal from the University.
- All official disciplinary sanctions, including grade sanctions, which are assigned to a student as a result of an act of academic dishonesty, will be recorded on the student's official University transcript.

If the student denies the allegation of academic dishonesty or if the faculty member believes the severity of the incident may warrant a sanction more severe than disciplinary probation:

- The faculty member will forward a written summary of the incident to the hearing officer. The summary must contain copies of all evidence, including the names of any known witnesses to the alleged act of academic dishonesty.
- The hearing officer will institute disciplinary proceedings in accordance with those listed below.
- No grade penalty should be assigned by the instructor until the case is finally resolved, including the process of hearing the student's appeal, if any. If the charges cannot be resolved prior to the end of the semester, a grade of "I" should be assigned by the instructor.

- Students may file a grade appeal if a grade penalty for alleged academic dishonesty violation occurs without proper adherence to the above procedures.

The decision of the President is final.

### **CLASS ATTENDANCE/ABSENCE POLICY**

Due to regulations set forth by the U.S. Department of Education, Harris-Stowe State University is required to verify attendance for all students enrolled at the University.

Because the penalties related to attendance can have legal implications for the University, attendance policies must be clearly defined on each syllabus. The attendance policy should include expectations for labs and or discussion sections. Faculty should clearly explain and enforce their attendance policies, as defined in the course syllabus. When policies are specified in the course syllabus, faculty may take attendance into account when evaluating student performance, provided that absences are accurately documented by the instructor. Absences that are avoidable, unavoidable or due to University-sponsored activities are subject to the conditions of the Administrative Withdrawal Policy and to the specific conditions described below:

#### **Avoidable Absences**

Avoidable absences are absences which are not caused by extenuating circumstances. In the case of an avoidable absence, faculty is not required to allow the student to make up missed assignments. It is up to the discretion of the faculty member to accept late assignments due to avoidable absences.

#### **Unavoidable Absences**

Unavoidable absences are those due to debilitating illness or personal emergency. Students must immediately inform their instructors of the reason(s) for the absence, in a timely manner, with supporting documentation, (i.e. a doctor's statement or University team schedule). If unanticipated absences from class exceed one week, the student must inform Academic Affairs and provide supporting documentation. Academic Affairs will notify the student's instructors. Unavoidable absences, approved by Academic Affairs, entitle the student additional time to make up all missed assignments, by a deadline agreed upon by the instructor and the student. Unavoidable absences still count as absences in courses where grade penalties are imposed for inadequate attendance.

### **Absences Due to University-Sanctioned Activities**

Students who participate in official University activities should be allowed to make up all missed assignments, tests and exams as a result of participating in these events. Certain assignments, such as group projects or presentations, may not be possible to make up. If the instructor intends to deny the opportunity to make up such assignments, the instructor should inform the student so that the student may be aware of the consequences. The student may then decide to take the course during another semester, to make other arrangements for the University-sanctioned event or to accept the consequences of the absence.

If the number of University-related absences is not larger than those allowed for all students by the course policy, the student should not be penalized for these absences. In such cases, however, the student does not have a right to any additional absences in the event of illness or family emergency. If the University-related and unexcused absences exceed those allowed by course policy, the instructor will determine the appropriate penalty.

To minimize conflict regarding absences due to University-sanctioned events, students should:

- Plan his or her schedule accordingly, in order to minimize activity or travel conflicts;
- Arrange with the faculty member to submit work during the absence, prior to leaving for the University-sanctioned activity;
- Obtain class notes or other materials missed prior to taking any subsequent exams or submitting assignments;
- Make every effort to schedule classes which will minimize activity and travel conflicts;
- Provide a schedule of all activities and related travel to all of their instructors, within the first week of the semester or as soon as possible, for non-scheduled events.

### **ADMINISTRATIVE WITHDRAWAL POLICY**

#### **Excessive Absence Administrative Withdrawal Policy**

The enforcement of class attendance policy resides with the instructor of record for each course. Harris-Stowe supports the enforcement of attendance policies through the official notice of withdrawal due to excessive absence.

An Administrative Withdrawal will be issued when a student has been absent from class for:

- Two consecutive weeks during the regular fall/spring semester.
- One week during summer session
- One week during accelerated Fall/Spring Weekday Session I/II, or
- One meeting during the accelerated fall/spring weekend session I/II.

A student administratively withdrawn from a course will receive a grade of "AF", "failure due to excessive absences" which will be included in the student's grade point average. Once a student has been administratively withdrawn from a course for excessive absence, the withdrawal is valid and final. A student can only appeal an administrative withdrawal for excessive absences if an error has occurred in the recording of his or her attendance.

### **LEAVE OF ABSENCE POLICY**

While continuous enrollment until graduation is the expectation, the Leave of Absence provide eligible students the means to be absent from the University when unable to complete the semester and/or anticipates a need to discontinue enrollment for up to two full semesters or academic year (excluding summer or interim terms). Leave of Absence, when approved, provides the process for students to take a leave of absence from a degree program without being required to go through the re-admission process upon return to the University.

Students on Leave of Absence are subject to the Student Conduct Code and other applicable University policies. A student granted leave of absence shall retain his/her admitted student status but would not have all the rights and privileges of a registered student. Leave of absences for professional and academic reasons (study abroad, internship, employment or professional development opportunities) or for personal reasons (financial, family, medical or other emergency situations) will be reviewed by the Provost or designee. Additional information is available in the Office of the Registrar.



## ACADEMIC HONORS

Eligibility for Inclusion on the Vice President for Academic Affairs Honors Lists

At Harris-Stowe State University, the Honors Lists are the equivalent of the Dean's List. There are two such lists at this University, one for full-time classified students and one for part-time classified students. At the end of each fall and spring semester, the names of those classified students who during that semester:

- Were enrolled at the Official University Census Date in 12 or more University-level credit hours of Harris-Stowe State University course work;
- Earned a term grade point average of at least 3.50;
- Received no grades of F, AF or NC
- Earned quality points in at least nine credit hours of course work.

They are listed on the Vice President for Academic Affairs Honors List for full-time students.

At the end of each fall and spring semester, the names of those part-time classified students who during that semester:

- Were enrolled at the Official University Census Date in 6-11 University-level credit hours of Harris-Stowe State University course work;
- Earned a term grade point average of at least 3.50;
- Received no grade F, AF or NC;
- Earned quality points in at least six credit hours of course work.

They are listed on the Vice President for Academic Affairs Honors List for part-time students.

## ACADEMIC HONOR SOCIETIES

The University has charters for a number of honor societies. These societies and the eligibility criteria for admission or election to them are set forth below.

### Alpha Chi

Alpha Chi is a national honor scholarship society founded in 1922 for accredited colleges and universities. Its purpose is to promote and recognize high academic achievement and good character and make scholarships effective for students in the various academic divisions of colleges and universities, both in the United States and in other countries.

Active membership is restricted to regular undergraduate students of junior and senior standing in programs leading to a baccalaureate.

Members of the Missouri Zeta Chapter at Harris-Stowe State University are elected by the total faculty group based on the following eligibility criteria:

- The student must have been a regular student at Harris-Stowe State University for not less than one academic year prior to election.
- The student must have completed not less than half of the University credits required for graduation.
- The student must have an overall cumulative grade point average (OCGPA) of at least 3.5.
- If the CGPA earned at an institution previously attended is higher than that earned at Harris-Stowe State University, only grades earned at Harris-Stowe State University will be considered; otherwise, all grades earned at all institutions shall be considered.
- The student must be in the top ranked 10 percent of students in his or her academic classification, including those previously elected to membership in the society.

The student must be rated by the University's total faculty group as successfully meeting the University's character requirements.

### Kappa Delta Pi Honor Society

In an effort to promote a closer relationship among students in the field of education and to develop a more intimate fellowship with those dedicated to the teaching profession, the Illinois Education Club at the University of Illinois made a resolution to sponsor a national society similar to its own organization. Subsequently, the honorary education fraternity, Kappa Delta Pi, was incorporated on June 8, 1911. Local chapters of Kappa Delta Pi were soon in existence at several colleges and universities with schools of education. On June 6, 1931, Harris Teachers College, now Harris-Stowe State University, established the Gamma Lambda Chapter of Kappa Delta Pi.

To qualify for undergraduate membership a student must:

- Have full standing as a junior.
- Rank in the upper quartile of the University;
- Maintain overall cumulative grade point average (OCGPA) of 3.0 or above;
- Have been admitted to the professional level of Teacher Education programs;
- Exhibit worthy educational ideals;
- Intend to continue in the field of education;
- Manifest desirable personal qualities;
- Provide evidence of leadership attributes.

### **Sigma Tau Delta**

Sigma Tau Delta, the International English Honor Society, is open to students interested in English and who rank in the upper third of the student body for the semester of initiation. The resulting grade point average for this ranking is usually 3.0 or higher. The purpose of Sigma Tau Delta is to promote written expression, encourage worthwhile reading and to foster a spirit of good fellowship among men and women professionally engaged in the study or teaching of the English language and literature. The Phi Beta Chapter of Sigma Tau Delta annually produces a publication of students' literary works called The Triangle. For further information, contact the College of Arts and Sciences in Room 210 of the Dr. Henry Givens, Jr. Administration Building.

### **Kappa Mu Epsilon**

Kappa Mu Epsilon is a specialized honor society in mathematics, which was founded in 1931 to promote an interest in mathematics among undergraduate students. It has been a member of the Association of College Honor Societies since 1968. Its chapters are located in colleges and universities of recognized standing, which offer an appropriate mathematics program.

The Missouri Mu Chapter of Kappa Mu Epsilon was installed at Harris-Stowe State University on April 25, 1998. The chapter's 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. The primary purposes of being a member of Kappa Mu Epsilon include the following:

- To further the interest of mathematics in those schools, which place their primary emphasis on undergraduate programs;
- To help undergraduate students realize the important role that mathematics has played in the development of civilization;
- To develop an appreciation of the power and beauty possessed by mathematics;
- To provide a society for the recognition of the outstanding achievement in the study of mathematics at the undergraduate level;
- To disseminate the knowledge of mathematics and familiarize its members with the current progress in this important area of human interest.

Qualified applicants for membership must:

- Be, or have been, a faculty member or regularly enrolled student at an institution where a Kappa Mu Epsilon chapter is installed;
- Have completed at least three semesters at the institution ranking in the upper 35 percent of their class;
- Have completed at least three college courses in mathematics, including at least one semester of calculus and attained an average grade of B or higher in all mathematics courses;
- Have at least one semester at the institution, after having transferred from another institution and have completed at least one mathematics course with a grade of B or higher at the institution, prior to his or her induction.

Meetings and activities of Harris-Stowe's chapter are held twice a semester in conjunction with the Mathematics Club, in addition to an annual national convention.

### **Delta Mu Delta**

Delta Mu Delta is an international business honor society established to recognize and reward superior scholastic achievement of students in business administration

Lambda Pi chapter of the Society of Delta Mu Delta Honor Society is located in the Anheuser-Busch School of Business.

To qualify for membership, students must be regular undergraduate students of junior and senior standing in business programs leading to a baccalaureate degree.

Members of the Lambda Pi are elected by business faculty based on the following eligibility criteria:

- The student must have completed at least one half of the credits required for a business degree.
- Transfer students must have 30 semester hours of residency, unless transferring from an institution in which there is a chapter of Delta Mu Delta or the institution is eligible to have a chapter due to appropriate ACBSP accreditation.
- The student must have a cumulative grade point average of one quarter (.25) of a step above a B (3.25) or better.
- The student must be in the top 20 percent in her or his academic classification, including those previously elected to membership in the society.

Delta Mu Delta membership provides recognition for a lifetime. As the highest international recognition a business student can earn, it is appropriate to include Delta Mu Delta membership on one's resume and to wear the Key and display the certificate with pride.

### **Alpha Phi Sigma**

Alpha Phi Sigma is a nationally recognized honor society for students in the criminal justice sciences. The society recognizes academic excellence displayed by undergraduate and graduate students of criminal justice and law school.

To qualify for membership, undergraduate students must have completed at least three full-time semesters or equivalent, and at least four courses must be in the criminal justice related field. Undergraduate students must have a cumulative grade point average of 3.2 on a 4.0 scale, as well as a 3.2 average in criminal justice courses or rank in the top 35percent of their class.

### **Pi Gamma Mu**

Pi Gamma Mu is the oldest and preeminent honor society in the social sciences. Its mission is to encourage and recognize superior scholarship in the social science disciplines and foster cooperation and social service among its members. Pi Gamma Mu serves the various social science disciplines which seek to understand and explain human behavior and social relationships, as well as their related problems and issues.

Juniors and seniors are eligible to join if they are in the upper 35 percent of the class, have a 3.0 grade average or better, and 20 semester hours in social science courses.

## **GRADUATION REQUIREMENTS**

The commencement convocation is held at the end of the spring semester. Students are responsible for familiarizing themselves with the University Bulletin and all pertinent literature/documents that govern the requirements for graduation. Students are also responsible for maintaining a satisfactory grade point average, completing all requirements of their degree program and satisfying all other requirements for graduation. It is strongly recommended that students complete a degree audit at the end of the student's completion of 60 credits. Students are required to file papers for graduation in the semester prior to the semester of anticipated degree conferral. Specific dates are listed in the University Calendar for each semester or session.

To complete degree requirements the students must:

- Complete degree conferral papers in the Office of the Registrar (HGA Room 007);
- Complete and submit all required paperwork to the Office of the Registrar;
- Complete all clearance procedures identified by the respective degree programs and other University offices/departments. (The Office of the Registrar will distribute the clearance forms to the candidate for graduation);
- Satisfactorily complete all requirements of the degree program;
- Earn the required cumulative grade point average for the degree program;
- Complete, in residence, the final 30 semester hours of course work, unless permission is granted otherwise.
- Achieve at least the required score on all required examinations of the degree program.

### **Eligibility for Graduation Honors**

Graduating seniors, whose cumulative resident grade point averages are at the levels cited below, who have completed at least 60 semester hours in residence at Harris-Stowe and met the residency requirements for degree conferral and who have met all other academic

and non-academic degree requirements are graduated from Harris-Stowe State University with the following Latin Honors:

Summa Cum Laude (HSSU CGPA of 3.75 or higher)

Magna Cum Laude (HSSU CGPA between 3.5 or 3.749)

Cum Laude (HSSU CGPA between 3.25 and 3.499)

### **COMMENCEMENT CONVOCATION**

In case of unusual circumstances, students who are unable to participate in the commencement convocation are required to notify the Office of the Registrar in writing and request permission to pick up or receive the diploma in the mail after commencement. The University is not responsible for diplomas once mailed.

### **THE ALUMNI ASSOCIATION**

Membership in the Harris-Stowe State University Alumni Association is available to all persons who

The Alumni Association is an autonomous body of members who have come together to accomplish the following three major purposes:

- To make known, celebrate and perpetuate the institution's desirable customs, spirits, ideals and philosophy;
- To promote in every way possible, the interest of the University and thereby the educational interest of the region Harris-Stowe serves;
- To revive and establish acquaintances and maintain good fellowship among the alumni, wherever they may be.

The policy making body of the Harris-Stowe State University Alumni Association is that body's executive board.

The day seniors graduate from the University, they officially become members of the HSSU Alumni Association. From that day to the last day in May of the following year, recent graduates enjoy free membership to the Alumni Association, which includes many benefits. For more information, please call (314) 340-3390, e-mail [alumni@hssu.edu](mailto:alumni@hssu.edu) or visit HGA Room 110.

## **ACADEMIC RESOURCE CENTER PROGRAMS**

### **ARC Mission**

The mission of the Academic Resource Center (ARC) is to provide students with comprehensive academic support, services and strategies essential for academic success. Our commitment is to assist students in the realization of their full potential and to promote student learning, independent and critical thinking, academic excellence and persistence through graduation and professional endeavors. The ARC staff mentors students, collaborates with University and community constituents to enhance current programs and develops innovative services which increase student success.

### **ARC Services and Programs**

Programs and services are available to all currently enrolled HSSU students who endeavor to improve their academic performance. Included are:

- Developmental, Remedial, Co-Requisite and Foreign Language Courses.
- ARC Tutorial Laboratory
- ARC Test Accommodations Laboratory
- University Testing Service
- Americans with Disabilities Act (ADA) Accommodations
- ARC Content Workshops

### **Developmental Studies Education Program**

The ARC offers Developmental Studies courses for students who demonstrate a need to strengthen their academic skills in preparation for college level course work. Courses in mathematics, reading and writing are provided based upon the student's needs. The designated courses are determined by several measures, including the student's ACT scores, the University's standardized placement test and, when indicated, a University prepared assessment test.

### **The ARC Tutorial Lab**

The tutorial service is an integral component of the ARC. Tutoring is offered to support academic skills related to coursework and is provided for all enrolled HSSU students. Tutorial assistance is offered in the following areas:

- Mathematics
- Science
- Writing
- Reading
- Spanish
- Accounting
- Economics

A broad range of hours are scheduled in order to accommodate day, evening and weekend students. The service is staffed with professional and peer tutors. Students may be served individually or in small groups on a first-come / first-served basis. The schedule is posted on [www.hssu.edu](http://www.hssu.edu).

### **The ARC Test Accommodations Lab**

The ARC Test Accommodations Center provides services university-wide for faculty who require external classroom test proctoring. A broad range of hours are scheduled for the center's supportive provisions. The faculty member makes arrangements for test proctoring at least a week in advance of the test with the Test Accommodations Coordinator. Such arrangements are made in accordance with the TAC Policies and Procedures. Priority consideration is extended to students who require ADA accommodations.

In addition to the test proctoring services, the ARC Test Accommodations Center offers testing for students who need to make up tests in which they did not demonstrate mastery. The Center maintains multiple versions of tests and is able to administer the tests by appointment or as prescribed by faculty members. Students who are determined to have disabilities are accommodated under the direction of the ADA Coordinator.

### **University Testing Service**

Harris-Stowe State University requires a standardized testing evaluation program to determine the placement of incoming first year students, as well as to evaluate the progress of students throughout their college experience, and to aid in academic program evaluation. Testing includes:

- Accuplacer
- Remote Accuplacer (for non-local students)
- ACT Residual
- Major Fields Tests for majors in Criminal Justice, Mathematics, Biology, Business
- HiSet (formerly known as the GED)
- External proctoring requested by other colleges and universities

## **Americans with Disabilities Act (ADA) Accommodations**

Harris-Stowe State University is committed to compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Section 202 of the 1990 Americans with Disabilities Act:

“No qualified individual with a disability shall, by reason of such disability, be excluded from the participation in or be denied the benefits of the services, programs or activities of any public entity, or be subject to discrimination by any such entity.”

Section 504 of the 1973 Rehabilitation Act

“No otherwise qualified handicapped individual in the United State... shall solely, by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.”

While ensuring the academic integrity of its programs and courses, the University is dedicated to providing reasonable accommodations needed to ensure equal access to educational opportunities for individuals with verified disabilities. An ADA Coordinator is housed in the ARC to verify eligibility and coordinate services (as defined by Section 504 of the Rehabilitation Act), while the highest standards of confidentiality are maintained. Students are required to self-identify for services and to provide requested documentation. Forms for the application process can be found on the ARC website at [www.hssu.com](http://www.hssu.com). Applicants seeking services should call or visit the Academic Resource Center in the HGA Building in Room 013.

### **ARC Content Workshops**

Experienced, trained Workshop Mentors and Peer Learning Assistants host content workshops. The workshops involve enthusiastic dialogue, relevant application of course concepts, specific course-related study techniques, strategies for exam preparation, peer collaboration, specific content practice and clarification, emotional support and various additional topics.

# **INFORMATION TECHNOLOGY SERVICES, ASSESSMENT AND INSTITUTIONAL RESEARCH**

## **Office of Assessment**

The duties of the Office of Assessment include:  
Implementation of the Comprehensive Assessment Plan:

- Development, administration and/or analysis of various University survey instruments;
- Data collection, analysis and reporting;
- Researching, designing and implementing assessment and program evaluation policies;

And

- Helping the University to plan by providing studying and measuring performance.

## **Assessment Requirements**

Current students and graduates of HSSU are strongly encouraged to cooperate with assessment efforts to improve the quality of the education of future students. Student confidentiality is continuously and carefully maintained during assessment efforts.

Harris-Stowe is committed to the use of evaluative processes to enhance the improvement of student learning. The institution, as a whole, as well as individual academic departments, has selected formal and informal methods to assess student performance and program effectiveness including:

- standardized tests;
- standardized surveys;
- institutional and departmental opinion surveys for current students, alumni and employers of alumni;
- content area exams; and
- performance-based or authentic assessments

Authentic assessment involves students in complex, open-ended tasks that have real-life problem-solving implications that require higher-order thinking and the integration of knowledge. Authentic assessments also model for instructors and students the expected standards by which the learning will be judged. The assessments may consist of:

- Oral interviews;
- Journals,
- Portfolios of written works,
- Demonstrations,
- Presentations, group problem-solving tasks,
- Case-study reports,

OR

- Videos.

Authentic assessments can accommodate students with varying abilities, learning styles, cultural backgrounds and experiential backgrounds.

## **STUDENT LIFE**

### **STUDENT AFFAIRS**

#### **Mission**

Harris-Stowe State University's Division of Student Affairs considers students holistically— their intellectual capacity and achievement, emotional makeup, physical condition, social relationships, vocational aptitudes and skills, moral and religious values, economic resources, and their aesthetic appreciation. The Division of Student Affairs stresses the development of students as persons rather than merely their intellectual training alone. It is the focus of Student Affairs to assist students in developing to the limits of their potential and in making their contribution to the betterment of society.

It is the mission of Student Affairs to assist students in developing and achieving their utmost capability through personal effort on their behalf and through mobilizing on their behalf, all the forces within the University that can be made to serve this end. Student Affairs emphasizes the individuality of students and their present needs and interests. Students should be looked upon as more than candidates for a degree; they are individuals who must be developed and trained for a life of service, intellect and actualization of their inner potential.

The Division of Student Affairs is comprised of the Dean of Student Affairs, Athletics, Career Services, Counseling Services, Community Service Learning, Health Services, Bosley Residence Hall, Gillespie Residence Hall and Student Activities. The main Student Affairs office is located in Gillespie Student Center and is open from 8 a.m. until 5 p.m., Monday through Friday. Evening hours are available by appointment. To contact the Dean of Student Affairs, call (314) 340-5112 or (314) 340-5053.

### **CAREER ENGAGEMENT AND EXPERIENTIAL LEARNING**

#### **Mission**

The Office of Career Engagement and Experiential Learning strives to support and empower students and alumni in their career development as they make career decisions, develop job search strategies, pursue experiential opportunities and secure employment. Career Engagement promotes faculty involvement in career development through collaborative

relationships and classroom presentations. The office provides resources and support to connect employers with qualified applicants and to provide the institution with accurate information on post-graduation plans to support overall institutional effectiveness.

The Office of Career Engagement is located in Room 119 of the Dr. Henry Givens, Jr. Administration Building. Office hours are 8 a.m.–5 p.m., Monday through Friday. Evening hours are available by appointment.

Resources are available in the Office of Career Engagement and include information about occupations, career fields, resume writing, job search strategies, interviewing techniques, labor market trends and employers. Individual career counseling appointments can be made for assistance with issues such as exploring career alternatives, career transitions, resume development, interviewing skills and job search strategies.

Services are available to assist students with employment needs. Job postings for full-time, part-time, co-op and internship employment opportunities are available on our online system, eCareers. Some job postings are also placed on the bulletin boards outside the office. A teacher career fair and general career fair are held each spring to facilitate students obtaining company information, as well as to meet employers who are hiring for co-op, internship and professional positions. The Office of Career Services also schedules employers for on-campus information sessions, recruiting and interviewing.

Cooperative education and internship positions are coordinated by Career Engagement to provide students with opportunities to gain relevant career related experience. In addition, students who have registered with Career Engagement can participate in the résumé referral program for co-op, internship and full-time positions.

### **COMMUNITY SERVICE LEARNING**

As an institution, Harris-Stowe State University has always been a part of the surrounding community and a leader in many arenas. Community-service learning is an ideal path to take for educational institutions to be visible in the communities that surround their campus. Community-service learning is an excellent way to provide students with an opportunity to learn

about the community around them and discover ways for students to become active participants. Community service contributes to the well-being of the community and increases community awareness of issues, while enhancing relationships with the wider community.

The community and community-based organizations recognize the value of service learning and how it directly benefits the community, increasing the willingness of the community to offer much-needed support for such programs. The ultimate goal is to show students how their classroom experiences relate to community service and to their lives.

Volunteer fairs are held annually. Students, who wish to volunteer for community-service learning, should visit the Office of Student Activities.

## **COUNSELING AND PREVENTION SERVICES**

### **Mission**

In keeping with the division of Student Affairs to develop the whole student, mind, body and spirit, Counseling Services provides students individual and group counseling as well as a variety of programs, to enhance students overall collegiate experience with a focus on personal, emotional, relational, and educational development, effective problem-solving and decision making. Confidentiality, empathy and privacy are ensured in a judgment-free environment.

### **Overview**

Counseling Services works to assist students with the transition to campus life, so that they can successfully adapt to the academic requirements and personal and social interactions. Counseling Services assists students to strive for self-actualization and ultimately to put them in control of their lives. Counseling Services works collaboratively with Student Support Services, the Academic Resource Center, faculty and staff to confront and resolve complications that hinder academic progress.

Counseling Services are available in the Gillespie Student Center from 8 a.m.–5 p.m., Monday through Friday. Evening hours are available by appointment. Contact Counseling Services by calling (314) 340-5089.

## **HEALTH SERVICES**

### **Mission**

Health Services provides effective health education, disease prevention and promotion of health, and wellness services for students, staff, and faculty of HSSU. In addition, Health Services places emphasis on promoting a healthy state of well-being while students pursue and achieve their educational goals.

### **Overview**

Health Services is located in the Gillespie Student Center and is open from 8:00 a.m. to 5:00 pm., Monday through Friday. The University health care specialists are sensitive and responsive to the needs and perceptions of our diverse group of students. Health Services not only attends to the immediate needs of the University community, but also encourages and assist the community in developing a lifestyle that promotes health and wellness. This process should include, but not be limited to, maintaining a complete and accurate record of health information, including immunizations and yearly health histories and physicals. In addition, Health Services should assist students in monitoring potential health problems such as blood pressure, weight control, diabetes prevention and cancer detection. Health Services will provide documentation of services that will students in utilizing community resources.

## **REV. DR. WILLIAM G. GILLESPIE RESIDENCE HALL AND STUDENT CENTER**

### **Mission**

The mission of The Rev. Dr. William G. Gillespie Residence Hall and Student Center is to foster a healthy, civic-minded, supportive, academic residential community that enriches the educational experience at Harris-Stowe State University. The mission of the Gillespie Residence Hall and Student Center is carried out by linking the curriculum with residential living, which facilitates positive social interaction through programming and formulates civic engagement with the City of St. Louis.



Gillespie Residence Hall offers four-bedroom suites with two bathrooms per suite, complete with kitchen facilities at affordable prices. Residential fees include telephone, cable TV and all utilities. The residence hall has laundry facilities and a weight room for residents' use only. Gillespie Residence Hall is a residence facility for full-time students at HSSU. The Gillespie Residence Hall office is open Monday through Friday, 9 a.m. until 5 p.m.

For more information, contact the Director of Residential Life at (314) 340-5005.

In addition, Gillespie Student Center is the site of Follett Campus Bookstore, conference rooms, a computer lab, a game room, Student Activities office, Counseling Services and Health Care Services. To reserve any of the student center facilities, contact Student Activities at (314) 340-5053.

### **THE FREEMAN R. BOSLEY, JR. RESIDENCE HALL AND DINING FACILITY**

Harris-Stowe State University's newest residence hall opened in 2011 and includes 200 beds for freshmen students. All freshmen will enjoy suite-style facilities, which include a furnished living room, kitchenette, dining area and private bathrooms. Some of the suites are single-bed suites, with a private bedroom for each student, and others are double-bed suites in which two students share a bedroom. Students need not worry about trudging through the snow or rain to enjoy a meal as the new residence hall houses a state-of-the-art campus dining facility, including a private meeting room. Other building amenities include a cardio fitness room, laundry facility, mailboxes, community kitchen, 24-hour vending and a public safety station, all located on the ground floor. The Dr. Henry Givens, Jr. Administration Building, which houses most classes, is only a two-minute walk from both residence halls.

For more information, contact the Director of Residential Life at (314) 340-5300.

### **STUDENT ACTIVITIES**

#### **Mission Statement**

The mission of Student Activities is to provide services, promote programs and maintain facilities that are responsive to student development, social, recreational and educational needs, while enhancing the quality of University life. Through the work of

its staff and various committees, the department will serve as a laboratory where students can learn and practice leadership, critical thinking, social responsibility, management, programming and interpersonal skills.

Students' out-of-class experiences aid them in developing knowledge and skills that are consistent with the educational purposes of a university. The overarching goal of Student Activities is to enhance the learning environment for students at HSSU. The Office of Student Activities (OSA) is a center for campus community and, as such, is an integral part of the institution's educational environment, providing co-curricular and extracurricular complements to the academic sector of the University. The office is located in Gillespie Residence Hall, Room 110A. Normal hours are Monday through Friday, 8 a.m. until 6 p.m. To contact Student Activities, call (314) 340-5042 or (314) 340-5030.

The team members listed below are responsible for planning and implementing social and educational programs and services which are essential to the retention of students integral; to the promotion of a diverse educational community; indispensable to the achievement of educational goals and vital to the cultural, social, moral, intellectual and physical development of students.

The Student Activities team includes:

- Director of Student Activities
- Assistant Director of Student Activities

Ultimately, OSA works to enhance the overall quality of campus life, establish a sense of community and enable all students to reach their full potential.

General Responsibilities:

- Homecoming
- Orientation
- Black History Month
- Personal and Academic Development Activities
- Welcome Week Activities
- Student Leadership Training
- Student Budget Allocations
- Student Elections

For more information, please visit the Student Activities web page [www.hssu.edu/sp\\_index.cfm?wID=30](http://www.hssu.edu/sp_index.cfm?wID=30)

### **Student Activity Fee**

In order to provide the various activities, programs and publications for HSSU students, a student activity fee is assessed. The fee, supplemented with other University funds, enables the Student Government Association to allocate financial resources for various programs and organizations, which serve all students enrolled in regular academic programs. The Student Government Association is allotted a portion of the funds for programs that benefit Harris-Stowe State University students.

### **STUDENT ORGANIZATIONS AND AFFILIATES**

- Accounting Student Association
- Art Club
- Biology Club
- Camera Club
- Campus Religious Life
- Collegiate 100
- Concert Chorale
- Dream Team
- Entrepreneurs Club
- Financial Management Association (FMA)
- Gospel Choir
- Guitar Club
- Harris-Stowe Orientation Leader Ambassadors (HOLA)/Student Ambassadors
- Harris-Stowe Players Theater Group
- Honda Campus All-Stars
- Hornets for History
- Hornets Paintball Club
- HSSU Cheerleaders
- HSSU Flag Corps
- HSSU Honeycomb Majorettes Dance Team
- HSSU Intramurals
- HSSU Marching Hornets
- LGT and Straight Alliance
- Majestic Assembly
- Mock Trial
- NAACP
- Residence Hall Council
- Senior Class
- Shades II
- Student Chapter of American Marketing Association
- Student Community Service Corps.
- Student Government Association (SGA)
- Students in Free Enterprise (SIFE)
- Student Investment Club

- Student United Way
- Students Working Against Trauma (SWAT)
- The Sting
- Thurgood Marshall
- Welcome Week Committee

### **Student Government Association**

The Student Government Association (SGA) is a student-led legislative body with the primary purpose of developing and promoting student interests and participation in all activities at the University. The SGA, utilizing the designated Student Activity fees and other funding sources, supports the various official student activities and programs. The Student Government Association has the responsibility for appointing student representatives to the University's various academic committees. Important among such bodies are the University's governance committees of the various academic programs and disciplines. The association also appoints members and a chairperson of its own committees and task forces.

All students enrolled at the University and in good standing, are members of the SGA and are strongly encouraged to participate in the association's meetings and projects. The association normally meets on the second and fourth Wednesday of each month throughout the academic year, September through April. The executive board of the association is elected annually in April.

### **Harris-Stowe Cheerleaders**

The Harris-Stowe Cheerleaders are a group of men and women who enthusiastically support the University's intercollegiate and athletic teams. The group accompanies the teams to their intercollegiate events and provides spectator spirit and enthusiasm. Membership on the cheerleading squad is by application. Each year, tryouts are held under the supervision of the cheer coach. Throughout the year, practice sessions are scheduled in preparation for home and away athletic events. For additional information, interested persons should consult the athletic director in the Emerson Performance Center.

### **HSSU Honeycomb Majorettes Dance Team**

The Honeycombs are the majorettes of HSSU. The organization was started in the fall of 2006 with nine young ladies who shared a common love for modern dance. The Honeycombs perform at sporting and community events and are an essential part of the HSSU

Marching Hornets and spirit teams. Honeycombs exemplify class, sportsmanship, style and technique. Those interested in becoming a Honeycomb Majorette can contact the Dean of Student Affairs at (314) 340-5112.

### **Harris-Stowe Campus Geniuses**

Harris-Stowe Campus Geniuses is an organization which serves as official student representatives of Harris-Stowe State University. Members act as hosts and hostesses at special University events and as University tour guides. They also accompany admissions officers on visits to area high schools. Students in possession of an overall CGPA of 2.5 or higher are invited to join Campus Geniuses. Interested students should contact the Office of Student Activities in the Gillespie Student Center for information regarding membership.

### **Concert Chorale**

The Concert Chorale is the University's official choir and is open to all University students, faculty and staff. The repertoire of the chorale includes musical masterpieces of various music periods, as well as contemporary jazz and gospel music. This group performs for many civic, educational and religious organizations throughout the metropolitan St. Louis area and goes on tour to various cities in the United States. The group has performed in Orlando, Florida; Houston, Texas; Chicago, Illinois; Washington, D.C.; New York, New York; New Orleans, Louisiana; and Nassau, Bahamas. Also, the chorale completed a cruise to the Caribbean aboard the M.S. Seward and the S.S. Norway, performing aboard the ship and in St. Thomas, U.S. Virgin Islands.

A student may earn two credit hours through participation in the Concert Chorale. To do so, however, the student must be officially enrolled in the course designated for such. Scholarships are available for talented singers.

The Concert Chorale has achieved international recognition by winning top honors in an international music festival sponsored by Performing Arts Abroad. The Chorale performed for the two inaugural ceremonies of the late Missouri Governor Mel Carnahan.

### **Student-MSTA**

The Student-MSTA Chapter is a pre-professional organization for education majors enrolled in Missouri colleges or universities. The purpose of the local chapter is to provide its members with opportunities for:

- Personal and professional growth;
- Development of leadership skills;
- Understanding the history, ethics and programs of the teaching profession;
- Participation in professional activities at the local and state levels.

For more information, please contact the Dean of the College of Education in Room 207 of the Dr. Henry Givens, Jr. Administration Building, at (314) 340-3662.

### **Sponsorships of Speakers and Other Activities**

Any chartered student organization may, after notifying the Office of Student Activities, invite persons not affiliated with the University to speak on campus. Spaces are reserved in the Business Office (HGA Room 105). All contracts relating to the appearance of any outside guests or group at the University, which involve the expenditure of University funds and are sponsored by student groups, must be signed by appropriate University officials. Two weeks should be allowed for the processing of forms.

### **Academic Clubs and Honor Societies**

- Alpha Chi
- Alpha Phi Sigma
- American College of Health Care Executives (ACHE)
- American Marketing Association (AMA)
- Delta Mu Delta
- Kappa Delta Pi
- Math Club
- Missouri Student Teacher Association (MSTA)
- Pi Gamma Mu
- Pre-Law Club
- Sigma Tau Delta (English Honor Society)
- Student National Education Association (NEA)
- Students in Free Enterprise (SIFE)
- Together Educating Active Community Helpers (TEACH)
- Urban Affairs Specialists

### **HSSU Affiliate Groups**

- Big Brothers/Big Sisters
- HSSU Alumni Association
- NAACP
- Student United Way

## **Fraternal Organizations – “The Greeks”**

There are several Greek organizations which still hold charters at Harris-Stowe State University, but have formed “City Chapters”, made up of undergraduate members from the various college and universities in the area.

*Fraternal organizations represented are:*

Alpha Phi Alpha Fraternity Inc.  
Kappa Alpha Psi Fraternity Inc.  
Iota Phi Theta Fraternity Inc.  
Omega Alpha Psi Fraternity and Ministry  
Omega Psi Phi Fraternity Inc.  
Phi Beta Sigma Fraternity Inc.  
Sigma Tau Gamma Fraternity Inc.

*Sororities represented are:*

Alpha Kappa Alpha Sorority Inc.  
Delta Sigma Theta Sorority Inc.  
Sigma Gamma Rho Sorority Inc.  
Zeta Phi Beta Sorority Inc.

## **ATHLETICS**

### **Intercollegiate Athletics**

Harris-Stowe State University is a member of the National Association of Intercollegiate Athletics (NAIA) and the American Midwest Conference. Participation in intercollegiate athletics at Harris-Stowe State University is available in baseball, basketball and soccer for men and basketball, soccer, softball and volleyball for women.

Participants in intercollegiate athletics must be full-time students who meet NAIA eligibility requirements. Athletic scholarships are awarded each year to those student-athletes who demonstrate outstanding academic and athletic ability. Scholarships are awarded to cover full or partial in-state fees. Additional financial assistance may be available in special cases to cover partial book expenses or housing costs.

Because of the financial support provided by the student activity fees, all students are admitted free to intercollegiate athletic events. An official student identification card may be required to gain admission to such events.

Students who require additional information regarding programs and eligibility requirements should contact the Athletic Director in Room 103 of the Emerson Performance Center at (314) 340-5721.

## **Intramural Athletics**

The University offers a program of intramural athletic activities to all members of the University community – students, faculty and staff, at all levels. Competition in the various sports is available at both the individual and team levels.

Although instruction in the rules and skills particular to the various games is provided, such instruction is not the major emphasis; rather, the program’s main focus is the cultivation of the needed skills for recreational purposes and on the joy and camaraderie available in such activities. Thus, enjoyment and safety – not the level of skill – are the major considerations. Among the recreational athletic activities included in the intramural program are basketball, volleyball and flag football, as well as various one-day individual competitions. Other activities can be arranged, based on the interests of students, faculty and staff.

## **CODE OF STUDENT CONDUCT**

### **Discipline**

#### **Behavioral Expectations**

Harris-Stowe students shall conduct themselves in a manner compatible with the University’s educational mission and shall be disciplined for misconduct adversely affecting that mission. Any student who conspires to commit or who participates in an action that results in a violation of this policy and regulation shall be bound by the acts of every person participating in such an action and shall be disciplined. Specifically, students are subject to disciplinary action for the following:

- Academic dishonesty, including but not limited to, plagiarism and all forms of academic cheating and failure to report known violations of the honor pledge;
- Forgery, alteration or misuse of University or other official documents, records or identification;
- Knowingly furnishing false information to the University;
- Obstruction or disruption of University operations;
- Obstruction or disruption of University-authorized activities;
- Physical or violent verbal abuse of any person or property owned or controlled by the University or at functions sponsored or supervised by the University;

- Conduct that threatens or endangers the health or safety of any person, including oneself, on property owned or controlled by the University or at functions sponsored or supervised by the University;
- Theft or damage to University property;
- Theft of, or intentional damage to, private property on premises owned or controlled by the University;
- Unauthorized entry of University facilities or property;
- Unauthorized access, use or misuse of University property including, but not limited to, attempting to leave the library with library materials, which have not been properly borrowed; unauthorized use or misuse of computer equipment, computer accounts, computer software and hardware; or misuse of University telephones;
- Violations of University regulations or campus policies approved by either the Board of Regents or the president and described in official University publications;
- Use or possession of alcohol, marijuana, narcotics, illicit drugs or drug paraphernalia on property owned or controlled by the University;
- The sale or distribution of marijuana, narcotics or dangerous drugs on property owned or controlled by the University or at functions sponsored or supervised by the University;
- Lewd, indecent or obscene displays or conduct on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations;
- Drunken or disorderly behavior on property owned or controlled by the University or at functions sponsored or supervised by the University or University-related organizations;
- Intimidating behavior directed toward any student, faculty member, staff member or administrator;
- Failure to comply with the directions of a University official acting in the performance of his or her duties;
- Violation of the University's firearms policy;
- Circulating a report or warning that property under University control or supervision may be subject to a bombing, fire, crime, emergency or other catastrophe, knowing that the report or warning is false;
- Tampering with safety equipment or the inappropriate use or possession of safety equipment on property owned or controlled by the University;
- Giving false testimony or evidence at any official University hearing or to any University official;
- Conduct deemed unlawful by the criminal statutes of the state of Missouri or the United States of America and conduct that endangers or threatens the security of the University community;
- Violations of the conditions of a section imposed through University disciplinary procedures;
- Violations of the University's sexual assault policy.

### **Sanctions**

A student who violates these regulations may be subject to the following sanctions:

### **Restitution**

This designation may include payment for damage to property or facilities, payments for damage to property or person of a member of the University community and repayment of misappropriated or misused funds.

### **Disciplinary Probation**

Disciplinary probation is for a period of fixed duration during which the fitness of a student to continue at the University is evaluated. Disciplinary probation serves as a warning to the student that future violations of this policy and regulation may result in more serious sanctions, including suspension or dismissal. Disciplinary probation may include mandatory conditions such as the following by way of illustration:

- Exclusion from privileged or extracurricular activities at the University;
- Mandatory participation in classes and or other lawful activities deemed appropriate as a means of rehabilitating the student found in violation of this policy and regulation;
- In cases where misconduct is the result of abuse of alcohol or other drugs, mandatory alcohol or drug education may be a required condition for the probation.

### **Disciplinary Suspension**

Disciplinary suspension is the temporary separation of a student from the University.

## **Disciplinary Dismissal**

Disciplinary dismissal is the permanent separation of a student from the University.

### **Summary Disciplinary Dismissal**

Summary disciplinary dismissal is the immediate separation of a student from the University and is authorized by the President/designee when the continued presence of the student at the University constitutes a danger to the health, safety or welfare of the University community. At the time a student is summarily dismissed, the student shall be informed of his or her right to a hearing. Such hearing shall be held without undue delay, and the student shall remain dismissed until the hearing determines the student's status.

Sanctions of suspension, dismissal and any sanction resulting from an act of academic dishonesty will be recorded on the student's official University transcript. Other sanctions will be recorded in the student's discipline file, which will be retained by the hearing officer for a period of five years. With the exception of cases of academic dishonesty, records of disciplinary probation will be retained for one year after the conclusion of the probationary period.

### **Drug-Free Policy**

One of the certifications now required for the receipt of federal grants and funds is a formal statement from the grantee that it has adopted a policy and implemented a program that prevents the illicit possession, use or distribution of drugs and alcohol by students and employees of the institution. Further, the grantee must maintain evidence that it is in compliance with all sections of the relevant federal regulations.

### **Annual Distribution**

In compliance with this federal requirement, Harris-Stowe State University has established the written drug/alcohol prevention program described herein. This written program will be distributed at least annually to each employee of the University and to each student who is taking one or more classes for any type of academic credit, regardless of the length of the student's program of study.

### **Standards of Conduct**

The following is the University's official statement of the Standards of Conduct expected of its students and employees and the University's commitment to, and action toward, ensuring a drug-free and alcohol-free and campus.

- The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on the campus of Harris-Stowe State University or, at any location at which the University is conducting programs or events, are strictly prohibited.
- All students and employees of Harris-Stowe State University are required, as a condition of admission or employment, to comply with this strict rule.
- Employees, as a condition of continued employment, must notify the Office of Human Resources of any criminal drug status/conviction occurring in the workplace, no later than five days after such conviction.

### **Description of Legal Sanctions under Local, State and Federal Law**

Below are summaries of sanctions provided in local, state and federal laws against the unlawful possession, use and distribution of illicit drugs and alcohol.

- Sanctions imposed by local laws consist of ordinances of the City of St. Louis, which prohibit the sale of alcohol to minors, the operation of an automobile while under the influence of alcohol, public drunkenness and similar offenses. These offenses are misdemeanors, punishable by fines and imprisonment. Fines may be as high as \$500, and imprisonment may be for as long as one year.
- Sanctions imposed by state law are more extensive and include the following:
- Possession of a controlled substance; depending on the quantity of controlled substances in possession, penalties can range from one to seven years.
- Trafficking of drugs; penalties can range from five to 30 years in prison and may be served without probation or parole.
- Unlawful use of drug paraphernalia;
- Unlawful distribution of a controlled substance to a minor; penalty from five to 15 years imprisonment.
- Distribution of a controlled substance near schools; penalty can range from 10 to 30 years life imprisonment.
- Penalties can include forfeiture of vehicles, vessels or aircraft, or disqualification from voting and jury service.

### **Sanctions imposed by federal law:**

- First conviction: up to one year imprisonment and fine of at least \$100,000 or both.
- After one prior drug conviction: at least 15 days in prison must be served, not to exceed one year and a fine of at least \$2,500, but not more than \$250,000 or both.
- Special sentencing provisions are in effect for possession of crack cocaine: Mandatory minimum sentence of at least five years in prison, not to exceed 10 years and fine of up to \$250,000 or both, if:
  - First conviction and the amount of crack possessed exceeds five grams;
  - Second crack conviction and the amount of crack possessed exceeds three grams;
  - Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.
- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance, if that offense is punishable by more than one year imprisonment.
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance;
- Civil fine of up to \$10,000;
- Denial of federal benefits, such as student loans and licenses; up to one year for the first offense, up to five years for the second and subsequent offenses;
- Ineligible to receive or purchase firearms;
- Revocation of certain federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., as vested within the authorities of individual federal agencies.

### **Disciplinary Sanctions that the University Will Impose for Violations of the Standards of Conduct by Employees or Students**

All members of the University community are urged to report to the Office of Human Resources any firsthand knowledge of (a) the possession, (b) use or (c) distribution of a controlled substance on campus or at any location at which the University is conducting a program or event.

- These reports should be in writing and to the fullest extent possible:
- Identify the alleged violator.
- Identify the controlled substance.
- Pinpoint the time and place of the violation.
- Upon receipt of such a report, the Director of Human Resources will forward the report to the appropriate vice president to handle the situation.

The University will vigorously enforce the Standards of Conduct established herein in a fair and consistent manner. Penalties for violation of these Standards of Conduct are listed below.

Employees of Harris-Stowe State University, full-time, part-time and student workers who have been determined by the University to have violated the Standards of Conduct will be disciplined in accordance with the procedures set forth in the University's current personnel policies and procedures manuals and other documents. The penalties include:

- Verbal reprimands;
- Mandatory attendance in a rehabilitation program;
- Written reprimands which will be in the personal file of the employee;
- Dismissal.

Students of Harris-Stowe State University who have been determined by the University to have violated the Standards of Conduct will be disciplined. The penalties include:

- Verbal warning;
- Written warning which will be filed in the student's file maintained at the University;
- Mandatory attendance in a rehabilitation program;
- Suspension not to exceed one semester;
- Referral to appropriate authorities for prosecution.

Harris-Stowe State University will conduct a biennial review of its program to provide a drug-free and alcohol abuse-free environment on its campus and at campus-sponsored activities. The purpose of this review is:

- To determine the effectiveness of the program and to implement changes, if warranted;
- To ensure that all disciplinary sanctions are consistently, fairly and vigorously enforced;
- To ensure that the University will maintain appropriate records to establish its compliance with this program.

**Drug and or Alcohol Counseling, Treatment or Rehabilitation or Re-entry Programs Available to Employees and Students**

Each semester, Harris-Stowe State University offers a drug-free awareness program, which is conducted by the University’s Office of Counseling Services in conjunction with the Office of Health Services. This program, open to both students and employees, will include the dissemination of printed materials and also include periodic meetings and or conferences designed to inform all students and employees regarding:

1. The dangers of drug abuse and its effect on academic and personal success;
2. The University’s policy of maintaining a drug-free campus;
3. The availability of drug counseling, rehabilitation and other assistance programs;
4. The penalties that may be imposed upon students and employees for drug and alcohol abuse violations occurring on campus.

The Office of Counseling Services will provide referral services and programs offered through that office and also through various community agencies. Persons who successfully complete rehabilitation programs are eligible for consideration for re-employment on the University campus.

**Hazing**

Hazing is an intentional action taken toward any student on or off campus by a student organization or any of its members to produce public humiliation, physical discomfort, bodily injury or public ridicule; or to create a situation where public humiliation, physical discomfort, bodily injury or public ridicule occurs.

The following are examples of actions that might constitute hazing. As it is impossible to anticipate every situation that could involve hazing, this list should not be considered all-inclusive:

1. Paddling;
2. All forms of physical activity that are used to harass or that are not a part of an organized athletic contest and not specifically directed toward constructive work;
3. Road trips (involuntary excursions);
4. Confinement in any room or compartment;
5. Spraying, painting or pelting with a substance;
6. Burying in any substance;
7. Requiring or compelling activities creating unnecessary work, duties, detention or any duties which impair academic efforts;
8. Requiring or compelling exposure to uncomfortable elements;
9. Verbal harassment;
10. Requiring or compelling the wearing in public of apparel which is not considered in good taste;
11. Requiring or compelling the forced consumption of any liquid or solid substance;
12. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
13. Burning, branding or tattooing any part of the body, or any other activity, whether voluntary or involuntary, which may cause physical injury or endanger the life of the individual being hazed;
14. Psychological hazing, which is defined as any act which is likely to: a) compromise the dignity of a member or pledge, b) cause embarrassment or shame to a member or pledge, c) cause a member or pledge to be the object of malicious amusement or ridicule or d) cause psychological harm or substantial emotional strain.

**Institution of Disciplinary Proceedings**

Disciplinary charges brought against a student or a recognized student organization shall be resolved in the following manner:

1. Upon written notice of an alleged violation of this policy and regulation, disciplinary proceedings shall be instituted by a hearing officer by the issuance of notice of charges. The written notice of complaint may be initiated by faculty, staff and students or through a campus police summons.



2. The notice of charges and all other written notices shall be delivered by the method deemed most effective by the hearing officer to the student's or organization's address, as it then appears on the official records of the University. If the address is not current, other reasonable attempts will be made to deliver the notice. The notice shall include the portion of the policy and regulation allegedly violated, the reported circumstances of the alleged violation and a request that the student appear at a specified time, date and place for a hearing. A copy of the notice of charges may be sent to the student's parents/guardians if the student is a dependent as defined in Section 152 of the Internal Revenue Code of 1954.
3. If the notice of charges requests an appearance at a hearing and if a student fails or refuses to appear, the hearing officer may, after such investigation that is deemed sufficient, dismiss the charges, take administrative action or impose a disciplinary penalty. Requests for continuance must be timely and made by the student in writing to the hearing officer who may reschedule the hearing if the request is timely and for good cause. If the hearing officer takes administrative action, the accused student or organization shall be notified in writing of such action and such action shall not be subject to further hearing or appeal. If the hearing officer imposes a disciplinary sanction, the student or organization representative shall be notified in writing of such action. Appeals of disciplinary sanctions imposed at a hearing, held in the absence of the accused student or organizational representative, shall follow the procedures outlined in these regulations.
4. When an accused student or organizational representative appears in response to the notice of charges, the hearing officer shall review the facts of the alleged violations and of the names of witnesses then known. The student or organizational representative shall be advised that no response is required and that any statement made shall become a part of the official evidence of the case. The accused may advise the hearing officer of any witnesses or evidence supporting the student's position. The hearing officer shall also advise the accused that if any new evidence is discovered during an investigation subsequent to the hearing, it will be shared with the accused. The accused will have an opportunity to respond to the evidence.
5. After the hearing with the student or organizational representative and such further investigation as the hearing officer deems necessary, the hearing officer shall proceed as follows:
  - If the hearing officer determines that the alleged violation is not supported by the evidence, the charges shall be dismissed and the accused student so notified.
  - If the hearing officer is satisfied that the violation occurred as alleged, but that no disciplinary sanction should be imposed, the hearing officer may levy administrative action and notify the student accordingly.
  - If the hearing officer is satisfied that the violation occurred as alleged and that a disciplinary penalty should be imposed, the hearing officer shall so notify the accused student or organizational representative, describing the sanction which the hearing officer will impose.
6. The accused may accept the decision and sanction(s) proposed by the hearing officer and waive his or her right to any further hearing or appeal. Or, the accused may reject the decision of the hearing officer and request an appeal hearing before the University President/designee.
 

An accused student or organization appealing the decision of the hearing officer should file a notice of appeal to the Office of the President. Such an appeal must be physically received in the President's Office within seven business days from the date of the letter containing the findings in the case. The appeal must include the specific grounds for the appeal and must be personally signed by the student or an organization officer. The notice of appeal shall contain, at a minimum, a statement of grounds for appeal and a summary statement of the facts supporting such grounds. Grounds for appeal may include:

  - A claim that the decision was not made in accordance with prescribed procedures and identification of the procedures which were not followed;
  - A claim that the sanction(s) imposed was (were) inappropriate or overly harsh;
  - A claim that the decision was clearly erroneous;
  - New evidence, not available in a previous hearing, which could exonerate the accused student.

### **Rules of Procedure in Hearings**

In cases involving more than one student, the hearing officer may consolidate the cases for hearing, but shall make separate recommendations for each accused student. The following rules apply:

- The accused student may have an advisor of the student's choice present during the hearing. Generally, the advisor shall be present for consultation purposes only and shall not be permitted to speak on the student's behalf. However, an advisor may be permitted to address the committee at the discretion of the hearing officer. If an accused student elects to be represented by a third party advisor, the accused must provide a signed letter designating that person as his or her official representative before the University can communicate otherwise privileged information to the advisor.
- Rules of common courtesy and decency shall be observed.
- The questions of any person appearing before the hearing officer by an individual participating in a hearing shall not be in a badgering, unduly repetitious or irrelevant manner. It shall be at the discretion of the hearing officer to curtail a participant's further opportunity for questioning if such behavior occurs.
- Any person may be dismissed from the hearing

who interferes with or obstructs the hearing or who fails to abide by the rulings of the hearing officer.

- The hearing officer shall have the right to call additional witnesses, require the presentation of additional evidence and require additional investigation.
- A taped or stenographic record of a hearing shall be maintained. The notice, exhibits and taped or stenographic records shall become the record of the case and shall be filed in the Office of the President. This hearing record shall be retained for a period of no more than five years.
- The President/designee shall examine the record of the case and any additional evidence provided. President/designee may interview witnesses to the case or engage in whatever investigation he or she deems appropriate to fully hear the student's appeal. The President/designee shall consider the recommendations of the hearing officer and may accept or reverse the finding by reducing or increasing the sanctions imposed by the hearing officer. Within seven working days after receiving the recommendation of the hearing officer, the President/designee will advise the accused student of his or her recommendation concerning the final disposition of the case.
- The decision of the President is final.

## STUDENT RIGHTS AND RESPONSIBILITIES

Every student enrolled at Harris-Stowe State University is obligated at all times to assume responsibility for his or her actions, to respect constituted authority, to be truthful, to respect the rights of others and to respect private and public property. This code of obligations, together with specific rules and regulations, always applies to conduct occurring on property owned or controlled by the University and at University-sanctioned events. On-campus misconduct that involves possible violations of federal, state or local laws may result in prosecution by appropriate civil authority in addition to University disciplinary action. Off-campus acts constituting violation of law, when that conduct has substantially interfered with the University's functions or mission, prompts University disciplinary action. No special consideration will be requested by the University when a student has been apprehended elsewhere for a violation of public law because of his or her status as a student. When students are prosecuted for violations of public laws, institutional authority will not be used to merely duplicate the functions of those laws and may include dismissal from the University.

The policies and procedures contained herein are established under the authority granted by law to the Board of Regents to establish policies and procedures for the governance and management of Harris-Stowe State University. The overall responsibility for the enforcement of these regulations rests with the President of Harris-Stowe State University or his designees. All alleged violations are adjudicated in accordance with the established procedures of the judicial system. Every student is expected to observe the principles underlying University policies for student life.

In order to maximize the freedom and enjoyment of University life for all persons, the personal conduct of each student is expected to reflect a high consideration for the rights of others. As citizens and members of the University community, students enrolled at Harris-Stowe State University have specific rights.

Those rights common to all citizens under federal and state constitutions, and through pertinent laws are retained by students. These rights include, but are not limited to: the right of privacy, equal opportunity, non-discrimination and freedom of speech, assembly and association. The application of these rights in the

University setting includes the following:

*In order to promote their common interests, students have the right to:*

- Join organizations which meet the standards of acceptability adopted by the University;
- Students have the right to engage in discussions to exchange thoughts and opinions.
- Students have the right to speak freely and write or print on any subject in accordance with established law.

Students gain rights also through membership in the University community. Examples of these are the right to:

- Fair and impartial treatment;
- Participation in the formulation of policy directly affecting them through membership on appropriate committees, as determined by the President and his or her representatives;
- Protection afforded under specific policies authorizing inspection, search and seizures on University property;
- Utilization of University facilities in accordance with the guidelines established for the use of those facilities.

Each student enrolled at Harris-Stowe State University has the responsibility to reflect, in his or her conduct, the understanding of institutional standards and to refrain from those acts which impose upon the rights of others. The necessary disciplinary action, which may involve dismissal from the University, will be taken as a result of any student or student organization engaging in the following actions:

- Theft, accessory to theft and or unauthorized possession of property belonging to the University or a member of the University community;
- Vandalism, arson, damage or destruction to the University or private property while on campus;
- Misappropriation or conversion of University funds, supplies, equipment, labor, material, space or facilities;
- Trespassing or unauthorized entry on University-owned or controlled property;
- Failure to comply with a proper request of a University official acting in performance of his or her duties or to identify oneself to the official when asked;
- Dishonesty, such as cheating, plagiarism or

knowingly furnishing false information to the University;

- Forgery, alteration or misuse of University documents, records or identification;
- Interference with, or obstruction of, any University-sponsored or approved function or activity;
- Initiation or circulation of a report or warning of a crime, emergency, impending disaster or catastrophe, knowing that the report is false or the transmission of such a report to an official or official agency;
- Failure to observe rules and regulations issued by proper University authority, including all publications and notices pertaining to student life;
- Physical abuse of any person on University-owned or controlled property or at University-sponsored or supervised functions or conduct which threatens or endangers the health or safety of any person;
- Any act or threat including profane or abusive language, perpetrated for the purpose of harassing or submitting any member or guest of the University community to pain, discomfort or indignity;
- Disorderly, lewd, indecent or obscene conduct or expression on University-owned or controlled property or at University-sponsored or supervised functions;
- Use, possession or distribution of narcotics or dangerous and illegal drugs as defined under municipal, state or federal law;
- Use, possession or distribution of alcohol on University-controlled property or at University-sponsored or supervised functions;
- Conduct involving violations such as civil or criminal laws when such violations adversely affect the University and or members of the University community;
- Obstruction or disruption of teaching, research, administration, disciplinary procedures or other University activities, including its public service functions or other authorized activities on University premises;
- Violations of University policies or regulations including University regulations concerning the registration of student organizations, the use of University facilities or the time, place and manner of public expressions.

#### **Use of Firearms, Ammunition, Explosives and Other Lethal Weapons.**

Only authorized security personnel (police officers and public safety officers) are permitted to carry and use

firearms and ammunition. The possession, use or sale of firearms, ammunition, explosives and other lethal weapons are strictly forbidden on the Harris-Stowe State University campus. Appropriate University disciplinary action, as well as criminal sanctions, will be applied in all cases of violation of these security regulations.

#### **Parking Rules and Regulations**

Harris-Stowe State University requires the registration of all motor vehicles that are owned or operated by students, faculty and staff members, when such vehicles are operated or parked on property-owned or controlled by the University. Parking areas are available for the use of University faculty, staff and students:

- The lot to the west of HGA is reserved for faculty and staff only.
- The lots south, east and northwest of HGA are for the use of faculty, staff and students.

Official University student parking permits are free and may be obtained during registration. Take your completed registration form to the Department of Public Safety in Bosley Hall to receive your sticker.

All vehicles parked on University property must have the official University parking permit prominently displayed. Faculty/staff and student hanging permits should be on the rearview mirror facing outward.

Failure to register a vehicle constitutes a violation of the University's Parking Regulations. A brochure, available in HGA Room 009 and HGA Room 004 clearly outlines and describes violations of parking regulations and identifies penalties to each. Harris- Stowe State University does not assume any responsibility for damage or theft to cars while using the parking facilities of the University. Questions concerning the parking rules and regulations should be directed to the Department of Public Safety, Bosley Hall or by calling (314) 340-5301.

#### **Emergency Car Service**

Harris- Stowe State University students or staff having problems starting their cars because of deficient batteries may contact the switchboard operator on the first floor of HGA for possible assistance.

#### **Unattended Children**

The University reserves the right to protect the safety

and welfare of unattended children. Children are not to be left unattended in the halls, offices, annex, dining hall or library. Students are not permitted to bring children to class. The University will institute appropriate action if children are left unattended.

### **Posting Notices**

All information to be posted in the University must first go through the Accuracy Check process. For more information about the Accuracy Check process, contact the Office of University Relations in HGA Room 110 or call (314) 340-5754. After going through the Accuracy Check process, the information must be stamped by Student Activities (GRH Room 110A). Information is to be posted only on bulletin boards. Any notices that are placed on walls, doors or bulletin boards which are unstamped by Student Activities will be taken down and discarded.

### **Reporting Crimes and Emergencies**

It is Harris -Stowe State University's policy to protect the rights, safety and welfare of the students, faculty, staff and visitors. Persons are expected to conduct themselves properly, respecting themselves, others and the property of others. It is extremely important to note that each person of the Harris-Stowe State University community has the right to be free from acts of violence and threats of violence.

Students, faculty, staff and visitors are encouraged to report all suspicious persons and activities, crimes witnessed or crimes against themselves occurring on campus and in the surrounding communities to Campus Public Safety. Students are encouraged to report crimes directly to Campus Public Safety. However, they may also report crimes directly to the director of Student Activities, who will then report the information received to Campus Public Safety. Campus personnel are informed of this procedure through new employee/student orientation. Written reports are made and followed up by the appropriate personnel in Campus Public Safety. All criminal incidents and emergencies must be reported immediately by calling Campus Public Safety through the switchboard at (314) 340- 3366, or 911 for the response of the St. Louis Metropolitan Police Department.

### **Smoking Policy**

To limit exposure to tobacco smoke, Harris-Stowe State University has established a NO SMOKING POLICY in all campus interior spaces and all

exterior areas including vehicles parked on campus and all University-owned or leased vehicles. It is the responsibility of all administrators, faculty, staff and students to enforce the University's smoking policy. If an individual has a particular problem, that individual may request the help of Campus Public Safety in enforcing the policy.

### **Extracurricular Use of University Facilities**

As would be expected, the first and highest priority in the use of the University plant and facilities is the fulfillment of the institutional mission specified by the state legislature. The central focus of this mission is the education and fullest possible development of students. Within the limitations imposed by such a building usage priority, the University makes available many of its facilities to student organizations, as well as outside agencies. A usage fee may be required in such cases.

## **HARASSMENT**

### **Students**

Nondiscrimination and Student Rights, as defined by Board Policy 2130 and Regulation 2130.

### **Sexual Harassment**

At Harris-Stowe State University, sexual harassment of a student consists of sexual advances, requests for sexual favors, sexually-motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity or when an employee or third party agent of the University causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct; or
- The unwelcome sexual conduct of a school employee or classmate is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.

Examples of conduct which may constitute sexual harassment include:

- Sexual advances;
- Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

- Coercing, forcing or attempting to coerce or force the touching of anyone’s intimate parts;
- Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another;
- Graffiti of a sexual nature;
- Sexual gestures;
- Sexual or dirty jokes; or
- Touching oneself sexually or talking about one’s sexual activity in front of others.

### **Investigation**

Upon receipt of a report or complaint alleging unlawful discrimination, sexual harassment or harassment based upon race, color, sex, national origin, ethnicity, disability, sexual orientation, or perceived sexual orientation, the compliance officer shall immediately undertake or authorize an investigation. That investigation may be conducted by University officials or by a third party designated by the University.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents, which may be relevant to the particular allegations.

In determining whether the alleged conduct constitutes a violation of this regulation, the University shall consider:

- The nature of the behavior;
- How often the conduct occurred;
- Whether there were past incidents or past continuing patterns of behavior;
- The relationship between the parties involved;
- The race, national origin, ethnicity, sex, and age of the victim;
- The identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment;
- The number of alleged harassers;
- The age of the alleged harassers;
- Where the harassment occurred;
- Whether there have been other incidents in the school involving the same or other students;
- Whether the conduct adversely affected the students education or educational environment;
- The context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this regulation requires a determination based on all the facts surrounding the circumstances.

The investigation shall be completed no later than 14 days from receipt of the report. The University compliance officer shall make a written report to the president upon completion of the investigation. If the complaint involves the president, the report may be filed directly with the Board of Regents. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this regulation. The compliance officer’s obligation to conduct this investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

### **University Response**

Upon receipt of a report that a violation has occurred, the University will take prompt, appropriate formal or informal action to address and, where appropriate, remediate the violation. Appropriate actions may include, but are not limited to, counseling, awareness training, warning, suspension, exclusion, expulsion, transfer, remediation or discharge. University action taken for violation of this Harassment Regulation shall be consistent with the requirements of applicable collective bargaining agreements, state and federal law and University policies for violations of a similar nature of similar degree of severity. In determining an appropriate response to a harassment violation has occurred, the University shall consider:

- What response is most likely to end any ongoing harassment;
- Whether a particular response is likely to deter similar future conduct by the harasser or others;
- The amount and kind of harm suffered by the victim of the harassment;
- The identity of the party who engaged in the harassing conduct;
- Whether the harassment was engaged in by school personnel. If so, the University will consider how it can best remediate the effects of the harassment.

In the event that the evidence suggests that the harassment at issue is also a crime in violation of a Missouri criminal statute, the Board shall also direct the University compliance officer to report the results of the investigation to the appropriate law enforcement agency charged with responsibility for handling such crimes.

The results of the University’s investigation of each complaint filed under these procedures will be reported in writing to the complainant and other parties by the University in accordance with state and federal laws

regarding data or records privacy and consistent with the privacy rights of the alleged harasser.

If the University's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful discrimination or harassment in violation of this regulation, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established Board procedures for appealing other adverse personnel and or education-related actions. If the University's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established Board procedures for appealing other adverse personnel and/or education-related actions. An individual who was allegedly subjected to unlawful discrimination or harassment may also file a complaint with the Missouri Commission for Human Rights, the United States Department of Education Office for Civil Rights or the United States Department of Justice. In addition, such individual may choose to file suit in either the United States District Court or the Missouri Circuit Court.

Copies of all complaints of harassment and the investigations conducted pursuant to them shall be maintained at the main administrative offices of the University.

### **Retaliation**

Submission of a good-faith complaint or report of unlawful discrimination, sexual harassment or harassment based upon race, color, disability, national origin, ethnicity or sexual orientation will not affect the complainant or reporter's future employment, grades, learning or working environment, or work assignments.

The University will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic, sexual orientation discrimination, disability-related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **The Division of Student Affairs Parental Notification Policy**

### **What is Parental Notification?**

Parental Notification takes place when a student is found in violation of the university's alcohol or other drug policy. In 1998, the reauthorization of the Higher Education Act of 1998 (HEA) amended the Family Educational Rights and Privacy Act (FERPA) to allow institutions of higher education to notify parent(s) or legal guardian(s) of students under the age of 21 at the time of disclosure, when their student has been found in violation of this policy. The parent(s) or legal guardian(s) will receive written communication informing them that a violation has been committed by their student. While the university may notify the parent(s)/or guardian(s) that a violation has occurred, it will not discuss the violation with parent(s) or legal guardian(s) without the student's written consent.

### **Why are Parents Notified?**

Harris-Stowe State University educates its students regarding the effects of alcohol and other drug abuse on their collegial experiences. The university recognizes that parents can be valuable partners in our efforts to create a culture free of alcohol abuse and illegal drug use. To involve parents in this effort, HSSU will notify the parent or guardian of students younger than 21 found to have committed alcohol and other drug-related violations of the University's Code of Student Conduct.

### **What is the HSSU Policy on Alcohol and Other Drug Use?**

The following sections of the University's Code of Student Conduct describe behaviors which are considered violations as it relates to alcohol and other drug use. Section 13 – Use or possession of alcohol, marijuana, narcotics, illicit drugs or drug paraphernalia on property owned or controlled by the university;

Section 14 – The sale or distribution of marijuana, narcotics or dangerous drugs on property owned or controlled by the university or at function sponsored or supervised by the university;

Section 16 – Drunken or disorderly behavior on property owned or controlled by the university or at functions sponsored or supervised by the Harris-Stowe or its student organizations. The university's Statement of Student Rights and Code of Student Conduct can be viewed in its entirety on the University's website.

### **When Will Parental Notification Take Place?**

The parent(s) or legal guardian(s) will be notified if an underage student has been found to have any violation of Section 13 of the Student Conduct or a Violation of Section 13 and or Section 16 of the code.

- The student will be allowed a 48-hour period following the adjudication to notify the parent(s) or legal guardian(s) of the violation, prior to the University issuing the written communication to the parent(s) or legal guardian(s).
- The Vice President of Student Affairs/Enrollment Management or designee reserves the right to contact the parent (s) or legal guardian(s) if it is indicated that the student poses a danger to him/herself or to the University community.

For more information contact: Harris-Stowe State University V.P. of Student Affairs/Enrollment Management Henry Givens Administration Bldg. – Room 110 3026 Laclede Avenue, St. Louis, Missouri 63103 (314) 340-3301

### **INCLEMENT WEATHER POLICY**

It is understood that classes will be in session during inclement weather unless an official announcement is otherwise made. Therefore, all faculty and staff are expected to be present. Classes will be conducted according to the published class schedule.

The cancellation of classes or the adjustment of class schedules will be announced on the following radio and television stations: KMOX-1120 A.M., NewsChannel 5 KSDK, News 4 KMOV and Fox 2 KTVI. Students and all University personnel are to assume that classes are to be conducted as usual and that all offices are

open unless otherwise noted on these stations. Please note that the schedule of the William L. Clay, Sr. Early Childhood Development/Parenting Education Center may sometimes differ from the schedule for the rest of the University. As such, closings for the Early Childhood Center will be noted as “Harris-Stowe Early Childhood Center,” and the rest of the University will be noted as “Harris-Stowe State University.”

On the rare occasions when classes have to be canceled or adjusted, the decision will be made by the president or his representative and will affect those persons as determined by the status of the University for that day. The decision will be made no later than 5:45 a.m., if possible, and the radio and television stations listed above will be notified of the closing. Students, faculty and staff must rely on this means of communication to keep informed.

It is recognized that the decision to cancel afternoon and evening classes may require more deliberation because conditions of hazardous driving tend to increase due to traffic, lack of snow plows, darkness, etc.

A decision will be reached no later than 3 p.m. as to whether classes will be in session for the remaining afternoon and evening programs. This decision will be made by the president or his representative. Should classes be canceled, the stations listed above will be notified, or you can call (314) 340-3366 and listen to the recorded message or visit [www.hssu.edu](http://www.hssu.edu).

Both regular and adjunct faculty and students have the responsibility of contacting the University if they are unsure about their particular classes.



## ANHEUSER-BUSCH SCHOOL OF BUSINESS DEGREE PROGRAMS

### BRIEF OVERVIEW

The Anheuser-Busch School of Business offers undergraduate and graduate programs to educate students in the art and science of business. These programs prepare graduates to become tomorrow's global business leaders by equipping them with the ability to identify, analyze and solve complex business problems.

### THE MISSION

The mission of the Anheuser-Busch School of Business is to offer a wide-range of high-quality programs to matriculate students who are well-rounded in liberal arts and business education and to foster the development of knowledge and skills necessary for gainful employment and successful pursuit of graduate degrees.

The School creates an environment that promotes the intellectual, ethical, and social growth of students through critical thinking, superior verbal and written competencies, and decision-making skills in a technologically complex and diverse global marketplace.

### DEGREE PROGRAMS

The Anheuser-Busch School of Business offers the following degree programs and emphases:

#### **Bachelor of Science (B.S.) in Accounting**

The mission of the Accounting program is to provide a well-balanced educational program that will prepare students to enter the field of accounting and/or continue their education at the master's level, in order to qualify for the CPA exam. The curriculum includes a general education core, a business administration core, and required courses in accounting.

#### **Bachelor of Science (B.S.) in Business Administration**

The mission of the Business Administration degree program is to provide students with a solid and well-rounded education in business that prepares the students to meet the challenges of a dynamic work force and prepare them for an advanced degree. The program has three emphases, including management, entrepreneurship and marketing.

#### **Entrepreneurship Emphasis**

The mission of the Entrepreneurship emphasis is to provide a quality educational program and experience to students interested in owning and managing their own businesses. The program strives to prepare individuals by providing a curriculum in entrepreneurship, as well as in other academic disciplines, such as management, marketing, information systems, economics, accounting, and finance.

#### **Management Emphasis**

The mission of the Management emphasis is to graduate students who are well-rounded in management and business for a career or graduate studies that require critical thinking and decision-making in a technologically complex, dynamic, socially, politically and culturally diverse business environment.

#### **Marketing Emphasis**

The mission of the Marketing program is to equip students with knowledge and skills needed to build a successful marketing career. Special focus is given on how to design and implement programs to efficiently communicate and distribute products and services to consumers. Marketing students learn to make decisions about product design and quality, pricing, advertising, channels of distribution, and personal selling, in order to enhance consumer satisfaction and further the goals of businesses.

#### **Bachelor of Science (B.S.) in Business Administration — Accelerated Program**

The mission of the Adult Pathway to Success program is to provide a unique opportunity for adults with a minimum of four years of business experience to complete a Bachelor of Science degree in Business Administration while working full time during the day. The program can be completed in as little as 18 months for students who have completed an Associate of Arts degree, which meets the Missouri State General Education requirements or who have completed 60 semester hours from an accredited college or university that can be applied toward Harris-Stowe State University requirements for the Bachelor of Science degree in Business Administration.

The program requires a formal application and approval of the Dean of the Anheuser-Busch School of Business.

### **Bachelor of Science (B.S.) in Finance**

The mission of the B.S. Degree in Finance is to equip students with the knowledge, skills and ability to manage money, deal with investments, and assess risk and return in order to maximize corporate profits. Students will learn how to manage the assets of businesses, institutions, and individuals. Students will learn market analysis, the making of sound investments and how to track the flow of money. The B.S. Degree in Finance prepares the students for many careers available in the field of Finance, including financial advisor, investment banker, financial planner, credit analyst and loan officer, both in government and in the private sector. In addition, the B.S. Degree in Finance prepares students to pursue higher levels of education.

### **Bachelor of Science (B.S.) in Health Care Management**

The mission of the Health Care Management program is to provide a quality education to students planning to assume an entry or mid-level management position in a variety of national and global health care settings, hospitals, pharmaceuticals and medical equipment companies, managed care organizations, physician group practices, home care centers, long-term care facilities, public health institutions, hospices, health insurance firms, ambulatory care clinics, and consulting companies. The program strives to combine a professional curriculum with other academic disciplines, such as management, marketing, information systems, economics, accounting and finance. Additionally, a student with a B. S. Degree in Health Care Management will be prepared to pursue higher levels of education.

### **Bachelor of Science (B.S.) in Hospitality and Tourism Management**

The mission of the Hospitality and Tourism Management program is to provide a quality, well-rounded education for students entering management positions in the hospitality and tourism industry. The intent of the program is to provide an avenue for students to enter the field of hospitality and tourism management and to promote the diversification goals of the industry.

### **Bachelor of Science (B.S.) in Information Sciences and Computer Technology (ISCT)**

The mission of the Information Sciences and Computer Technology degree program is to prepare students to meet present and future technological and management challenges. The curriculum is designed

to provide a solid foundation in computer hardware and software, systems design, communications, and project/team management skills for the rapidly changing IT industry. The program has two emphasis areas: computer studies and management information systems.

#### **Computer Studies Emphasis**

The mission of the Computer Studies emphasis is to provide a well-balanced program that will prepare students to enter the field of information sciences and computer technology. The curriculum includes a general education core, a business administration core, and an information sciences and computer technology major core, with an area of concentration in computer studies.

#### **Management Information Systems Emphasis**

The mission of the Management Information Systems (MIS) emphasis is to prepare students for a leading role in this rapidly growing field of study. The MIS emphasis gives students an understanding of the importance of information systems as a management tool in the planning, control, and decision-making activities of the organization. The program of study introduces students to the concepts and methods of analyzing, designing, planning, and managing simple or complex information systems. It emphasizes the managerial aspects of information systems by providing a solid base of business courses and computer science courses common to the Anheuser-Busch School of Business.

### **Bachelor of Science (B.S.) in Marketing**

The mission of the Marketing program is to equip students with knowledge and skills needed to build a successful marketing career. Special focus is given on how to design and implement programs to efficiently communicate and distribute products and services to consumers. Marketing students learn to make decisions about product design and quality, pricing, advertising, channels of distribution, and personal selling, in order to enhance consumer satisfaction and further the goals of the businesses.

### **ADMISSION REQUIREMENTS TO THE DEGREE PROGRAMS**

Applicant must:

- Have completed at least 30 credit hours of the required 42 credit hours, comprising the University's General Education curriculum;
- Have maintained good academic standing by having a cumulative grade point average (CGPA)

of at least 2.0 on a 4.0 scale for all courses earned at HSSU or transferred toward a degree in the Anheuser-Busch School of Business;

- Complete an application for admission to the applicable program; and,
- Be approved for admission to a program by the Dean of the Anheuser-Busch School of Business.

After all approvals have been obtained for admission to a specific degree program, the University will send a formal letter of admission signed by the Dean of the Anheuser-Busch School of Business and the Vice President for Academic Affairs.

Transfer students transferring more than 30 credit hours must apply for admission to a program, as defined above during the first semester at HSSU.

### **POLICIES GOVERNING THE DEGREE PROGRAMS**

- Prior to registration for courses, all business students must be advised by their faculty adviser in the Anheuser-Busch School of Business.
- For all courses counting toward a degree from the Anheuser-Busch School of Business, all students must maintain a minimum 2.0 cumulative grade point average on a 4.0 scale for all courses.
- For degree conferral, a minimum final grade of “C” must be earned in all program required courses.
- All requests for course substitutions must be submitted to the Dean of the Anheuser-Busch School of Business and approved by the Vice President for Academic Affairs prior to registering for such courses.

### **REQUIREMENTS FOR DEGREE CONFERRAL**

The requirements for degree conferral are as follows:

- 120 degree credit hours in required courses;
- A minimum of 60 semester credit hours must be earned at a four-year institution;
- The last 30 semester credit hours counted toward a degree must be earned at HSSU;
- A grade of “C” or better must be earned in all business administration core and major courses required for degree conferral;
- A minimum GPA of 2.0 on a 4.0 scale for all courses counting toward a degree from the Anheuser-Busch School of Business;
- All candidates seeking a degree from the Anheuser-Busch School of Business must take the senior competency exam (BMFT). The exam constitutes 30 percent of the grade in BSAD 0480 (Business Policy and Strategy);

- Complete a senior exit survey;
- All candidates must complete an exit interview with various department chairs;
- All candidates must complete the Anheuser-Busch School of Business clearance form, obtaining all required signatures.

### **Post-Graduation Assessment**

A major goal of the Anheuser- Busch School of Business at Harris-Stowe State University is to produce graduates who have acquired a well-balanced education in business. This will enable them to compete successfully in the world of business, as well as in postgraduate studies. To accomplish this goal, the school pursues the following objectives:

- Graduates will express satisfaction with the education they have received at Harris-Stowe State University.
- Graduates will successfully meet the admission requirements of graduate schools of business.
- Graduates will have gained the necessary oral and written communication skills that are needed for success in the business world.
- Graduates will have developed interpersonal growth and have the ability to assess their value systems, make ethical decisions, build healthy professional and personal relationships, and contribute to their community.
- Graduates will express satisfaction with the education they have received at Harris-Stowe State University.
- Graduates will successfully meet the admission requirements of graduate schools of business.
- Graduates will have gained the necessary oral and written communication skills that are needed for success in the business world.
- Graduates will have developed interpersonal growth and have the ability to assess their value systems, make ethical decisions, build healthy professional and personal relationships, and contribute to their community.
- Graduates will have developed effective critical thinking by integrating a broad educational foundation with in-depth knowledge of a field of study. The students will be able to manage information, analyze and solve real-world problems, construct meaningful connections, learn from their experiences and apply their learning to new situations.
- Graduates will be ready to work as a result of their educational experience. They will enter the global work force with confidence and professionalism,

demonstrate competence in their respective fields, use technology appropriately and effectively, work as productive members of a team, and commit to continuous professional growth while remaining competitive in the job market.

- Graduates will have developed an understanding of and appreciation for diversity.
- Employers will express satisfaction with their professional knowledge and skills.

The Anheuser-Busch School of Business faculty is engaged in an ongoing assessment of the quality of the degree programs.

### **INTERNSHIP GOALS**

In the Anheuser-Busch School of Business, students will study under highly-qualified faculty members who have combined academic credentials and professional experience as practitioners in the field of business. The goals for the internship are as follows:

- To provide the student with professional business experience in their area of business specialization;
- To provide the business community with first-hand evidence of the talents and quality of the educational background of students who are entering the job market;
- To provide a transitional bridge from the classroom setting to the professional atmosphere of the business world;
- To provide and receive feedback to and from the Business School Advisory Council regarding the academic and professional skills that are expected by the business community. These changes are necessary to continually meet the needs and expectations of the community which the Harris-Stowe State University Anheuser-Busch School of Business graduates serve.

### **INTERNSHIP POLICIES AND PROCEDURES**

- The Anheuser-Busch School of Business will assist students in locating an internship site in their degree area of specialization. However, it is the student's responsibility to secure the site and position. The internship coordinator of the Anheuser-Busch School of Business approves all paid and unpaid internships, internship sites and position descriptions.
- All internships are planned as valuable learning experiences for the student and provide valuable services for the employer.
- Internships must have a minimum of 240 clock hours of productive work experience.
- The internship site and a detailed job description of the position must be provided to the internship coordinator, including a detailed description of the intern's duties and responsibilities, just as the company provides its regular full-time or part-time employees. The job description must meet the minimum internship requirements of Harris-Stowe.
- The internship site supervisor provides the internship coordinator and the student with a performance evaluation at the completion of the first 120 clock hours of the internship and again at its conclusion. The evaluation document is to be either the employer's normal evaluation form that is used to evaluate the company's employees or the evaluation form supplied by the University's internship coordinator of the School of Business.
- The student must submit a current resume to the Dean before and after the internship experience.
- The student must submit to the Dean a formal report summarizing the internship experience.

## ANHEUSER-BUSCH SCHOOL OF BUSINESS DEGREE PROGRAM REQUIREMENTS

### General Education Curriculum Requirements 42

Students registered in every program offered by the School must complete the following 51 credit hours (HCM 48 hours) of business administration core courses.

### Business Administration Core Requirements 51

ACCT 0201 Financial Accounting I	3
ACCT 0204 Managerial Accounting	3
BSAD 0200 Introduction to Business	3
BSAD 0220 Legal Environment of Business	3
BSAD 0225 Diversity and Business Ethics	3
BSAD 0315 Business Statistics	3
BSAD 0321 Business Finance	3
BSAD 0400 Business Government Relations	3
BSAD 0455 Production and Operations Management	3
BSAD 0457 Corporate Communications	3
BSAD 0470 International Business	3
BSAD 0480 Business Policy and Strategy	3
ECON 0204 Macroeconomics	3
MATH 0203 Applied Calculus for Business Majors	3
MGMT 0350 Management and Organizational Behavior	3
MIS 0305 Business Applications Software and Networks	3
MRKT 0320 Principles of Marketing	3

### Total Business Administration 51

### Core Requirements

### B.S. in Accounting Program Required Courses

General Education Core Requirements	42
Business Admin. Core Requirements	51
Accounting Program Required Courses	27
ACCT 0300 Federal Income Tax I-Individual	3
ACCT 0301 Federal Income Tax II-Corporate	3
ACCT 0310 Intermediate Accounting I	3
ACCT 0320 Cost Accounting I	3
ACCT 0350 Intermediate Accounting II	3
ACCT 0409 Financial Statement Analysis	3
ACCT 0410 Auditing	3
ACCT 0479 Topics in Acct./ACCT Elective	3
ACCT 0495 Accounting Internship	3

### Total B.S. in Accounting Degree Requirement 51

### B.S. in Business Administration Accelerated Program Required Courses 120

General Education Core Requirements	42
Business Administration Core Requirements	51
Business Admin Accelerated Program Requirements	27
BSAD 0445 Small Business Budgeting and Cash Management	3
BSAD 0479 Topics in Business Administration	3
BSAD Electives	21

### Total B.S. in Business Administration 120

### Accelerated Degree Requirements

### B.S. in Business Administration Program Required Courses

General Education Core Requirements	42
Business Administration Core Requirements	51
Business Administration Program Requirements	27
BSAD 0445 Small Business Budgeting and Cash Management	3
BSAD 0479 Topics in Business Administration	3
BSAD 0495 Business Administration Internship	3
BSAD Electives	18

### Total B.S. in Business Administration 120

### Degree Requirements

### B.S. in Business Administration-Entrepreneurship Emphasis Program Required Courses 120

General Education Core Requirements	42
Business Admin. Core Requirements	51
Business Administration in Entrepreneurship Program Requirements	27
BSAD 0302 Entrepreneurship	3
BSAD 0445 Small Business Budgeting and Cash Management	3
MGMT 0355 Small Business Management	3
MGMT 0360 Human Resource Management	3
MGMT 0479 Topics in Management	3
BSAD 0495 Business Administration Internship	3
BSAD Electives	9

### Total B.S. in Business Administration Entrepreneurship Program Degree Requirements 120

**B.S. in Business Administration-Management  
Emphasis Program Required Courses**

General Education Core Requirements	42
Total Business Admin. Core Requirements	51
Total Business Administration-Management Emphasis Program Requirements	27
MGMT 0355 Small Business Management	3
MGMT 0360 Human Resource Management	3
MGMT 0455 Professional Dev. of Managers	3
MGMT 0475 Case Studies in Management	3
BSAD 0479 Topics in Bus.Admin.	3
MGMT 0495 Management Internship	3
MGMT Electives	9

**Total B.S. in Business Administration-Management  
Emphasis Program Requirements 120**

**B.S. in Business Administration-Marketing  
Emphasis Program Required Courses**

General Education Core Requirements	42
Business Admin. Core Requirements	51
Business Administration-Marketing Emphasis Program Requirements	27
MRKT 0330 Advertising	3
MRKT 0370 Retail Management	3
MRKT 0400 Marketing Management	3
MRKT 0420 Consumer Behavior	3
MRKT 0431 International Marketing	3
MRKT 0474 Marketing Research	3
MRKT 0495 Marketing Internship	3
MRKT Electives	6

**Total B.S. in Business Administration-  
Marketing Emphasis Program Requirements 120**

**B.S. in Finance Program Required Courses**

General Education Core Requirements	42
Business Admin. Core Requirements	51
Business Administration-Marketing Emphasis Finance Program Requirements	27
ACCT 0300 Federal Income Tax-Individual	3
FIN 0325 Fundamentals of Financial Planning and Insurance	3
FIN 0420 Investment Finance	3
FIN 0475 Capstone Project In Finance	3
FIN 0495 Finance Internship	3

Finance Program Electives: Select four of the following courses:

FIN0430 Estate Planning and Trust	3
FIN0435 Retirement Planning and Employee Benefits	3
FIN 0450 Real Estate Finance	3
FIN 0455 Applied Portfolio Management	3
FIN 0460 Commercial Bank Management	3
FIN 0470 International Finance	3
FIN 0479 Topics in Finance	3

**Total B.S. in Finance Degree Program  
Requirements 120**

**B.S. in Health Care Management Program  
Required Courses**

General Education Core Requirements	42
Business Admin. Core Requirements	51
Health Care Management Program Requirements	27
HCM 0300 Health Care Systems	3
HCM 0330 Administration of Health Care Organizations	3
HCM 0450 Financial Management of Healthcare Institutions	3
HCM 0470 Managed Health Care	3
HCM 0472 Global Health Care Management	3
HCM 0475 Strategic Management of Healthcare Organizations	3
HCM 0490I Information Technology for Health Care Executives	3
HCM 0495 Health Care Mgmt. Internship	3
HCM Electives (Select two of the following):	
HCM 0310 Principles of Epidemiology	3
HCM 0320 Health Care Economics	3
HCM 0330 Administration of Healthcare Organizations	3
HCM 0400 Healthcare Law and Ethics	3
HCM 0420 Healthcare Human Resources Management	3
HCM 0440 Healthcare Planning and Marketing	3
HCM 0442 Healthcare Human Resources Management	3
HCM 0460 Long Term Care Administration	3
HCM 0474 Applied Statistical Methods in Healthcare Research	3
HCM 0478 Medical Tourism Management	3
HCM 0479 Topics in HCM	3

**Total B.S. In Health Care Management  
Program Requirements 120**

**B.S. in Hospitality and Tourism Management Program**

General Education Core Requirements	42
Business Admin. Core Requirements	51
Hospitality and Tourism Management Program Core Requirements	27
HTM 0300 Principles of Hospitality and Tourism Management	3
HTM 0312 Hospitality and Tourism Marketing	3
HTM 0400 Hospitality Facilities Operation Management	3
HTM 0440 International Hospitality and Tourism Management	3
HTM 0445 Seminar in Hospitality and Tourism Management	3
HTM 0479 Topics in Hospitality and Tourism Management	3
HTM 0495 HTM Internship	3
HTM Electives	6

**Total B.S. in Hospitality and Tourism Management Program Requirements 120**

**B.S. in Information Science and Computer Technology Program**

General Education Core Requirements	42
Business Admin. Core Requirements	51
Information Science and Computer Technology Program Core	27
MIS 0207 Object-Oriented Programming Language I	3
MIS 0442 Data Base Management	3
MIS 0451 System Analysis and Design I Topics in MIS	3
MIS 0495 Management Information Systems Internship	3
MIS Electives (MIS courses Only)	12

**Total B.S. in Information Science and Computer Technology Program Requirements 120**

**B.S. In Information Science and Computer Technology - Computer Studies Emphasis Program**

General Education Core Requirements	42
Business Admin. Core Requirements	51
Information Sciences and Computer Technology-Computer Studies Emphasis Program Core	27

MIS 0207 Object-Oriented Programing I	3
MIS 0311 Computer Graphics	3
MIS 0371 HTML Programing and Internet Webpage Design	3
MIS 0373 Web Programming	3
MIS 0442 Database Management	3
MIS 0451 System Analysis and Design I	3
MIS 0495 MIS Internship	3
MIS Electives (MIS Courses Only)	6

**Total B.S. In Information Sciences and Computer Technology - Computer Studies Emphasis Program 120**

**B.S. in Information Science and Computer Technology – Management Information Systems Emphasis Program**

General Education Core Requirements	42
Business Admin. Core Requirements	51
ISCT-Management Information Systems Emphasis Program Core	27
MIS 0207 Object-Oriented Programming Language	3
MIS 0442 Database Management	3
MIS 0449 Decision Support Systems and Expert	3
MIS 0451 System Analysis and Design I	3
MIS 0452 System Analysis and Design II	3
MIS 0458 Information Security	3
MIS 0495 Management Information Systems Internship	3
MIS Elective (MIS Courses Only)	6

**Total B.S. in Information Sciences and Computer Technology - Management Information Systems Emphasis Program 120**

**B.S. in Marketing Program Required Courses**

General Education Core Requirements	42
Business Admin. Core Requirements	51
Marketing Program Requirements	27
MRKT 0325 Marketing Channels and Distribution	3
MRKT 0400 Marketing Management	3
MRKT 0370 Retail Management	3
MRKT 0474 Marketing Research	3

MRKT 0475 Marketing Strategy and Decision Making/MRKT Capstone	3
MRKT 0495 Marketing Internship	3

MRKT Electives: Select four (4) of the following courses:

MRKT 0330 Essentials of Advertising	3
MRKT 0335 Fashion Merchandising	3
MRKT 0340 Integrated Marketing Communication/Promotion Strategy	3
MRKT 0350 Sales Force Management	3
MRKT 0355 Internet Marketing	3
MRKT 0360 Product and Price Management	3
MRKT 0370 Retail Management	3
MRKT 0420 Consumer Behavior	3
MRKT 0431 International Marketing	3
MRKT 0479 Topics in Marketing	3

**Total B.S. in Marketing Degree Program  
Requirements 120**



## COLLEGE OF EDUCATION DEGREE PROGRAMS

Information contained in this section of the Bulletin is subject to change over the life of this bulletin due to modifications being made statewide in college of education programs. Therefore, be advised that changes may be made to this bulletin's College of Education Teacher Education Program (TEP) requirements as necessary to conform to modifications made and approved by the Missouri Department of Elementary and Secondary Education and the Missouri State Board of Education.

### BRIEF OVERVIEW

#### Commitment to Diversity

The College of Education at Harris-Stowe State University offers baccalaureate programs designed to enrich and enhance the academic as well as socialization experiences of its students. Toward this end, diversity pervades the curriculum, the field placements, faculty and clinical staff. Candidates understanding of their culture and respect and responsiveness for others is a basic premise of the College of Education.

#### Commitment to Technology

Faculty and candidates in the College of Education integrate technology throughout their experiences in course and field placements. Technology is viewed as improving teaching effectiveness, enhancing instruction and managing students and assessment while motivating students to engage in the use of technology to enhance their performance (CAEP).

#### Commitment to Quality Assurance

The EPP has a commitment to a culture of assessment to ensure that candidates meet national, state, CAEP and EPP standards through multiple assessments.

Operational procedures ensure that the EPP regularly assesses its overall performance.

Assessments are used to improve the learners, the learning process and the impact completers have on students in P-12 schools.

The quality assurance systems monitors candidates, completers impact on P-12 school and operational effectiveness.

#### Conceptual Framework

The Educator Preparation Program (EPP)'s conceptual framework revolves around the principle of preparing a culturally sensitive population of individual who will adapt and perform successfully in an ever-changing technological world. The theme undergirding this work is "Reflective Practitioners for a Diverse Society." The framework is aligned to state, national, career readiness, learning/common core and accreditation standards and informs the EPP's mission and structure.

The College of Education believes that effective teachers are professionals who possess and exhibit competence, respect for diversity, professionalism and reflection. The College of Education trains teachers to be Reflective Practitioners, counselors, users of technology, skilled instructors, organizers of learning, diagnostic prescribers, communicators with parents, masters of content, deliverers of content, evaluators of student progress, inclusionary strategists, managers of behavior and advocates for social justice.

The orchestration of the preparation of effective teachers is premised on Harris-Stowe State University's continuing commitment to the preparation of effective teachers and leadership for its collaborative efforts in the simultaneous renewal of teacher education and schooling. Integration of technology, research and diversity permeate the curriculum.

Instructional approaches consistent with trends, research and best practices in the preparation of teachers are used to develop long-established ideals and values of successful teachers. Candidates are monitored on an ongoing basis and the Education Preparation Program (EPPs) Unit's faculty members use these evaluations, along with input and feedback from the professional community, to review and modify all education programs.

The College of Education offers the following degree programs:

### DEGREE PROGRAMS

#### Bachelor of Science (B.S.) in Early Childhood Education

This degree program consists of a general education foundation, a professional studies component and

clinical experience. Graduates are prepared to teach young children from birth through grade three.

### **Bachelor of Science (B.S.) in Elementary Education**

This program offers the following elective areas of concentration:

- Art
- Biology
- Computer Education
- Computer Science
- Early Childhood Education
- English
- Mathematics
- Natural Science
- Physical Education
- Psychology
- Social Science
- Cross Categorical Special Education
- Speech and Theater
- Vocal Music

This degree program prepares its graduates to teach at the elementary school level, in grades one through six. The program also consists of a general education foundation, a professional studies component which includes content mastery, teaching methodology and clinical experiences as well as one of the elective concentrations identified above. Current topics in diversity and technology are included.

### **Bachelor of Science (B.S.) in Middle School Education**

The B.S. in Middle School degree program offers the following elective subject-matter options:

- Mathematics
- Science
- Social Studies

This degree program prepares its graduates to teach at the middle school level, in grades five through nine in one of the subject-matter areas identified above. The degree program also consists of a general education foundation, a professional education component and the student's elected subject-matter specialty. Current topics in diversity, technology and research undergird the program.

### **Bachelor of Science (B.S.) in Secondary Education**

The B.S. in Secondary Education degree program offers the following elective subject-matter options:

- English
- Mathematics
- Social Science
- Unified Science: Biology

This degree program prepares its graduates to teach at the secondary school level, in grades nine through 12 in one of the subject-matter areas identified above. The degree program also consists of a general education foundation, a professional education component and the student's elected subject-matter specialty. Current topics in diversity, technology and research are included.

### **The Primary Goal**

The goal of the Educator Preparation Programs (EPP) is to advance the preparation of highly competent classroom teachers who are fully credential by the state of Missouri in their respective grade-levels.

### **Degree Program Guidelines**

The academic guidelines, upon which all of the University's education degree programs are based, are the standards set forth by the Council for Educator Preparation Program (CAEP), under which these programs have the approval of that accrediting body. In addition, Harris-Stowe's education degree programs are in full compliance with the requirements of the state of Missouri and the Specialized Professional Association (SPA). Students must complete all assessments, including the Missouri General Education Assessment (MOGEA), Missouri Educator Profile (MEP), the Missouri Content Assessment (MOCA), and the Missouri Preservice Teacher Assessment (MOPTA).

### **ADMISSION REQUIREMENTS**

All documents needed are online at the College of Education webpage. Interested persons must submit a written admission application to the Dean of the University's College of Education, during the Fall, Spring or Summer semester preceding admission. This process is generally completed by the 10th of day of each month. Application forms are available online on the College of Education website.

**NOTE:** Normally, students complete the requirements for such admission on, or slightly before reaching the junior level. Thus, students may apply for admission to an education program during the latter part of their

sophomore year if all criteria are met. Students are strongly urged to consult their academic advisor or College of Education faculty advisor to be certain of their academic status and readiness for applying for teacher education admission. Students cannot enroll in restricted courses if they have not been formerly admitted to the Educator Preparation Program (EPP).

The requirements for admission are as follows:

- Application for Admission
- 60 Hour Classroom Aide
- ACT [American College Testing]/EACT [Enhanced American College Testing]/SAT [Scholastic Assessment Test] score on file
- MoGEA (Missouri General Education Assessment) requirement completed
- GPA 3.0, beginning Fall 2017
- Letter(s) of recommendation from a professor at Harris-Stowe State University

Below are the applied criteria in the determination of eligibility of undergraduate applicants for admission to Harris-Stowe's education degree programs. As an education major, the student must:

- Have satisfactorily completed all parts of the MoGEA if the student is working toward a degree;
- Have at least 48 University-level credit hours;
- Have satisfactorily completed all of the general education component requirements for the degree program selected;
- Be in an unconditionally satisfactory academic progress status, as defined by Harris-Stowe State University;
- Meet basic competency, as defined by the Missouri Department of Elementary and Secondary Education (DESE);
- Successfully complete a writing competency examination;
- Participate in a formal interview;
- Have completed a 60 clock-hour classroom experience, involving children and youth;
- Have an ACT or SAT score on file;
- Have accumulative grade point average (CGPA) of at least 3.00.

Note: Beginning Fall 2017, students who enter the College of Education must have a cumulative grade point average of 3.00.

#### **Applicants Already Possessing a Baccalaureate**

Applicants who already are in possession of a Baccalaureate degree must:

- Have a cumulative grade point average (CGPA)

- of at least 3.00;
- Meet basic competency, as defined by the Missouri Department of Elementary and Secondary Education (DESE);
- Successfully complete a writing competency examination;
- Participate in a formal interview;
- Have completed a 60 clock-hour classroom experience, involving children and youth;
- Have an ACT or SAT score on file.

#### **The Admission Process**

Once all admission requirement documents have been submitted, the applicant will be referred to the College of Education faculty for consideration. The College's admissions committee, on the basis of criteria verification or non-verification, will either recommend full or conditional approval for admission to a college of education program or denial of such admission.

#### **Admission to Student Teaching**

The following criteria are applied in determining an applicant's eligibility for admission to student teaching. The applicant must:

- Have satisfactorily completed all requirements for admission to one of the University's education degree programs;
- Have taken and passed the Missouri Content Assessment (MoCA);
- Have a CGPA of at least 3.00;
- Have completed all professional education courses (except courses in which presently enrolled);
- Have completed all courses in subject matter areas (except courses in which presently enrolled);
- Submit an application for student teaching to the College of Education's Clinical and Field Experiences team.

#### **REQUIREMENTS FOR MISSOURI TEACHER CERTIFICATION**

Completion for all course/program requirements including:

- MoGEA prior to admission
- Cumulative 3.0 or higher
- MEP Career Assessment
- 120 course credits specified for each major
- MoCA Content prior to Student Teaching
- MoPTA during Student Teaching
- Exit Competency met (Content Knowledge Assessment (MoCA) score required prior to student teaching.

## **Students Possessing Baccalaureates, but seeking**

### **Initial Teacher Certification:**

The applicant must:

- Complete all requirements identified on the official individual evaluation sheet at Harris-Stowe State University and approved by the College of Education certification officer.
- Have attained an overall average grade of “B” or higher in his or her professional-level courses.

Note: Effective Fall 2017, Middle School and Secondary Education majors must have earned a grade of “B” or higher in their subject-matter areas of specialization.

- Have attained a GPA of at least 3.00, a DESE cumulative GPA of at least 2.75, 3.0 in the content area and a passing score on the appropriate Content Knowledge Assessment examination.

### **REQUIREMENTS FOR DEGREE CONFERRAL**

The requirements for degree conferral at Harris-Stowe State University are as follows:

- Minimum Credit Hours: 120, depending on the degree program.
- Minimum Cumulative Grade Point Average (CGPA): 3.00 on a 4.0 scale
- A DESE (Department of Elementary and Secondary Education) cumulative GPA of at least 2.75.
- Minimum Final Grade in all professional components of degree program. Middle School and Secondary Education majors must have earned a grade of “B” or higher in subject matter areas of specialization.
- Content Knowledge Assessment score in the appropriate examination area. This passing score must be obtained in order to participate in commencement, graduation, receipt of the B.S. Degree, or recommendation for certification.

### **B.S. Educational Studies**

The Educational Studies Program engages students in the investigation of educational theory, policy, research and practice from a variety of disciplinary perspectives. This degree program encourages students to think critically and creatively about the processes of teaching and learning, psychology, human development and progress, and about the place of education in society. Students also study practical applications such as technology in the classroom and curriculum development. The Educational Studies degree program prepares individual to work in the

areas of educational research or policy, and to do graduate study in Education or a related field.

The College of Education Educational Studies Program is committed to preparing professional to meet the needs of all learners in an era of rapidly increasing ethnic, racial, and linguistic diversity and technological change. Individuals who earn a degree in Educational Studies may become counselors or school psychologist, work in non-profits and policy agencies, or complete doctorates in education, sociology, anthropology, psychology, English, linguistics, and other fields. Graduates also may find rewarding careers in social sciences, law, educational services, workforce development and training, advocacy, and mediation.

Note: This degree does not lead to teacher certification. Individuals with a Bachelor of Science Degree in Educational Studies who become interested in a career as a Pre-K – 12 classroom teacher must meet all State and College of Education requirements.

### **Admission Requirements**

Interested persons must submit a written admission application to the Dean of the University’s College of Education, during the Fall, Spring or Summer semester preceding admission. This process is generally completed by the 10th of day of each month. Application forms are available online on the College of Education website.

NOTE: Normally, students complete the requirements for such admission on, or slightly before, reaching the junior level. Thus, students may apply for admission to an education program during the latter part of their sophomore year if all criteria are met. Students are strongly urged to consult their academic advisor or College of Education faculty advisor to be certain of their academic status and readiness for applying for College of Education admission.

To be admitted to Harris-Stowe’s Educational Studies Degree Program, the student must:

- Have earned at least 48 University-level credit hours;
- Have satisfactorily completed all of the general education component requirements for the degree program selected;
- Be in an unconditionally satisfactory academic progress status, as defined by Harris-Stowe State University;
- Successfully complete a writing competency examination;

- Participate in a formal interview;
- Have completed a 60 clock-hour classroom experience, involving children and youth;
- Have an ACT or SAT score on file.
- Letter of from a professor at Harris-Stowe State University

#### **The Admission Process**

Once all admission requirement documents have been submitted, the applicant will be referred to the College of Education faculty for consideration. The

college's admission committee, on the basis of criteria verification or non-verification, will either recommend full or conditional approval or denial.

#### **REQUIREMENTS FOR DEGREE CONFERRAL**

- Minimum Credit Hours: 120, depending on the degree program
- Minimum Cumulative Grade Point Average (CGPA): 2.0 on a 4.0 scale
- Complete the last 30 semester credits hours of course work at Harris-Stowe State University.

## COLLEGE OF EDUCATION PROGRAM REQUIREMENTS

\*Please Note: Dependent upon degree and area of concentration, some courses may not be counted if previous credit for the course(s) have been received. Course credit will be counted once.

The appropriate number of electives must be added to each program to ensure that the minimum 120 credit hours is met upon verification that all other course requirements have been satisfactorily completed. Admission to the College of Education is required for all certification programs and for Educational Studies.

### Early Childhood Education Program Requirements

*The following courses must be completed:*

#### General Education Core Requirements **44-46**

Credits

MATH 0120 should be taken as the General Education Mathematics requirement

#### Institutional Requirements **2**

HSSU 0100 Seminar in Higher Education

or

HSSU 0300 Topics in Higher Education 1

LANG 0100 Basic Conversational Foreign 1

#### Total Institutional Credit Requirements **2**

Credits

PED 0266 Health and Wellness 3

BIO/PHSC/CHEM/PHYS Lab 2

*(Not taken as part of General Education Requirement)*

SOC 0100 Introduction to Sociology

or

GEOG 0200 Principles of Geography 3

MATH 0121 Structures of Mathematical

Systems II 3

#### Total Program Requirements **11**

Credits

*(or less depending on General Education Requirements)*

### Early Childhood Education Core Requirements

*(Note: Grade of B or higher required in each course.)*

EDUC 0201 Foundations of Education 3

EDUC 0223 Computers and Instructional  
Technology 3

EDUC 0305 Utilizing Family and  
Community Resources 3

EDUC 0307 Music, Art, Movement, 3

Drama, Play

EDUC 0308 Health, Nutrition and Safety 3

EDUC 0309 Emergent Literacy and

Language Acquisition 3

EDUC 0311 Early Childhood Principles

and Professionalism 3

EDUC 0312 Infants and Toddlers: Curriculum

Teaching and Learning 3

EDUC 0314 Communication and Guidance

Strategies in ECE 3

EDUC 0318 Human Relations and Cultural

Diversity 3

EDUC 0321 Teaching Reading and Writing 2

*Concurrent enrollment in EDUC0339*

*and EDUC 0342*

EDUC 0339 Teaching Children's Literature 2

*Concurrent enrollment in EDUC 0321*

*and EDUC 0342 required.*

EDUC 0342 Methods of Teaching 2

Language Arts

*Concurrent enrollment in EDUC 0321*

*and EDUC 0339 required.*

EDUC 0413 Assessment of Young Children 3

EDUC 0414 Promoting Math and Science

Readiness in ECE 3

EDUC 0415 Science and Social Studies in ECE 2

EDUC 0416 Family Involvement/Parents as

Teachers 3

PSY 0310 Child Psychology 3

PSY 0312 Psychology/Education of the

Exceptional Child 3

EDUC 0402III Supervised Student Teaching III 12

#### Total Early Childhood Education

**Core Requirements 65**

Early Childhood Education Electives

**Total Early Childhood Education Degree**

**Program Requirements 120**

#### Other Degree Program Requirements:

- Admission Program Application Filed
- Admission to the Program
- 60-Hour Classroom Aide Competency
- Penmanship Competency
- ACT/SAT Score on File
- MoGEA requirement Completed
- OCGPA of 2.75 or Higher
- Exit Competency Met (Content Knowledge Assessment required Score)

**Elementary Education Program Requirements**  
(The following courses must be completed.)  
General Education Core Requirements 44-46 Credits

HSSU 0100 Seminar in Higher Education		
or		
HSSU 0300 Topics in Higher Education	1	
LANG 0100 Basic Conversational Foreign Language	1	
Total Institutional Credit Requirements	2	Credits
PED 0266 Health and Wellness	3	
BIO/PHSC/CHEM/PHYS Lab	2	
<i>(Not taken as part of General Education Requirement)</i>		
MATH 0121 Structures of Mathematical Systems II	3	
ECO 0214 Principles of Economics	3	
Total Program Requirements	<b>11</b>	<b>Credits</b>

**(or less depending on General Education Requirement)**

**Elementary Education Core Requirements**  
**Grade of B-or higher required in each course.**

EDUC 0201 Foundations of Education	2
EDUC 0210 Introduction to Field Experience	2
EDUC 0223 Computers and Instructional Technology	3
EDUC 0321 Teaching Reading and Writing	2

*Concurrent enrollment in EDUC 0339 and EDUC 0342 is required.*

EDUC 0326 Reading Correction and Remediation	2
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*Concurrent enrollment in EDUC 0347A and EDUC 368II is required.*

EDUC 0339 Teaching Children's Literature	2
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*Concurrent enrollment in EDUC 0321 and EDUC 0342 is required.*

EDUC 0342 Methods of Teaching Language Arts	2
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*Concurrent enrollment in EDUC 0321 and EDUC 0339 is required.*

Penmanship competency requirement must be met in this course.

EDUC 0347A Elementary Content Area Reading	2
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*Concurrent enrollment in EDUC 0326 and EDUC 0368II is required.*

EDUC 0349 Methods of Teaching Elementary and Middle School Science	2
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*Concurrent enrollment in EDUC 0378, EDUC 0410 and EDUC 0368I is required.*

EDUC 0368I Interdisciplinary Pre-Student Teaching Practicum	2
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*Concurrent enrollment in EDUC 0349, EDUC 0378 and EDUC 0410 is required.*

EDUC 0368II Literacy Area Pre-Student Teaching Practicum	2
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*Concurrent enrollment in EDUC 0326 and EDUC 0347A is required.*

EDUC 0376 Art Methods	3
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EDUC 0377 Music Methods	3
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EDUC 0378 Social Studies Methods	2
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*Concurrent enrollment in EDUC 0349, EDUC 0410 and EDUC 0368I is required.*

EDUC 0380 Physical Education Methods	3
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EDUC 0401A Elementary Classroom Organization and Management	3
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EDUC0410 Methods for Teaching Mathematics	2
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*Concurrent enrollment in EDUC 0349, EDUC 0378 and EDUC 0368I is required.*

PSY 0305 Educational Psychology	3
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PSY 0310 Child Psychology	3
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SPE 0312 Psychology/Education of the Exceptional Child	3
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EDUC 0402III Supervised Student Teaching III	12
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**Total Elementary Education Core Requirements** **61 Credits**

**Art Area of Concentration/Electives** 21 Credits Required

**NOTE: The grade of "B" or higher is required in all areas of concentration courses.**

ART 0150 Introduction to Art	3
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18 credits of ART 01XX or ART 02XX or ART 03XX

Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours, dependent on concentration)

Biology Area of Concentration/Elective 21 Credits Required

**NOTE: The grade of "B" or higher is required in all areas of concentration courses.**

BIO 0151 Biology Survey (Lecture)	3
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and	
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BIO 0152 Biology Survey (Lab)	2
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BIO	0153	Biology Survey II (Lecture)	3
and			
BIO	0154	Biology Survey II (Lab)	2

11 credits from BIO 01XX or BIO 02XX or BIO 03XX or BIO 04XX

Total Elementary Education Degree Program Requirements 120\* (\*=3-21 hours dependent on concentration)

Computer Education Area of Concentration/Electives  
21 Credits Required

**NOTE: The grade of "B-" or higher is required in all areas of concentration courses.**

CED 0104	Introduction to Computing and Technology	3
CED 0322	Computers and Technology in the Classroom	3

15 Credits from CED02XX or CED03XX or CED04XX or CSC02XX or CSC03XX or CSC04XX

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)**

Computer Science Area of Concentration/Electives  
21 Credits Required

**NOTE: The grade of "B-" or higher is required in all areas of concentration courses.**

Add nine Credits from CSC02xx, 03XX or 04XX  
Add nine Credits from CED02XX, 03XX or 04XX

**Total Elementary Education Degree Program Requirements 120\***

Cross Categorical Disabilities Area of Concentration/Electives

**NOTE: A grade of "B-" or higher is required in all areas of concentration courses.**

EDUC 0301	Counseling for the Exceptional Child and Family	3
EDUC 0304	Language Development in the Exceptional Child	3
EDUC 0321	Teaching Reading and Writing	2
EDUC 0326	Reading Correction and Remediation	2
EDUC 0339	Teaching Children's Literature	2
EDUC 0342	Methods of Teaching Language Arts	2
EDUC 0343	Introduction to Cross-Categorical Special Education	3
EDUC 0344	Methods of Teaching Cross-Categorical Special Education	3

EDUC 0346	Clinical Experience-Teaching Individuals with Cross-Categorical Disabilities	3
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EDUC 0402	Student Teaching (Special Education)	6
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EDUC 0410	Methods of Teaching Mathematics	2
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EDUC 0411	Teaching Remedial Mathematics to the Exceptional Child	2
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EDUC 0430	Career/Transition Education for Special Education	3
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PSY 0310	Child Psychology	3
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PSY 0311	Adolescent Psychology	3
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PSY 0312	Psychology and Education of the Exceptional Child	3
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PSY 0319	Behavior Management	3
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PSY 0407	Individual Intelligence and Achievement Tests	3
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Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent of concentration)

Early Childhood Area of Concentration/Electives  
21 Credits Required

**NOTE: The grade of "B-" or higher is required in all areas of concentration courses.**

EDUC 0305	Utilizing Family and Community Resources	3
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EDUC 0308	Health, Nutrition and Safety	3
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EDUC 0309	Emergent Literacy and Language Acquisition	3
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EDUC 0311	Early Childhood Principles and Professionalism	3
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EDUC 0312	Infants and Toddlers: Curriculum, Teaching and Learning	3
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EDUC 0313	Developmental Learning: Pre-K-Grade 3	3
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EDUC 0314	Assessment of Young Children	3
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**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)**

English Area of Concentration/Electives  
21 Credits Required

**NOTE: The grade of "B-" or higher is required in all Area of Concentration Courses.**

ENG 0110I	English Composition I	3
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Any freshman or sophomore level writing course 3  
15 credits from ENG 02XX or 03XX

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent of concentration)**



**Mathematics Area of Concentration / Electives****21 Credits Required**

NOTE: The grade of “B-” or higher is required in all areas of concentration courses.

MATH 0135 College Algebra	4
MATH 0140 Trigonometry	3
MATH 0150 Introduction to Probability and Statistics	3
MATH 0160 Concepts of Geometry	3

Mathematics Area of Concentration/Electives

8 Credits from MATH 01XX or 02XX or 03XX or 04XX .

**Total Elementary Education Degree Program Requirements 120 \***

(\*+3-21 hours dependent on concentration)

**Multicultural Area of Concentration/Electives**

21 Credits Required

**NOTE: The grade of “B-” or higher is required in all area of concentration courses.**

EDUC 0155 Introduction to Africana Studies	3
EDUC 0112 Introduction to Multicultural Education	3
EDUC 0222 Exploring the Inner City	3
EDUC 0385 Teaching Ethnic Studies in the Elementary School	3
MUS 0223 African-American Music	3
HIST 0301 Multicultural History of the U.S.	3
POSC 0370 World Affairs (International Relations)	3

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)****Music (Vocal) Area of Concentration/Elective**

**21 Credits Required** (No more than 4 credit hours from Concert Chorale or Choir can be used to satisfy this requirement.)

NOTE: The grade of “B-” or higher is required in all area of concentration courses.

MUS 0206 Basic Music

**or**

MUS 0302I Music History and Literature I

**or**

MUS 0302II Music History and Literature II 3

18 Credits from MUS 01XX, or 02XX, 03XX

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)****Natural Science Area of Concentration/Electives**

21 Credits Required

NOTE: The grade of “B” or higher is required in all area of concentration courses.

BIO 0151 Biology Survey (Lecture)	3
and	
BIO 0152 Biology Survey (Lab)	2
CHEM 0255 General Chemistry (Lecture)	3
and	
CHEM 0256 General Chemistry (Lab)	2

PHY 0251 General Physics (Lecture) 3

PHY 0252 General Physics (Lab) 2

BIO 0201 Plants and People 3

3 Credits from BIO/CHEM/GEOL/MET/PHY

02XX or 03XX or 04XX

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)****Physical Education Area of Concentration/Electives****21 Credits Required**

NOTE: The grade of “B-” or higher is required in all areas of concentration courses.

PED 0266 Health and Wellness 3

18 credits from PED 01XX or 02XX or 03XX or 04XX

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)****Psychology Area of Concentration/Electives****21 Credits Required**

NOTE: The grade of “B” or higher is required in all areas of concentration courses.

PSY 0100 General Psychology 3

18 credits from PSY 03XX or 04XX

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)**

PSY 0100 General Psychology 3

18 Credits from PSY 03XX, or 04XX

**Total Elementary Education Degree Program Requirements 120\* (\*+3-21 hours dependent on concentration)****Social Science Area of Concentration/Electives****21 Credits Required**

NOTE: The grade of “B” or higher is required in all areas of concentration courses.

EDUC 0214 Principles of Economics 3

GEOG 0200 Principles of Geography 3

HIST 0143 U.S. History I or,

HIST 0144 U.S. History II 3

HIST 0213 World History I or  
 HIST 0214 World History II 3  
 POSC 0200 American Government 3  
 SOC 0100 Introduction to Sociology 3  
 3 Credits from ECON/GEOG/HIST/POSC/SOC  
**Total Elementary Education Degree Program Requirements 120\*** (\*+3-21 hours dependent on concentration)

**Speech and Theater Area of Concentration/ Electives**

**21 Credits Required**

NOTE: The grade of "B-" or higher is required in all areas of concentration.

SPCH 0109 Introductory Public Speaking 3  
 THR 0100 Theater Appreciation 3  
 15 Credits from SPCH/THR 02XX or 03XX or 04XX

**Total Elementary Education Degree Program Requirements 120\*** (\*+3-21 hours dependent on concentration)

**Middle School Education Program Requirements - Mathematics**

(The following courses must be completed.)

General Education Core Requirements 44-46 Credits

HSSU 0100 Seminar in Higher Education or  
 HSSU 0300 Topics in Higher Education 1  
 LANG 0100 Basic Conversational Foreign Language 1  
 Total Institutional Credit Requirements 2 Credits

PED 0266 Health and Wellness 3  
 BIO/PHSC/CHEM/PHYS Lab 2  
 (Not taken as part of General Education Requirement)

MATH 0120 Structures of Mathematical Systems 3  
 EDUC 0214 Principles of Economics 3  
 Total Program Requirements 11 Credits  
 (or less depending on General Education Requirements)

**Middle School Education Core Requirements- Mathematics**

Grade of "B-" or higher is required in each course.

EDUC 0223 Computers and Instructional Technology 3  
 EDUC 0230 Middle/Junior and Senior High School Philosophy, Organization and Curriculum 4  
 EDUC 0345 Teaching Reading and Writing in the Middle School 2

EDUC 0347B Middle and Secondary Content Area Reading 3  
 (Penmanship competency requirements must be met in this course.)

EDUC 0351 Methods of Teaching/Secondary Mathematics: Application 2

EDUC 0359I Methods of Teaching Middle School Mathematics Content 2

PSY 0305 Educational Psychology 3

PSY 0311 Adolescent Psychology 3

PSY 0312 Psychology/Education of the Exceptional Child 3

EDUC 0401B Classroom Organization and Management for Middle and Secondary Education

EDUC 0402III Supervise Student Teaching 12

**Total Middle School Education Core Requirements 40**

**Mathematics Subject Area Electives**

**NOTE: The grade of "B" or higher is required in all subject area courses.**

MATH 0140 Trigonometry 3

MATH 0150 Introduction to Probability and Statistics 3

MATH 0160 Concepts of Geometry 3

MATH 0170 Calculus and Analytical Geometry 5

MATH 0201 Discrete Mathematics 3

Any MATH 02XX or MATH 03XX or MATH 04XX not previously used. 8

Mathematics Subject Area Credits 25

**Total Middle School Education Degree Requirements - Mathematics Subject Area 120 Credits**

**Middle School Education Program Requirements- Natural Science**

(The following courses must be completed.)  
 General Education Core Requirements 44-46 Credits

HSSU 0100 Seminar in Higher Education or  
 HSSU 0300 Topics in Higher Education 1  
 LANG 0100 Basic Conversational Foreign Language 1  
 Total Institutional Credit Requirements 2 Credits

PED 0266 Health and Wellness 3  
 BIO/PHSC/CHEM/PHYS Lab 2  
 (Not taken as part of General Education Requirement)

MATH 0120 Structures of Mathematical Systems	3
EDUC0214 Principles of Economics	3
Total Program Requirements (or less depending on General Education Requirements)	11 Credits

**Middle School Education Core Requirements – Natural Science**

Grade of “B-” or higher required in each course.

EDUC 0223 Computers and Instructional Technology	3
EDUC 0230 Middle/Junior and Senior High School Philosophy, Organization and Curriculum	4
EDUC 0345 Teaching Reading and Writing in the Middle School	2
EDUC 0347B MIDDLE AND SECONDARY Content Area Reading (Penmanship competency requirements must be met in this course.)	3
EDUC 0349 Methods of Teaching Elementary and Middle School Science (Concurrent enrollment in EDUC 0368I is required.)	2
EDUC 0368I Interdisciplinary Pre-Student Teaching Practicum	2
PSY 0305 Educational Psychology	3
PSY 0311 Adolescent Psychology	3
PSY 0312 Psychology/Education of the Exceptional Child	3
EDUC 0401B Classroom Organization and Management for Middle and Secondary Education	
EDUC 0402III Supervise Student Teaching	12

**Total Middle School Education Core Requirements 40 Credits**

**Natural Science Subject Area/Electives Required**

**NOTE: The grade of B or higher is required in all subject area courses.**

**Required:**

CHEM 0255 and CHEM 0256 General Chemistry (Lecture and Lab); PHY 0251 and PHY 0252 General Physics (Lecture and Lab); PHSC 0151 and PHSC 0152 Physical Science (Lecture and Lab)

**NOTE: May not be repeated here if previously used.**

GEOL 0250I General Geology 3  
**NOTE: May not be repeated here if previously used.**

MET 0250 Introduction to Meteorology or 3  
**NOTE: May not be repeated here if previously used.**

BIO 0303 Ecology 3  
 Any BIO/CHEM/PHY 02XX or BIO/CHEM/ PHY 03XX or BIO 04XX

**NOTE: May not be repeated here if previously used**

**Natural Science Subject Area Credits 25 Credits**  
**Total Middle School Education Degree Requirements**  
**Natural Science Subject Area 120 Credits**

**Middle School Education Program Requirements – Social Science**

(The following courses must be completed.)

General Education Core Requirements 44-46 Credits

HSSU 0100 Seminar in Higher Education or  
 HSSU 0300 Topics in Higher Education 1  
 LANG 0100 Basic Conversational Foreign Language 1  
 Total Institutional Credit Requirements 2 Credits

PED 0266 Health and Wellness 3  
 BIO/PHSC/CHEM/PHYS Lab 2  
 (Not taken as part of General Education Curriculum)  
 MATH 0120 Structures of Mathematical Systems 3  
 EDUC 0214 Principles of Economics 3  
**Total Program Requirements 11 Credits**  
 (Or less, depending on General Education Requirements)

**Middle School Education Core Requirements – Social Science**

Grade of “B-” or higher required in each course.

EDUC 0223 Computers and Instructional Technology	3
EDUC 0230 Middle/Junior and Senior High School Philosophy, Organization and Curriculum	4
EDUC 0345 Teaching Reading and Writing in the Middle School	2
EDUC 0347B Middle and Secondary Content Area Reading	3
<b>(Penmanship Competency Requirements must be met in this course.)</b>	
EDUC 0352 Methods of Teaching Middle and Secondary Social Science:Content	2
EDUC 0353 Methods of Teaching Middle and Secondary Social Science: Methodological Content Applications	

PSY 0305 Educational Psychology	3
PSY 0311 Adolescent Psychology	3
PSY 0312 Psychology/Education of the Exceptional Child	3
<b>Program Admission Not Required</b>	
EDUC 0401B Classroom Organization and Management for Middle and Secondary Education	3
EDUC 0402III Supervised Student Teaching	12
Total Middle School Education Core Requirements -	40
	Credits

### Social Science Subject Area/Electives

**NOTE: The grade of B or higher is required in all subject matter courses.**

SOC 0100 Intro to Sociology	3
PSY 0100 General Psychology	3
GEOG 0325 Urban Geography	3
HIST 0213 World History I	3
HIST 0214 World History II	3
HIST 0300 History of the American City or,	
HIST 0301 Multicultural History of the U.S. or,	
HIST 0302 History of Women's Movements in American Society or	
HIST 0382 History of Social Movements in U.S.	3
HIST 0402 Modern World History	3
HIST 0405 History of Africa	3
HIST 0406 History of China and the Far East	3
HIST/ECON/POSC/SOC02XX or HIST/ECON/ POSC/SOC03XX or HIST/ECON/POSC/SOC04XX (May not be repeated here if used.)	
Social Science Subject Area Credits	25
<b>Total Middle School Degree Requirements</b>	
<b>Social Science Subject Area</b>	<b>120</b>

### Secondary Education Program Requirements – English

(The following courses must be completed.)

General Education Core Requirements	44-46
	Credits
HSSU 0100 Seminar in Higher Education or	
HSSU 0300 Topics in Higher Education	1
LANG 0100 Basic Conversational Foreign Language	1
Total Institutional Credit Requirements	2 Credits
PED 0266 Health and Wellness	3

### Secondary Education Core Requirements - English

Grade of B or higher required in each course.

EDUC 0223 Computers and Instructional Technology	3
EDUC 0230 Middle/Junior and Senior High School Philosophy, Organization and Curriculum	4
EDUC 0347B MIDDLE AND SECONDARY Content Area Reading	3
Penmanship competency requirement must be met in this course.	
EDUC 0356 Methods of Teaching	2
EDUC 0357 Methods of Teaching Secondary English Methodological Content Applications	2
PSY 0311 Adolescent Psychology	3
PSY 0312 Psychology/Education of the Exceptional Child	3
EDUC 0401B Classroom Organization and Management for Middle and Secondary Education	3
EDUC 0402III Supervised Student Teaching III	12
EDUC 0491 Topics in Education	1
<b>Total Secondary Education Core Requirements</b>	<b>37 Credits</b>

### Secondary Education/English Subject Area

**NOTE: The grade of B or higher is required in all subject area courses.**

ENG 0311 Themes and Topics in British Literature	3
ENG 0317 Mythology	3
ENG 0318 Literature for Adolescents	3
ENG 0323 Themes and Topics in America	3
ENG 0325 Multicultural Survey Literature of The United States	3
ENG 0326I Major British Authors Beginnings to 1798 or,	
ENG 0326 Major British Authors 1798 to the Present	3
ENG 0330 Advanced Composition	3
ENG 0336 Modern Grammar	3
ENG 0337 History of the English Language	3
ENG 0340 Writing Internship	3
ENG 0341 Great Plays	3
ENG 0351 World Literature	3

**English Subject Area Credits** 36

**Total Secondary Education Degree Program Requirements** 120 Credits

**Secondary Education Program Requirements – Mathematics**

Total Secondary Education Program Requirements  
(The following courses must be completed.)  
General Education Core Requirements 44-46 Credits

HSSU 0100 Seminar in Higher Education or  
HSSU 0300 Topics in Higher Education 1  
LANG 0100 Basic Conversational Foreign Language 1

Total Institutional Credit Requirements 2 Credits

PED 0266 Health and Wellness 3  
Total Program Requirements 3 Credits

(Or less, depending on General Education Requirements)

**Secondary Education Core Requirements - Mathematics**

Grade of B or higher required in each course.

EDUC 0223 Computers and Instructional Technology 3

EDUC 0230 Middle/Junior and Senior High School Philosophy, Organization and Curriculum 4

EDUC 0347B MIDDLE AND SECONDARY Content Area, Reading 3

Penmanship competency requirement must be met in this course.

EDUC 0351 Methods of Teaching Middle/Secondary School Mathematics: Content Applications 2

EDUC 0365I Methods of Teaching Secondary 2

PSY 0311 Adolescent Psychology 3

PSY 0312 Psychology/Education of the Exceptional Child 3

EDUC 0401B Classroom Organization and Management for Middle and Secondary Education 3

EDUC 0402III Supervised Student Teaching III 12

**Total Secondary Education Core Requirements Mathematics 35 Credits**

**Secondary Education/ Mathematics Subject Area**

Grade of B or higher required in each course.

MATH 0140 Trigonometry 3

MATH 0150 Probability and Statistics 3

MATH 0170 Calculus and Analytical Geometry I 5

MATH 0201 Discrete Mathematics 3  
MATH 0241 Calculus and Analytical Geometry II 5  
CSC 02XX Programming Language 3  
MATH 0160 Concepts of Geometry 3  
MATH 0242 Calculus and Analytical Geometry III 5  
MATH 0320 Introduction to Modern Algebra 3  
MATH 03XX/04XX Mathematics Electives 2  
**Mathematics Subject Area Credits 38 Credits**  
**Total Secondary Education Degree Program Requirements 121 Credits**

**Secondary Education Program Requirements – Social Science**

Total Secondary Education Program Requirements  
(The following courses must be completed.)

**General Education Core Requirements 44-46 Credits**

HSSU 0100 Seminar in Higher Education or  
HSSU 0300 Topics in Higher Education 1  
LANG 0100 Basic Conversational Foreign Language 1

Total Institutional Credit Requirements 2 Credits

PED 0266 Health and Wellness 3  
Total Program Requirements 3 Credits  
(or less depending on General Education Requirements)

**Secondary Education Core Requirements – Social Science**

Grade of B or higher required in each course.

EDUC 0223 Computers and Instructional Technology 3

EDUC 0230 Middle/Junior and Senior High School Philosophy, Organization and Curriculum 4

EDUC 0347B MIDDLE AND SECONDARY Content Area Reading 3

*Penmanship competency requirement must be met in this course.*

EDUC 0352 Methods of Teaching Middle and Secondary Social Science Content 2

EDUC 0353 Methods of Teaching Middle and Secondary Social Science: Methodological Content Applications 2

PSY 0312 Psychology/Education of the Exceptional Child 3

EDUC 0401B Classroom Organization and Management for Middle and Secondary Education 3

EDUC 0402III Supervised Student Teaching 12

**Total Secondary Education Core Requirements  
Social Science 32 Credits**

**Secondary Education/Social Science Subject Area**

Grade of B or higher required in each course.

HIST 0143 U.S. History I or  
HIST 0144 U.S. History II 3  
(May not be repeated here if previously used.)

HIST 0213 World History I 3  
HIST 0214 World History II 3  
HIST 0300 History of the American City or,  
HIST 0301 Multicultural History of the U.S. or,  
HIST 0302 History of Women's Movements in  
American Society or  
HIST 0382 History of Social Movements in U.S. 3

HIST 0402 Modern World History 3  
HIST 0405 History of Africa 3  
HIST 0406 History of China and the Far East 3  
ECON 0203 Microeconomics 3  
ECON 0204 Macroeconomics 3  
GEOG 0200 Principles of Geography 3  
GEOG 0325 Urban Geography 3  
POSC 0391 Urban Politics and Public Policy 3  
(May not be repeated here if previously used.)  
HIST 03XX -04XX or POSC 03XX - 04XX or  
SOC 03XX-04XX

(May not be repeated here if previously used.)  
Social Science Subject Area Credits 41

**Total Middle School Degree Requirements  
Social Science Subject Area 120**

**Secondary Education Program Requirements –  
Unified Science - Biology**

Total Secondary Education Program Requirements

(The following courses must be completed.)

General Education Core Requirements 44-46  
Credits

HSSU 0100 Seminar in Higher Education or  
HSSU 0300 Topics in Higher Education 1  
LANG 0100 Basic Conversational Foreign Language  
1

Total Institutional Credit Requirements 2 Credits

PED 0266 Health and Wellness 3  
Total Program Requirements 3 Credits  
(or less depending on General Education Requirements)

**Secondary Education Core Requirements – Unified  
Science**

Grade of B or higher required in each course.

EDUC 0223 Computers and Instructional  
Technology 3

EDUC 0230 Middle/Junior and Senior High School  
Philosophy, Organization and Curriculum 4

EDUC 0347B Middle and Secondary Content-Area  
Reading 3

Penmanship competency requirement must be met in  
this course.

EDUC 0354 Methods of Teaching Secondary School  
EDUC 0355 Methods of Teaching Secondary School

Biology: Content Applications 2  
PSY 0312 Psychology/Education of the  
Exceptional Child 3

EDUC 0401B Classroom Organization and  
Management for Middle and  
Secondary Education 3

EDUC 0402III Supervised Student Teaching III 12

**Total Secondary Education Core Requirements –  
Unified Science: Biology 32 Credits**

**Secondary Education Unified Science Subject Area  
NOTE: – The grade of B or higher is required in all  
subject matter courses.**

BIO 0153 Biology Survey II Lecture 3  
BIO 0154 Biology Survey II Lab 2

BIO 0200 Botany 3  
BIO 0201 Plants and People 3

BIO 0202 Principle of Cell Biology 3  
BIO 0210 Invertebrate Zoology 3

BIO 0240 Science and Technology 3  
BIO 0303 Ecology 3

BIO 0305 Evolution 3  
BIO 0310I Human Anatomy and Physiology  
Lecture 3

BIO 0312 Introduction to Microbiology 3  
BIO 0313 Environmental Science 3

BIO 0319 Human Anatomy and Physiology  
Lab 2

BIO 0414 Genetics 3  
CHEM 0255 General Chemistry Lecture 3

CHEM 0256 General Chemistry Lab 2  
CHEM 0257 General Chemistry II Lecture 3

CHEM 0258 General Chemistry II Lab 2  
GEOL 0250I General Geology 3

MET 0250 Introduction to Meteorology	3
PHY 0251 General Physics: Mechanics (Lecture)	3
(This course counted in the general education credits)	
PHY 0252 General Physics: Mechanics Lab	2

**Unified Science: Biology Subject Area Requirements 58**

**Total Secondary Education Degree Program Requirements 137**

**Educational Studies Program Requirements:**

Total Educational Studies Program Requirements:  
(The following courses must be completed.)  
General Education Core Requirements 44-46 Credits

HSSU 0100 Seminar in Higher Education or	
HSSU 0300 Topics in Higher Education 1	
LANG 0100 Basic Conversational Foreign Language	1
Total Institutional Credit Requirements	2 credits

PED 0266 Health and Wellness	3
Capstone Seminar	1
Total Program Requirements	4 credits
(or less depending on General Education Requirement	

Educational Studies Core Requirements	
EDUC 0201 Foundations of Education	3
EDUC 0223 Computers and Instructional Technology	3
RM 0300 Research Methods	3
RM 0432 Grant Writing and Administration	3

**Total Educational Studies Core Requirements 12 credits**

Educational Studies Area Requirements	
EDUC 0212 Introduction to Multicultural Education	3
ECO 0214 Principles of Economics	3
EDUC 0222 Exploring the Inner City	3
EDUC 0301 Counseling for the Exceptional Child and Family	3
EDUC 0305 Utilizing Family and Community Resources	3
EDUC 0318 Human Relations and Cultural Diversity in Teaching and Learning	3
EDUC 0491 Topics in Education	1-3
PSY 0302 Abnormal Psychology	3
PSY 0305 Educational Psychology	3
PSY 0307 Humanistic Psychology	3
PSY 0310 Child Psychology	3
PSY 0311 Adolescent Psychology	3
PSY 0312 Psychology and Education of the Exceptional Child	3
PSY 0319 Behavior Management	3
PSY 0320 Psychology of Personality	3
URST 0480 Urban Studies Internship	3
PED or PSY 2XXX, or 3XXX, or 4XXX	13

**Total Educational Studies Program Requirements 60 credits**

**Total Educational Studies Degree Requirements 120 credits**

## COLLEGE OF ARTS AND SCIENCES

### BRIEF OVERVIEW

The College of Arts and Sciences offers Bachelor of Science degrees in Biology, Criminal Justice, Mathematics, Professional Interdisciplinary Studies, Political Science, Sociology and Urban Affairs. The curriculum for each of these degree programs includes general education courses, professional courses and internships (where applicable) in a student's area of interest.

The College of Arts and Sciences at Harris-Stowe State University is committed to providing all students an accessible and affordable quality liberal arts education in mathematics, physical and life sciences, humanities and social and behavioral sciences. The mission of the College of Arts and Sciences is twofold: (1) to train and educate graduates who will demonstrate effective written and oral communication skills and are able to think critically and make decisions for the common good, (2) to produce graduates who are equipped with strong academic and practical knowledge to pursue careers in mathematics, life science, law enforcement, government, education and business.

The College of Arts and Sciences also provides course offerings in general education. In this role, the college is the gateway to all degree programs at the University. In addition, the College of Arts and Sciences, in collaboration with the College of Education, provides course offerings in many areas of content knowledge concentrations, including fine art, computer education/instructional technology, English, mathematics, music and natural sciences, leading to Bachelor of Science degrees in Early Childhood, Elementary School, Middle School and Secondary School Education.

### DEGREE PROGRAMS

The College of Arts and Sciences, through its Department of Social and Behavioral Sciences, currently offers the following baccalaureate degree programs:

- B.S. in Criminal Justice
- B.S. in Criminal Justice with Juvenile Justice Option
- B.S. in Criminal Justice with Policing Option
- B.S. in Professional Interdisciplinary Studies
- B.S. in Sociology
- B.S. in Urban Affairs Options in Urban Studies and Public Administration
- B.S. in Political Science with concentrations in

Urban Politics, Public Policy Administration, International Relations and Pre-Law.

Each of these degree programs is designed to prepare a specialist who will assist in identifying, formulating and solving urban problems:

#### **B.S. in Criminal Justice**

This degree provides its students with the information and skills needed for entry-level employment in a variety of public and private agencies that are related to juvenile justice and policing. In addition, this degree program prepares students to continue their education in graduate school or law school. The areas of concentration in the program include juvenile justice, policing, and a general degree in criminal justice.

#### **B.S. in Professional Interdisciplinary Studies**

This degree provides students whose career goals call for an interdisciplinary background the opportunity to select from a combination of disciplines that address the student's expected career needs in terms of content knowledge and skills. Students may choose from a variety of disciplines to develop a unique course of study which is tailored to their interests and specific career and educational goals.

#### **B.S. in Urban Affairs**

This program provides both course work and experiences that will enable the student to conduct research, gather and analyze data and use the results to find solutions to various problems that face urban communities. The concentrations in public administration and urban studies are ideal for students who wish to study urban life as well as those who wish to find careers in the urban arena.

#### **B.S. in Political Science**

The degree in Political Science is specifically designed to educate students in the functioning of society and its institutions with concentrations in Urban Politics, Public Policy and Administration and International Relations. The concentration in Urban Politics provides opportunities to closely study the structure of local government and issues of power and politics. Furthermore a concentration in Public Policy Administration will provide training for any student who wishes to pursue a career in municipal politics or in policy research and analysis. Finally, the concentration in international relations will allow students to develop



an understanding of how the politics of states and economies intersect and collide between competing interests and institutions in a globalized world.

### ADMISSION REQUIREMENTS

Applicants for admission to any of the degree programs listed above must:

- Have completed a minimum of 42 semester credit hours which comprise the University’s general-education curriculum or its acceptable equivalent;
- Be in good academic standing, have a cumulative grade point average (CGPA) of at least 2.0 on a 4.0 scale for all courses to be counted toward his or her degree. This grade point average is based upon all credits counted toward the degree earned at Harris-Stowe or at another accredited institution and transferred to Harris-Stowe.
- In addition to meeting all of the above requirements, students majoring in Professional Interdisciplinary Studies (PRIS) must have their individual program of study plan approved by the faculty of the Department of Social and Behavioral Sciences.

### REQUIREMENTS FOR DEGREE CONFERRAL

To be conferred the Bachelor of Science degree, a candidate must:

- Have completed a minimum of 120 semester credit hours in a specified degree program;
- Have minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale;
- Achieve a minimum grade of “C” in all professional courses of the degree program;
- Complete the last 30 semester credit hours of course work at Harris-Stowe State University.
- Pass the senior exit assessment.

### B.S. in CRIMINAL JUSTICE

or

### CRIMINAL JUSTICE with JUVENILE JUSTICE OPTION

or

### CRIMINAL JUSTICE with POLICING OPTION

#### General Education Requirements (42 credits)

#### Criminal Justice Required Courses (36 credits)

CRJ 0100 An Introduction to Criminal Justice	3
CRJ 0110 The Criminal Law	3
CRJ 0120 Juveniles and the Law	3

CRJ 0130 Corrections	3
CRJ 0231 Policing	3
CRJ 0233 The Court Systems	3
CRJ 0235 Introduction to Security	3
CRJ 0380 Comparative Criminal Justice	3
CRJ 0475 Ethics in Criminal Justice	3
CRJ 0480 Criminal Justice Internship	3
RM 0301 Research Methodology and Statistics	3
SOC 0350 Criminology	3

#### Criminal Justice Electives (12-24 credits required depending on the program)

CRJ 0115 Criminal Evidence	3
CRJ 0240 Introduction to Forensic Science	3
CRJ 0260 Police Supervision and Personnel	3
CRJ 0265 Criminal Investigation	3
CRJ 0340 Criminal Justice Administration	3
CRJ 0353 Crime Prevention	3
CRJ 0354 White Collar Crime	3
CRJ 0360 Drug Abuse and the Criminal Justice System	3
CRJ 0361 Terrorism and Homeland Security	3
CRJ 0390 Topics in Criminal Justice:	1-3
CRJ 0420 Juvenile Delinquency	3
CRJ 0425 Community Corrections	3
CRJ 0435 Victimology	3
CRJ 0440 Police Community Relations	3
CRJ 0450 Constitutional Law	3

#### Juvenile Justice Option (required 12 credits)

CRJ 0360 Drug Abuse and the Criminal Justice System	3
CRJ 0420 Juvenile Delinquency	3
EDUC 0201 Foundations of Education	3
PSY 0311 Adolescent Psychology	3

OR

#### Policing Option (required 12 credits)

CRJ 0260 Police Supervision and Personnel	3
CRJ 0265 Criminal Investigation	3
CRJ 0353 Crime Prevention	3
CRJ 0440 Police Community Relations	3

**Free Electives** (18 approved credits from any non-criminal justice program, 0100 level or above or 12 approved credits from any non-criminal justice program for the Juvenile Justice Option, 0100 level or above )

**Criminal Justice Minor (for non-criminal justice majors 21 credits)**

CRJ	0100	An Introduction to Criminal Justice	3
CRJ	0110	The Criminal Law	3
CRJ	0120	Juveniles and the Law	3
CRJ	0475	Ethics in Criminal Justice	3
SOC	0350	Criminology	3
		Any two (2) criminal justice electives	6

**B.S. IN URBAN AFFAIRS WITH A CONCENTRATION IN PUBLIC ADMINISTRATION**

**General Education Requirements (42 credits)**

**Pre-Program Requirements**

**Courses are required here or as part of the General Education requirements.**

ACCT	0201	Financial Accounting I	3
ACCT	0204	Managerial Accounting	3
ECON	0203	Microeconomics	3
ECON	0204	Macroeconomics	3
GEOG	0200	Principles of Geography	3
HIST	0143	U.S. History I	3
		or HIST 0144 U.S. History II	3
PSY	0100	General Psychology	3
SOC	0100	Introduction to Sociology	3

**Degree Core Requirements**

**Courses may be used in only one category.**

**Social Systems (any three credits)**

ORB	0300	Information and Communication Systems	3
ORB	0420	Organization Analysis and Systems	3
POSC	0370	World Affairs (International Affairs)	3
SOC	0300	Social Justice	3
SOC	0411	History of Social Thought	3
SOC	0450	Social Stratification	3
SOC	0470	Social-Power Coalitions and Decision-Making	3

**Research Methodology (nine credits required)**

RM	0300	Research Writing	3
RM	0301	Research Methodology	3
RM	0302	Research Design and Statistical Analysis	3

**The Metropolitan Studies (any six credits)**

GEOG	0325	Urban Geography	3
HIST	0300	History of the American City	3
SOC	0310	Urban Sociology	3
URST	0301	The City	3
URST	0310	Megatrends and the Future of the City	3
URST	0400	Urban Planning	3

**Political and Economical Issues (any six credits)**

ORB	0410	Game Theory	3
POSC	0380	Public Policy	3
SOC	0300	Social Justice	3
SOC	0340	Social Problem	3
SOC	0360	Sociology of Law	3
SOC	0480	Critical Theory	3

**PUBLIC ADMINISTRATION**

**Required Courses**

PADM	0330	Introduction to Public Administration	3
PADM	0410	Fiscal Budgeting	3
PADM	0480	Public Administration Senior Synthesis	3
PADM	0485	Public Administration Internship	3
PADM	0490	Topics in Public Administration	3
POSC	0380	Public Policy	3
POSC	0390	Urban Politics	3
SOC	0460	Economic Sociology	3

**Option Course Electives**

**Fiscal Administration (any six credits)**

ORB	0410	Game Theory	3
PADM	0440	Economics of the Public Sector	3
PADM	0450	Administrative Law	3
RM	0432	Grant Writing and Administration	3
URST	0302	The Urban Agenda	3

**Public Management (any six credits)**

ORB	0300	Information and Communication Systems	3
ORB	0420	Organizational Analysis and Systems	3
PADM	0420	Policy Implementation and Evaluation	3
SOC	0360	Sociology of Law	3
SOC	0470	Social-Power Coalitions and Decision-making	3

**B.S. IN URBAN AFFAIRS  
WITH A CONCENTRATION IN  
URBAN STUDIES**

**General Education Requirements (42 credits)**

**Program Requirements**

**Courses are required here or as part of the General Education requirements not met by the Associate Arts Degree, if any.**

**General Education Requirements (42 Credits)**

Any 01XX/02XX Social Science Course	3
Any 01XX/02XX Social Science Course	3
ECON 0203 Microeconomics	3
ECON 0204 Macroeconomics	3
GEOG 0200 Principles of Geography	3
HIST 0143 U.S. History I or	
HIST 0144 U.S. History II	3
PSY 0100 General Psychology	3
SOC 0100 Introduction to Sociology	3

**Degree Core Requirements**

**Courses may be used in only one category.**

**Social Systems (any three credits)**

ORB 0300 Information and Communication Systems	3
ORB 0420 Organization Analysis and Systems	3
POSC 0370 World Affairs (International Affairs)	3
SOC 0300 Social Justice	3
SOC 0411 History of Social Thought	3
SOC 0450 Social Stratification	3
SOC 0470 Social-Power Coalitions and Decision-Making	3

**Research Methodology (nine credits required)**

RM 0300 Research Writing	3
RM 0301 Research Methodology	3
RM 0302 Research Design and Statistical Analysis	3

**The Metropolitan Studies (any six credits)**

GEOG 0325 Urban Geography	3
HIST 0300 History of the American City	3
SOC 0310 Urban Sociology	3
URST 0301 The City	3
URST 0310 Megatrends and the Future of the City	3
URST 0400 Urban Planning	3

**Political and Economical Issues (any six credits)**

ORB 0410 Game Theory	3
POSC 0380 Public Policy	3

SOC 0300 Social Justice	3
SOC 0340 Social Problem	3
SOC 0360 Sociology of Law	3
SOC 0480 Critical Theory	3

**URBAN STUDIES**

**Required Courses**

URST0100 Introduction to Urban Studies	
HIST 0300 History of the American City	3
POSC 0390 Urban Politics	3
SOC 0310 Urban Sociology	3
SOC 0460 Economic Sociology	3
URST 0301 The City	3
URST0309 Segregation by Design	3
URST 0480 Urban Studies Internship	3
URST 0485 Urban Studies Senior Synthesis	3
URST 0490 Topics In Urban Studies	1

**Urban Studies Option Course Electives**

**Social Issues (any three credits)**

SOC 0340 Social Problems	3
SOC 0350 Criminology	3
SOC 0360 Sociology of Law	3
SOC 0450 Social Stratification	3
URST 0309 Segregation by Design	3

**Urban Economics (any three credits)**

ORB 0410 Game Theory	3
PADM 0400 Risk Management	3
PADM 0410 Fiscal Budgeting	3
URST 0302 The Urban Agenda	3

**Urban Politics (any three credits)**

PADM 0420 Policy Implementation and Evaluation	3
PADM 0450 Administrative Law	3
SOC 0300 Social Justice	3
SOC 0470 Social-Power Coalitions and Decision-making	3
SOC 0480 Critical Theory	3

**Urban Form (any three credits)**

GEOG 0325 Urban Geography	3
URST 0310 Megatrends and the Future of the City	3
URST 0400 Urban Planning	3
URST 0401 Urban Development	3
URST 0309 Segregation by Design	3

## **B.S. in Professional Interdisciplinary Studies**

### **General Description**

This degree program has been designed for students whose academic and career needs are better met by interdisciplinary study. Professional Interdisciplinary Studies allows students to:

- Earn a baccalaureate by studying a broad range of courses from three of the current Harris-Stowe State University discipline areas;
- Follow a plan of study that is more suitable to specific interests and or career goals;
- Enhance their potential for employment in an ever-changing job market.

### **Objectives**

The curriculum of the Professional Interdisciplinary Studies program emphasizes reasoning, communication and technological skills. The student will design a curriculum plan that meets his or her specific academic interests and career goals. This course of study will enhance a student's potential for success in an ever-changing job market.

Students graduating from the Professional Interdisciplinary Studies program will:

- Have the reasoning and writing skills necessary to complete documents crucial for success in their chosen career fields;
- Communicate effectively in oral form;
- Reason critically about issues and problems that will confront them in their chosen career fields;
- Apply gained content knowledge to requirements of their occupations and utilize computers, software and other forms of technology as their jobs demand.

### **Course of Study**

- General Education Requirements – 60 credit semester hours distributed among common core requirements, required elective and program-specific options specified in last sections.
- Professional Level Courses – 54 credit semester hours - students design a 54 credit-hour curriculum plan of study using model proposal curricula plans that have been developed and approved by faculty in the relevant disciplines; 54 credit hours shall be drawn from three areas of study.
- Each course shall be drawn from the junior- or senior-level course offerings. Each area of study must have at least 18 credit hours of study from the appropriate professional- level course offerings.
- Internship – three credit semester hours. The

requirements for this internship are specified in a later section.

- Senior thesis – three credit semester hours – The requirements for the thesis are specified in a later section.

All requests for course substitutions or permission to take courses off-campus as a degree-seeking student at Harris-Stowe State University must be approved by the Vice President of Academic Affairs. All requests for course substitutions must be approved prior to the enrollment in the referenced course.

### **Areas of Study**

The following general areas of study are currently being offered. Additional areas may be added:

#### **Business Educational Studies Humanities/Fine Arts Mathematics/Science Social Science**

Note: The plan of study in Educational Studies is not intended to qualify for Teacher Education certification.

The student should contact the Department of Social and Behavioral Sciences for curriculum outlines, sample study plans and additional areas of study in the Professional Interdisciplinary Studies program.

### **Internship Requirements**

All students in the Professional Interdisciplinary Studies Program are required to complete an internship during their senior year to provide students with first-hand practical experience in their professional careers.

Before enrolling in the internship, students must:

- Be officially admitted in the Professional Interdisciplinary Studies Program;
- Have completed at least 90 hours of degree credit hours within the program;
- Have earned a grade of “C” or better in all courses taken at the professional level;
- Apply to the department for an assignment to an internship position at least one semester prior to enrolling in the internship.

### **Senior Thesis**

The senior thesis is a research paper requirement for this degree program. It is intended to be a serious exercise in the organization and presentation of content knowledge gained by the student through course work and academic experiences which relate to the student's areas of studies.

The handbook and further information for the senior thesis may be obtained from the Department of Social and Behavioral Sciences.

### ADMISSION REQUIREMENTS

Applicants for admission to any of the degree programs listed above must:

- Have completed a minimum of 42 semester credit hours that comprise the University’s general-education curriculum or its acceptable equivalent;
- Be in good academic standing, have a cumulative grade-point average (CGPA) of at least 2.0 on a 4.0 scale for all courses to be counted toward his or her degree. This grade-point average is based on all credits counted toward the degree, whether the credits were earned at Harris-Stowe or at another accredited institution and transferred to Harris-Stowe.
- In addition to meeting all of the above requirements, students majoring in Professional Interdisciplinary Studies (PRIS) must have their individual program of study plan approved by the faculty of the Department of Social and Behavioral Sciences.

### REQUIREMENTS FOR DEGREE CONFERRAL

To earn the Bachelor of Science degree, a candidate must:

- Have completed a minimum of 120 semester credit hours in a specified degree program;
- Have minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale;
- Achieve a minimum grade of “C” in all professional courses of the degree program;
- Complete the last 30 semester credit hours of course work at Harris-Stowe State University.
- Pass the senior assessment.

### B.S. in PROFESSIONAL INTERDISCIPLINARY STUDIES

#### Pre-Program Requirements (15 credits)

##### An advanced course in computing

CEC 0203 Using Technology to Enhance Presentations 3

##### An advanced course in speech

SCH 0200 Advanced Public Speaking 3

##### An advanced course in writing

RM 0432 Grant Writing and Administration, or  
RM 0300 Research Writing 3

##### Statistics-Prerequisite: MATH0135 College Algebra

MATH 0150 Introduction to Statistics and Probability 3

#### Elective (three credit hours)

The chair of the Department of Social and Behavioral Sciences must approve all substitutions.

Students are encouraged to check prerequisites of required concentration courses when selecting electives

#### Program Requirements (59 credits)

Complete the required curriculum in three approved disciplines from at least two of the following areas:

Business Educational Studies Humanities/Fine Arts  
Mathematics/Science Social Science

Any deviations from the required curricula must be pre-approved by the chair of the department that houses the affected discipline. In cases where a course is required in two different disciplines, the student may substitute another course in either one of the disciplines that is approved by the chair. The PRIS committee may add additional disciplines at its discretion.

#### Recommended Discipline Curricula

##### Business Area

##### Accounting (18) Credit

ACCT 0201	Financial Accounting I	3
ACCT0204	Managerial Accounting	3
ACCT0310	Intermediate Accounting I	3
ACCT0320	Cost Accounting I	3
ACCT0326	Cost Accounting II	3
ACCT0350	Intermediate Accounting II	3

##### Entrepreneurship (18)

ACCT0201	Financial Accounting I	3
BSAD0200	Introduction to Business Administration	3
BSAD0220	Legal Environment of Business	3
BSAD0302	Entrepreneurship	3

MRKT0320 Principals of Marketing 3  
 ECON0203 Microeconomics 3

**Management (18)**

BSAD 0200 Introduction to Business Administration 3  
 BSAD0480 Business Policy and Strategy 3  
 MGMT0350 Management and Organizational Behavior 3  
 MGMT 0360 Human Resources Management 3  
 MGMT 0450 Organizational Behavior and Development 3  
 MGMT 0455 Professional Development of Managers 3

**Marketing (18)**

BSAD 0200 Introduction to Business Admin. 3  
 MRKT 0320 Principles of Marketing 3  
 MRKT 0330 Advertising 3  
 MRKT 0400 Marketing Management 3  
 MRKT 0420 Consumer Behavior 3  
 MRKT 0474 Marketing Research 3

**Health Care Management (18)**

HCM 0300 Health Care Systems 3  
 HCM 0330 Administration of Health Care Organizations 3  
 HCM 0420 Health Care Human Resources Management 3  
 HCM 0440 Health Care Planning and Marketing 3  
 HCM 0460 Long-Term Health Care Administration 3  
 HCM 0470 Managed Health Care Systems 3

**Management Information Systems (18)**

MIS 0206 Business Programming Language Lecture with Lab 3  
 MIS 0207 Object-Oriented Programming Lecture with Lab 3  
 MIS 0208 System Programming Language II 3  
 MIS 0310 Introduction to Computer Graphics 3  
 MIS 0315 Introduction to Computer Networks 3  
 MIS 0340 Management Information Systems 3

**Teacher Education Area**

**Psychology (any 18 credits)**  
 (Prerequisite for all PSY0100 General Psychology)

PSY 0302 Abnormal Psychology 3  
 PSY 0305 Educational Psychology 3  
 PSY 0307 Humanistic Psychology 3  
 PSY 0310 Child Psychology 3  
 PSY 0319 Behavior Management 3  
 PSY 0320 Psychology of Personality 3  
 PSY 0450 Counseling Aspects of Clinical Psychology 3  
 EDUC0305 Utilizing Family and Community Resources 3

**Educational Studies (Required)**

EDUC0201 Foundations of Education *or* 3  
 EDUC 0212 Introductin to Multicultural Education 3  
 Plus

**Any 15 credits**

EDUC0305 Utilizing Familyt and Community Resources 3  
 EDUC0308 Health, Nutrition and Safety 3  
 EDUC0311 Early Childhood Principles and Professionalism 3  
 PSY0305 Educational Psychology 3  
 PSY0311 Adolscent Psychology 3  
 PSY0312 Psychology and Education of the Exceptional Child 3

**Humanities Area**

**English (any six credits)**

ENG 0317 Mythology 3  
 ENG 0325 Multiculture Survey Literature of the United States 3  
 ENG0341 Great Plays 3  
 ENG0351 World Literature 3

**Any 12 credits**

ENG0320I American Literature I 3  
 ENG0302II American Literature II 3  
 ENG 0326I Major British Authors I 3  
 ENG 03110 Themes and Topics in American Literature 3  
 ENG0323 Themese and Topics in British Literature 3  
 ENG0336 Modern Grammar 3  
 ENG0337 History of English Language 3  
 ENG 0330 Advanced Composition 3  
 ENG0344 Introduction to Literacy Criticism 3

**Theater**

THR 0200 Fundamentals of Acting 3

THR 0201	Theater Practicum	3
THR0320	Stagecraft	3
THR0330	Children's Theater	3
SPCH 0301	Oral Interpretation	3

(and any additional 30XX THR course)

### Mathematics/Science

BIO 0202	Principles of Cell Biology	3
BIO 0303	Ecology	3
BIO 0305	Evolution	3
BIO 0310I	Human Anatomy and Physiology I	3
BIO0312	Introduction to Microbiology	3
BIO 0414	Genetics	3

### Computer Science (Required)

CED 0322	Computers and Technology in the Classroom	3
CED 0330	Utilizing Data Communication in Education	3
CED 0385	Seminar in Computer Education	3
CED0410	Special Projects in Computer Education: Operating Systems	3
CSC0233	Introduction to C++ Programming	3
CSC323	Advanced Visual Basic Programming	3
CSC0340	Object-Oriented Programming with C++	3
CSC 0350	Introduction to Networking and Data Communications	3
CSC 0383	Troubleshooting for Microcomputers and Peripherals	3

### Mathematics Area (any 18 credits)

(Prerequisites: MATH0170, MATH0241 and MATH 0242)

MATH0310	Elementary Theory of Number	3
MATH0320	Introduction to Modern Algebra	3
MATH0321	Abstract Algebra	3
MATH0325	Functions of a Complex Variable	3
MATH0327	Introduction to Topology	3
MATH0330	Continuous Probability Distributions	3
MATH0370	Introduction to the History of Mathematics	3
MATH0400	Mathematics Modeling	3
MATH0401	Advanced Calculus	3
MATH0402	Nuerical Analysis	3
MATH0456	Introduction to Linear Algebra	3
MATH0361	Differential Equations	3

### Social Science Area

Geography (Required)		
GEOG 0325	Urban Geography	3

### History (18 credits)

HIST 0301	A Multicultural History of the United States	3
HIST0318	Recent American Foreign Relations	3
HIST0401	Classical History	3
HIST0403	History of Europe	3
HIST0404	History of the Islamic World	3
HIST0405	History of Africa	3

**Note: HIST01143 or HIST0144 required for any 300 level course.  
HIST0213 or HIST0214 required for any 400 level course**

### Organization Behavior (any 18 credits)

ORB 0300	Informational and Communication System	3
ORB0301	Group and Communication Dynamics	3
ORB0302	Organizational Psychology	3
ORB0401	A Systems Approach to Management	3
ORB0410	Game Theory	3
ORB0420	Organizational Analysis and Systems	3

### Political Science (18 credits)

POSC0323	The American Presidency	3
POSC0370	World Affairs (International Relations)	3
POSC0380	Public Policy	3
POSC0390	Urban Politics	3
POSC0391	Urban Politics and Public Policy	3
POSC0402	Political Theory	3

### Sociology (18 credits)

RM0301	Research Methodology and Statistics	3
RM0302	Research Design and Statistical Analysis	3
SOC0340	Social Problems	3
SOC0411	History of Social Thought	3
SOC0450	Social Stratification	3
any any additional SOC03XX course		

### Capstone Experience

Complete the PRIS Internship (PRIS0480) and the PRIS Senior Synthesis (PRIS0485)		
PRIS 0490	Topics in PRIS	1-3

**B.S. IN POLITICAL SCIENCE WITH  
CONCENTRATIONS IN  
URBAN POLITICS, PUBLIC POLICY  
AND ADMINISTRATION, PRE-LAW  
and INTERNATIONAL RELATIONS  
REQUIREMENTS**

A Bachelor of Arts Degree in Political Science requires:

1. 42 General education credits
2. 2 Credits Institutional Requirements
3. 42 Credits to fulfill major requirements
4. 18 Credits in area of concentration in Political Science
5. 16 Credits that are free electives:
  - a. Students can earn 3-6 credit hours if writing a thesis [These credit hours come out of free electives]
  - b. Students can earn 3 credit hours for doing an internship

The Total Credits in the Degree Program for Political Science required for Graduation is 120 hours.

**The number of Free Elective Courses may be reduced if the student elects to write a senior thesis.**

Students with a cumulative GPA of 3.0 are eligible for departmental honors in Political Science. Qualified students who seek this option must write an honors thesis under the supervision of a Political Science faculty member. The Political Science Internship is designed to assist the student in understanding the praxis of Political Science and Public Policy in society. The Internship requires a minimum of ten clock hours per week [no more than 3 clock hours per day]. Internship sites will include government agencies, social service agencies/organizations. An Internship course is a requirement for the major. The Faculty of the Department of Social and Behavioral Sciences must approve internship assignments.

**Gen Ed Requirements [Total of Forty-two (42) Semester Credit Hours]**

ORAL AND WRITTEN COMMUNICATION

[Nine (9) Semester Credit Hours]

COMPUTING AND TECHNOLOGY

[Three (3) Semester Credit Hours]

SOCIAL AND BEHAVIORAL SCIENCES

[Nine (9) Semester Credit Hours]

MATHEMATICS/NATURAL and PHYSICAL SCIENCE

[Twelve (12) Semester Credit Hours]

*[The mathematics course must be Math 0150 – Introduction to Statistics]*

SOCIAL AND BEHAVIORAL SCIENCES

[Nine (9) Semester Credit Hours]

POSC0480 Political Science Internship 3  
[Core Requirement]

**Prerequisite: last TWO semester of the student's senior year.**

The Political Science Internship is designed to assist the student in understanding the praxis of Political Science and Public Policy in society.

POSC0485 Political Science Senior Thesis 3-6 Credit Hours [Optional Requirement]

**Prerequisite: last TWO semester of the student's senior year.**

A completed senior thesis is not a requirement for students to graduate from the University's Degree program in Political Science; but provides an opportunity for students to explore in depth an area or question that they have developed over their previous three years of study. It is an opportunity to do your own field and laboratory work, to design a study, bring it to completion, and to contribute new knowledge to your field of study.

A senior thesis is undertaken with the close assistance of a thesis advisor who generally has the most expertise in the subject. The thesis advisor helps to develop the research proposal and maintains a reasonable timetable and guides the actual research. The advisor also oversees the preparation of the final paper.

**Gen Ed Requirements (42 Credit Hours)**

**Institutional Requirements (2 Credit Hours)**

**Core Requirements in Political Science for all Concentrations (42 Credit Hours)**

HIST0318	American Foreign Policy	3
PADM0330	Introduction to Public Administration	3
PADM0420	Policy Implementation and Evaluation	3
POSC0103	Introduction to Political Science	3
POSC0203	Introduction to Comparative Politics	3
POSC0314	Policy Analysis	3
POSC0370	World Affairs	3
POSC0380	Public Policy	3
POSC0390	Urban Politics	3
POSC0405	International Political Economy	3
POSC0480	Political Science Internship	3



RM0300	Research Writing	3
RM0301	Research Methodology and Statistics	3
RM0302	Research Design and Statistics	3

**Free Electives 16 Credit Hours**

**Requirements for Concentration in Urban Politics  
18 Credit Hours**

GEOG0435	Political Geography	3
PADM0440	Pubic Sector Economics	3
URST 0490	Topics in Urban Studies	3
POSC0313	State and Regional Politics	3
POSC0402	Political Theory	3
URST0400	Urban Planning	3

**Free Electives 16 Credit Hours (May include the following option)**

POSC0485	Political Science Senior Thesis	3-6
POSC0490	Topics in Political Science	3
URST0490	Topics in Urban Studies	3
Free Electives		4-10

**Requirements for Concentration in Public Policy  
Administration 18 Credit Hours**

MATH0336	Statistical Computing	3
PADM0440	Pubic Sector Economics	3
POSC0312	Geographic Information Systems (GEOG0401)	3
POSC0313	State and Regional Politics	3
POSC0402	Political Theory	3
URST0400	Urban Planning	3

**Free Electives 16 Credit Hours (May include the following option)**

POSC0485	Political Science Senior Thesis	3-6
POSC0490	Topics in Political Science	3
URST0490	Topics in Urban Studies	3
Free Electives		4-10

**Requirements for Concentration in International  
Relations 18 Credit Hours**

GEOG0435	Political Geography	3
MATH0336	Statistical Computing	3
POSC 0310	Terrorism and Homeland Security	3
POSC0402	Political Theory	3
POSC0403	Studies in Globalization	3
POSC0404	Politics of Development	3

**Free Electives 16 Credit Hours (May include the following option)**

POSC0485	Political Science Senior Thesis	3-6
POSC0490	Topics in Political Science	3
POSC0323	The American Presidency	3
Free Electives		4-10

**Requirements for Concentration in Pre-Law 18  
Credit Hours**

PL0100	Introduction to Law	3
PL0101	Introduction in Trial Advocacy	3
PL0120	Introduction to Legal Careers	3
PL0121	Introduction to Legal Research and Writing	3
PL0122	Introduction to Legal Analysis	3
PL0130	Issues in Law	3
PL0131	Foundations of Law	3

**Free Electives 16**

**B.S. IN MATHEMATICS, BIOLOGY, and  
SUSTAINABILITY and URBAN ECOLOGY  
PROGRAM REQUIREMENTS**

**Department of Mathematics and Natural Sciences**

The College of Arts and Sciences, through its Department of Mathematics and Natural Sciences, currently offers the following baccalaureate degree programs:

- B.S. in Mathematics
- B.S. in Biology, Biology with minor in Pre-Medicine; and Biology with minor in Urban Ecology
- B.S. in Sustainability and Urban Ecology, with concentrations in: Science (Biology/Chemistry); Urban Agriculture; and Computation and Physical Science

In addition, the Department of Mathematics and Natural Sciences offers a Certificate in Urban Agriculture.

**B.S. in Mathematics**

The B.S. degree program in Mathematics is designed to provide students with substantial grounding in the theory and applications of mathematics, providing them with the breadth and depth necessary to pursue careers in areas such as actuarial science, insurance, financial investment, computer science, statistics as well as a wide variety of other industrial and government employment. Graduates may also proceed to graduate school to earn higher degrees that will qualify them to seek careers in academia. In our increasingly technological society, persons with quantitative ability and training are in high demand. The program has significant built-in flexibility to allow students to focus their coursework to their desired field of interest.

## Joint Degree Math/Engineering Program with St. Louis University

In addition, students at Harris-Stowe have the opportunity to pursue a dual degree program in mathematics and engineering with St. Louis University. Various types of engineering are possible, including computer, mechanical, and civil engineering. Students completing the degree program on schedule can expect to spend three years at Harris-Stowe followed by either two or three years at St. Louis University. Upon completion, students will receive a B.S. in Mathematics from Harris-Stowe and a B.S. in Engineering from St. Louis University.

Students interested in the dual degree program should consult with mathematics faculty to ensure that they select courses so as to progress through the program in an efficient manner. Students will also want to consult with parties at St. Louis University to inquire about financial aid arrangements for the dual degree program.

Note: The Mathematics Degree is designed to be very flexible. Students are strongly encouraged to seek out the advice of a mathematics to customize their degree program.

### Admission Requirements for the B.S. Degree in Mathematics

Note: Students must be admitted to the Mathematics degree program in order to take MATH 0495.

Applicants must have:

- Completed 60 credit units of college-level courses
- Completed the Calculus sequence (MATH 0170, 0241, and 0242) with grades of at least C in all courses
- Have a cumulative GPA (CGPA) of at least 2.0 on a 4.0 scale on all courses counted towards the degree program, whether earned at Harris-Stowe or transferred from another accredited institution.

### Requirements for Degree Conferral

In order to receive the degree, a candidate must:

- Complete a minimum of 120 semester credit hours of college-level coursework.
- Meet all Harris-Stowe State University requirements for a degree.
- Complete the Requirements for a Mathematics Degree Program (See Below)
- Achieve a minimum grade of “C” in all courses counted for Required Course Course or Program Electives. Note: This is not required for courses counted as Free Electives.

- Complete the last 30 semester hours of coursework at Harris-Stowe. Note: Special allowances are made for students in the dual degree programs with St. Louis University.

Specifically, students must fulfill the following requirements:

<b>Institutional Requirements</b>	<b>2</b>
HSSU 0100 or HSSU 0300	1
LANG 0100	1

### General Education Requirements 42-45

Note: Certain courses, including but not limited to MATH 0255, satisfy both General Education and Major requirements.

Note: Exceptionally well-prepared students might be ready to take MATH 0170 or MATH 0241 without taking previous courses. These students should contact the MNS Department for an assessment of their background. Please note that both MATH 0170 and MATH 0241 satisfy the General Education requirements for Mathematics.

Note: Students intending to pursue a dual degree program in Mathematics should take PHY 0253/0252 as part of their General Education curriculum.

### Pre-admission Requirements 15

MATH 0170 Calculus I	5
MATH 0241 Calculus II	5
MATH 0242 Calculus III	5

Note: Exceptionally well-prepared students may take MATH 0241 without taking MATH 0170. Such students may be deemed to have satisfied the MATH 0170 pre-admission requirement.

### Core Required Courses 25

MATH 0201 Discrete Mathematics I	3
MATH 0250 Data Analysis and Statistics	3
MATH 0255 Introductory Statistics Lab	1
MATH 0270 Introduction to Programming	3
MATH 0320 Modern Algebra I	3
MATH 0327 Real Analysis I	3
MATH 0356 Linear Algebra I	3
MATH 0361 Differential Equations	3
MATH 0495 Capstone Experience	3

Note: Another programming course may substitute for MATH 0270 with departmental approval.

## Program Electives 15

Students must take at least 15 units of additional Program Electives. Program Electives may consist of:

- Any MATH class of 300 level or higher (at least 9 units must be of this type)
- Any CSC class of 300 level or higher
- Any PHY class of 300 level or higher
- Any other class with Departmental Approval

Note: Program electives are subject to the requirement that no more than 6 units may consist of courses with non-MATH prefixes.

## Free Electives 20-23

Students may take any college-credit course they wish in order to complete the 120-unit requirement for graduation. This will typically require 20-23 units of coursework, but this number may be higher or lower depending on individual student circumstances.

## B.S. IN BIOLOGY

### ADMISSION REQUIREMENTS FOR THE B.S. DEGREE IN BIOLOGY

The goal of the Bachelor of Science degree in Biology is to provide students with a broad educational grounding in the biological sciences, allowing them to enter careers in health care, environmental or green jobs, and biotechnology. Graduates can pursue further studies in veterinary science, occupational science and therapy, physiotherapy, audiology, optometry, podiatry, dentistry, wildlife management, agriculture and nutrition. Students should note that competitive post-baccalaureate programs such as Nursing, Pharmacy, Dentistry, or Medical School require a minimum GPA of 3.0 to 3.5.

Harris-Stowe biology majors are eligible for several special collaborative professional programs, including with St. Louis College of Pharmacy, Goldfarb School of Nursing at Barnes-Jewish College in St. Louis, the Program in Occupational Therapy at Washington University School of Medicine in St. Louis, and Kansas City University of Medicine and Biosciences. Students interested in these programs should matriculate as or chose the Biology major with No Minor, not the Pre-medicine Minor concentration. These programs require special coursework after the freshman year and the requirements are subject to changes - please see advisors for more details.

Requirements of the B.S. Degree in Biology:

- A minimum of 120 semester credit hours is required with no minor, for the minor in Pre-Medicine, and for the minor in Urban Ecology;
- A minimum of 60 semester credit hours must be earned at an accredited four-year institution;
- The last 30 semester credit hours counted toward the degree must be earned at HSSU;
- Students must have a grade of “C” or better in each required program course completed as well as a cumulative GPA of at least 2.0 to continue and graduate.
- All candidates for the B.S. in Biology degree must take a biology proficiency assessment in the senior year, either the ETS Major Field Test in Biology (if GPA 3.0 or higher), or a university internal assessment exam (if GPA below 3.0).

### Admission Requirements to Degree Programs

BIO 0206 Cell and Molecular Biology Lab 2

Students may be admitted to the B.S. degree in Biology program upon successful completion of the pre-admission requirements with a grade of “C” or better in each pre-admission course. A cumulative GPA of 2.0 is required. Students who choose the minor in Pre-medicine must have a grade of “C+” or better in each pre-admission course. Students must be admitted to the program or have successfully completed all pre-admission requirements to take 300- or 400-level biology courses, except those indicated with an asterisk (\*).

**Candidates for B.S. degree in Biology must fulfill the following program requirements:**

**General Education Core Requirements: 42**

**Institutional Requirements: 2**  
HSSU0100 or HSSU0300, & LANG0100

**Pre-Admission Requirements:** 22 semester credit hours, but 15 hours of these satisfy General Education requirements; therefore, pre-admission courses will add 7 additional semester credit hours toward the minimum total of 120 required. Students in the biology program must take the following courses before admission to the program. Note the Math General Education requirement may be met by different courses, depending on the minor concentration in Biology selected by the student.

**Pre-Admission Courses 22 hrs.**

BIO 0120 Applications of Biotechnology	1
BIO 0151 Biology Survey Lecture	3
BIO 0152 Biology Survey Lab	2
BIO 0153 Biology Survey II Lecture	3
BIO 0154 Biology Survey II Lab	2
CHEM 0255 General Chemistry I	3
CHEM 0256 General Chemistry I Lab	2
ENG 0110I English Comp. I	3
MATH 0135 College Algebra, or 0165 Precalculus, or 0170 Calculus and Analytic Geometry I	3-5

Note: Pre-med and Urban Ecology minors should take MATH 0165 (or 0170) instead of MATH 0135 to satisfy their pre-admission math requirement, which also satisfies a general education requirement.

Note: BIO 0141 may be substituted for BIO 0151 with a grade of B or better and departmental permission.

**Core Course Requirements: 33**

Required for Biology degree for all minors or no minor.

**Required Core Courses: 33 hrs.**

BIO 0202 Principles of Cell Biology	3
BIO 0303 Ecology	3
*BIO 0305 Evolution	3
BIO 0403 Senior Seminar in Biology	3
BIO 0414 Genetics	3
CHEM 0257 General Chemistry II	3
CHEM 0258 General Chemistry II Lab	2
CSC 01XX (any 100-level CSC course) or	3
CSC 02XX (any 200-level CSC course)	3
MATH 0150 Introduction to Statistics or	3
MATH 0250 Data Analysis and Statistics (MATH 0250 recommended for Pre-med and Urban Ecology minors)	3
MATH 0301 Biostatistics	3
MATH 0255 Introductory Statistics Lab	1
PHY 0251 General Physics: Mechanics or	3
PHY 0253 General Physics: Mechanics-Calculus-Based (PHY 0253 recommended for Urban Ecology minors)	3

**Elective Requirements or Additional Required Courses:** 36 semester credit hours for all minors, or no minor. The student pursuing the Biology degree with no minor has the greatest flexibility in choosing program electives. See requirements for minors ahead.

**Biology with No Minor.** Students on the Biology degree track without specialty minors must select 36 hours of electives, including at least 12 hours of BIO electives including one lab course, at least 8 hours of other STEM electives from the list below, and any free electives needed to complete the 120 hr. requirement.

**No Minor: Biology Electives.** (Choose at least 12 hrs of additional BIO courses, including one lab. At least 9 credits must be taken at the 300-level or higher.). Labs and corresponding lecture courses must be taken together, except by departmental permission.

BIO 0200 Botany	3
BIO 0201 Plants & People	3
BIO 0203 Nutrition	3
BIO 0206 Cell and Molecular Biology Lab	2
BIO 0209 Vertebrate Zoology	3
BIO 0210 Invertebrate Zoology	3
BIO 0211 Field Work Sustainable Agric.	3
BIO 0213 Greenhouse Management	3
BIO 0214 Diagnosing and Treating Disease	3
BIO 0217 Principles of Horticulture	3
BIO 0224 Ornithology	3
BIO 0230 Local Flora	3
BIO 0240 Science and Technology	3
BIO 0246 Medical Terminology	3
BIO 0301 Human Parasitology	3
BIO 0310I Human Anatomy and Physiology I	3
BIO 0310II Human Anatomy and Physiology II	3
BIO 0311 Ecology Lab	2
BIO 0312 Introduction to Microbiology	3
*BIO 0313 Environmental Science	3
BIO 0316 Urban Ecosystems	3
BIO 0317 Urban Ecosystems Lab	2
BIO 0318 Urban Health Science	3
BIO 0319 Human Anatomy and Physiology I Lab	2
BIO 0321 Human Anatomy and Physiology II Lab	2
*BIO 0322 Kinesiology	3
*BIO 0323 Ecological Economics (requires ECON pre-req)	3
BIO 0324 Environmental Policy	3
BIO 0332 Microbiology Laboratory	2
BIO 0337 Horticulture	3
BIO 0340 Immunology	3
BIO 0402 Conservation Biology	3
BIO 0415 Genetics Lab	2
BIO 0432 Developmental Biology (Lecture)	3

BIO 0433 Developmental Biology (Lab)	2
BIO 0471 Independent Research in Biology	3
BIO 0490 Topics in Biology	1-3
BIO 0495 Internship in Biology	3

**No Minor: Other STEM Electives.** (Choose at least 8 hrs.) Labs and corresponding lecture courses must be taken together, except by departmental permission. Courses taken as core requirements may not also be used as electives.

CHEM 0260 Organic Chemistry	3
CHEM 0270 Biochemistry	3
CSC 01XX (any 100-level CSC course)	3
CSC 02XX (any 200-level CSC course)	3
GEOL 0250I General Geology I	3

MATH 0170 Calculus and Analytic Geometry I	5
or	
MATH 0203 Applied Calculus	3
MATH 02XX (any 200-level Math course except MATH 0203)	3-5
MATH 03XX (any 300-level Math course)	3-5
MATH 04XX (any 400-level Math course)	1-4
MET 0250 Introduction to Meteorology	3
PHY 02XX (any 200-level Physics course)	2-3
PHY 03XX (any 300-level Physics course)	2-3
RM 0301 Research Methods & Statistics	3
RM 0302 Research Design & Statistical Analysis	3

**No Minor: Free Electives. (16 hrs.)**

Students may take free electives (any courses) to complete the 120 unit graduation requirement, usually 16 credit hours.

**Pre-Medicine Minor.** The Pre-Medicine Minor concentration is for students interested in biomedical careers including research, and other allied health care or medical careers. However, students planning to enroll in Harris-Stowe's special collaborative professional programs, such as Goldfarb Nursing, Pharmacy, etc., should matriculate as or chose the Biology major with No Minor, not the Pre-medicine Minor concentration. Students should also note that competitive post-baccalaureate programs such as Nursing, Pharmacy, Dentistry, or Medical School require a minimum GPA of 3.0 to 3.5. Please see advisors for more details.

Students completing the concentration in Pre-Medicine must take 36 additional credit hours including 26 hrs

of additional required courses and at least an additional 6 hours of Pre-Med electives, and any free electives needed to complete the 120 hr. requirement. Note that some courses can be used to meet General Education requirements in Social and Behavioral Sciences.

**Note: Students interested in Nursing must take BIO 0203, MATH 0250, PSY 0100, and PSY 0308 to qualify for most nursing schools. Students should consult with advisors to be sure the electives they choose will best meet their career needs.**

**Pre-Med Minor: Additional Required Courses: (26 hrs required).** Labs and corresponding lecture courses must be taken together.

BIO 0310I Human Anatomy and Physiology I	3
BIO 0319 Human Anatomy and Physiology I Lab	2
BIO 0310II Human Anatomy and Physiology II	3
BIO 0321 Human Anatomy and Physiology II Lab	2
BIO 0312 Microbiology	3
BIO 0332 Microbiology Lab	2
CHEM 0260 Organic Chemistry	3
CHEM 0270 Biochemistry	3
PHY 0252 General Physics: Mechanics Lab	2
PSY 0100 General Psychology	3

**Pre-Med Minor: Electives (Choose at least 6 hrs.)**

Labs and corresponding lecture courses must be taken together, except by departmental permission. Courses taken as core requirements may not also be used as electives.

BIO 0200 Botany	3
BIO 0201 Plants & People	3
BIO 0203 Nutrition	3
(BIO 0203 <i>required for Nursing</i> )	
BIO 0206 Cell and Molecular Biology Lab	2
BIO 0209 Vertebrate Zoology	3
BIO 0210 Invertebrate Zoology	3
BIO 0246 Medical Terminology	3
BIO 0240 Science and Technology	3
BIO 0301 Human Parasitology	3
BIO 0311 Ecology Lab	2
BIO 0318 Urban Health Science	3
*BIO 0322 Kinesiology	3
BIO 0340 Immunology	3
BIO 0415 Genetics Lab	2

BIO 0432 Developmental Biology	3
BIO 0433 Developmental Biology Laboratory	2
BIO 0490 Topics in Biology	1-3
BIO 0471 Independent Research in Biology	3
BIO 0495 Internship in Biology	3
CSC 02XX (any 200-level or higher CSC course)	3
MATH 0170 Calculus and Analytic Geometry I	5
or	
MATH 0203 Applied Calculus	3
MATH 02XX (any 200-level Math course except MATH 0203)	3-5
MATH 03XX (any 300-level Math course)	3-5
MATH 04XX (any 400-level Math course)	1-4
PHIL 0101 Introduction to Philosophy	3
PHIL 0102 Introduction to Ethics	3
PHY 0301 General Physics: Electricity and Magnetism	3
PHY 0302 General Physics: Electricity and Magnetism Lab	2
PSY 0308 Human Growth and Development (PSY 0308 required for Nursing)	3
RM 0301 Research Methods & Statistics	3
RM 0302 Research Design & Statistical Analysis	3
SOC 0100 Introduction to Sociology	3
SOC 0340 Social Problems	3
SOC 0370 Social Change	3

**Pre-Med Minor: Free Electives.** Students may take free electives (any courses) to complete the 120 unit graduation requirement, usually 4 credit hours.

**Urban Ecology Minor.** The Urban Ecology Minor concentration is for students interested in green jobs including the fields of environmental conservation, restoration ecology, urban health, energy management, urban agriculture and other “green” jobs. Students completing a minor in Urban Ecology must take 36 additional credit hours including 24 hrs of additional required courses and choose at least an additional 8 hours of Urban Ecology electives, and any free electives needed to complete the 120 hr. requirement.

**Note: A Bachelor of Science degree is offered in the related field of Sustainability and Urban Ecology, as well as a Certificate in Urban Agriculture. Students should discuss with their advisors which degree track is most suitable for their needs.**

**Urban Ecology Minor: Additional Required Courses** (24 hrs required). Labs and corresponding lecture courses must be taken together.

*BIO 0313 Environmental Science	3
BIO 0311 Ecology Lab	2
BIO 0316 Urban Ecosystems	3
BIO 0317 Urban Ecosystems Lab	2
*BIO 0323 Ecological Economics (requires ECON pre-req. course) or	3
BIO 0324 Environmental Policy	3
GEOG 0401 Geographic Information Systems	3
<b>Note: GEOG0200 is pre-req. for GEOG 0401 and should be taken for General Education requirement.</b>	
MATH 0170 Calculus and Analytic Geometry I	5
or	
MATH 0203 Applied Calculus	3
PHY 0304 Energy Science	3
PHY 0305 Energy Science Lab	2

**Urban Ecology Minor: Electives (Choose at least 8 hrs.)** Labs and corresponding lecture courses must be taken together, except by departmental permission. At least 5 credits must be taken at the 300-level or higher. Courses taken as core requirements or required courses may not also be used as electives.

BIO 0200 Botany	3
BIO 0201 Plants & People	3
BIO 0203 Nutrition	3
BIO 0206 Cell Molecular Biology (Laboratory)	2
BIO 0209 Vertebrate Zoology	3
BIO 0210 Invertebrate Zoology	3
BIO 0211 Field Work Sustainable Agric.	3
BIO 0213 Greenhouse Management	3
BIO 0214 Diagnosing and Treating Disease	3
BIO 0217 Principles of Horticulture	3
BIO 0224 Ornithology	3
BIO 0230 Local Flora	3
BIO 0240 Science and Technology	3
BIO 0301 Human Parasitology	3
BIO 0312 Introduction to Microbiology	3
BIO 0318 Urban Health Science	3
*BIO 0322 Kinesiology	3
BIO 0332 Microbiology Lab	2
BIO 0337 Horticulture	3
BIO 0402 Conservation Biology	3
BIO 0490 Topics in Biology	1-3
CHEM 0260 Organic Chemistry	3
CSC 02XX (any 200-level or higher CSC course)	3

GEOL 0250I General Geology I	3
MATH 02XX (any 200-level Math course except MATH 0203)	3-5
MATH 03XX (any 300-level Math course)	3-5
MATH 04XX (any 400-level Math course)	1-4
MET 0250 Introduction to Meteorology	3
PHY 02XX (any 200-level Physics course)	2-3
PHY 03XX (any 300-level Physics course)	2-3
PSY 0100 General Psychology	3
RM 0301 Research Methods & Statistics	3
RM 0302 Research Design & Statistical Analysis	3
SOC 0100 Introduction to Sociology	3
SOC 0340 Social Problems	3
SOC 0370 Social Change	3

### Urban Ecology Minor: Free Electives.

Students may take free electives (any courses) to complete the 120 unit graduation requirement, usually 8 credit hours.

### ADMISSION REQUIREMENTS FOR THE B.S. DEGREE IN SUSTAINABILITY AND URBAN ECOLOGY (SUE)

The goal of the Bachelor of Science degree in SUE is to provide students the knowledge, tools, and skills in the contemporary and growing field of sustainability and urban ecology, allowing them to enter careers in environmental or green jobs, as well as to pursue graduate studies in the field or related technical fields. The students have to choose one of three areas of concentration namely Science (biology-chemistry), Urban Agriculture, or Computational and Physical Science. Graduates can pursue further studies in environmental science, horticulture ecology, botany, wildlife management, nutrition, environmental technology, statistics, sustainability etc. Additionally the students will acquire computational and /or statistical skills through the program that will prepare them for technical jobs involving data analysis.

### Requirements of B.S. Degree in SUE

- A minimum of 120 semester credit hours is required for the concentration areas of Science (Biology-Chemistry), Urban Agriculture, and Computational and Physical Science.
- A minimum of 60 semester credit hours must be earned at an accredited four-year institution;
- The last 30 semester credit hours counted toward the degree must be earned at HSSU;
- All candidates for the B.S. in SUE degree must have

an overall GPA of C or better. They also should have an average GPA of C or better in both their pre-admission courses and their core courses. Additionally, they must have a C or better in each of the courses (required and elective) of their concentration area (15-16 hrs).

- All candidates for the B.S. in SUE degree must take an assessment exam in the senior year.

### Admission Requirements to Degree Programs

Students may be admitted to the B.S. degree in the SUE program upon successful completion of the pre-admission requirements with an average grade for preadmission courses being a “C” or better. Students must be admitted to the program or have successfully completed all pre-admission requirements to take 300- or 400-level biology or math courses.

Candidates for B.S. degree in SUE must fulfill the following program requirements:

### General Education Core Requirements: 42 Credits

Institutional Requirements: 2  
HSSU0100 or HSSU0300, & LANG0100

**Pre-Admission Requirements:** 17 semester credit hours, of which 14 to 17 will satisfy General Education requirements. Students in the SUE program must take the following courses before admission to the program.

### Pre-Admission Courses 17 hrs.

BIO 0151 Biology Survey Lecture	3
BIO 0152 Biology Survey Lab	2
GEOG 0200 Principles of Geography	3
MATH 0150 Introduction to Statistics and Probability or 0250 Statistics and Data Analysis	3
POSC 0200 American Government Survey	3
PHIL 0200 Introduction to Logical Thinking or SOC 0100 Introduction to Sociology or ECON 0203 Microeconomics	3

**Note: BIO 0141 may be substituted for BIO 0151 with a grade of B or better and departmental permission.**

**Note: Computational and Physical Science Concentration Students have to take PHY02521/PHY0253 and MATH 0165 as part of the core.**

**Required Core Course Requirements: 29-33hrs**  
**(Required for SUE degree all concentrations): 3 of**  
**these credit hours (CHEM//PHY) may be taken as**  
**Gen. Ed. Science credits.**

BIO 0153 Biology Survey II (Lec)	3
BIO 0154 Biology Survey II (Lec)	2
BIO 0204 Introduction to Sustainability	3
BIO 0313 Environmental Science	3
SUE 0324 Environmental Policy	
or	
BIO 0324 Environmental Policy	3
BIO 0491 Senior Synthesis in Sustainability and Urban Ecology	3

CHEM 0255 General Chemistry I	
or	
PHY 0251 General Physics Mechanics (Alg. Based)	
or	
PHY 0253 General Physics Mechanics (Calculus Based)	3
GEOG 0401 Geographic Information Systems	3
MATH 0135 College Algebra	
or	
0165 Precalculus	3-5
MATH 0203 Applied Calculus	
or	
0170 Calculus and Analytic Geometry I	3-5

**NOTE: Up to 17hrs of the preadmission and Core requirements satisfy Gen, Ed. Requirements).**

**Elective Requirements or Additional Required Courses:**

32 semester credit hours for the science (Biology-Chemistry) concentration, 33 semester credit hours for the urban agriculture concentration, and 32 semester credit hours for the computational physical science concentration.

**Skills Electives:** At least 9 semester credit hours (students will end up with 9-10 hrs) of courses from the following set (Students in the Computation and Physical Sciences concentration must take CSC 0233 or other programming course with departmental approval as part of their Skills' Offerings).

CSC 0233 Introduction to C# Programming	3
BIO 0404 Internship in Sustainability	3
MATH 0255 Introductory Statistics Lab	1
MATH 0336 Statistical Computing	3
MIS 0207 Object-Oriented Programming	3
MIS 0310 Introduction to Computer Graphics (**MIS0207)	3
MIS 0311 Advanced Computer Graphics	3
PHY 0252 General Physics Mechanics lab	2

RM 0300 Research Writing	3
RM 0432 Grant Writing and Administration	3
RM 0301 Research Design and Statistics	3
RM 0302 Research Design and Statistics II	3

**Science (Biology/Chemistry) Concentration:**  
**A grade of C or better must be obtained in each**  
**course (required and elective) taken in this set.**

**Required courses:**

BIO 0303 Ecology (Lec.)	3
BIO 0311 Ecology (Lab)	2
BIO 0316 Urban Ecosystems (Lecture)	3
BIO 0317 Urban Ecosystems (Lab)	2

**Electives (at least 5 semester credit hours from the**  
**following at least 3 hrs at 300-400 level )**

BIO 0201 Plants and People	3
BIO 0202 Cell Biology	3
BIO 0203 Nutrition	3
BIO 0224 Ornithology	3
BIO 0230 Local Flora	3
BIO 0312 Microbiology (Lec.)	3
BIO 0318 Urban Health Science	3
BIO 0332 Microbiology (lab)	2
BIO 0402 Conservation Biology	3
BIO 0490 Topics in Biology	1-3
Chem 0256 General Chemistry II (Lecture)	3
Chem 0257 General Chemistry II (Lab)	2
CHEM 0301 Environmental Chemistry	3

**STEM/BUSINESS/Policy Electives**  
**(Other Concentration and/or Policy and Business**  
**Electives): At least 8 semester credit hours of**  
**courses from the following course(students will end**  
**up with 8-10 hours).**

URST 0301 The City	3
URST 0302 Urban Agenda	3
URST 0310 Megatrends and the Future of City	3
URST 0400 Urban Planning	3
URST 0410 Urban Development	3
POSC 0380 Public Policy	3
POSC 0390 Urban Politics	3
BIO 0323 Ecological Economic	3
SOC 0310 Urban Sociology	3
BSAD 0220 Legal Environment of Business	3
BSAD 0225 Diversity and Business Ethics	3
BSAD 0302 Entrepreneurship	3
HCM 0300 Health Care Systems	3
HCM 0400 Health Care Law and Ethics)	3
BIO 0200 Botany	3
BIO 0207 Seasonal Production and Food Preservation	3
BIO 0211 Field work in Sustainable Urban Agriculture	



Production.	3
BIO 0217 Principles of Horticulture	3
BIO 0213 Greenhouse Management /Operation/ Hydroponic Gardening	3
BIO 0214 Diagnosing and Treating Disease in Urban Agriculture	3
BIO 0337 Horticulture	3
PHY 0311 Science of Energy (Lec. & Lab)	3
PHY 0304 Energy Science (Lecture)	3
PHY 0305 Energy Science (Lab)	2
MATH 0301 Biostatistics	3
MATH 0201 Discrete Math.I	3
MATH 0241 Calculus & Analytic Geom.II	5
MATH 0315 Discrete Math II	4
MATH 0330 Mathematical Probability	3
MATH 0350 Topics in Applied statistics	3
MATH 0356 Linear Algebra 1	3
MATH 0361 Differential Equations	3
MATH 0403 Math. Modeling in Urban Ecol.	3

**Free Electives: 7-14 semester credit hours.**

**Urban Agriculture Concentration: A grade of C or better must be obtained in each course (required and elective) taken in this set.**

**Required Courses**

BIO 0205 Current trends in Urban Agriculture and the Edible Landscape	3
BIO 0211 Field work in Sustainable Urban Agriculture Production.	3
BIO 03XX Horticulture	3

**Electives: At least 7 hrs with at least 4 hrs at the 300  
–400 level**

BIO 0200 Botany	3
BIO 0201 Plants and People	3
BIO 0203 Nutrition	3
BIO 0207 Seasonal Production and Food Preservation	3
BIO 0213 Greenhouse Management/Operation/ Hydroponic Gardening	3
BIO 0214 Diagnosing and Treating Disease in Urban Agriculture	3
BIO 0217 Principles of Horticulture	3
BIO 0303 Ecology (Lec.)	3
BIO 0311 Ecology (Lab)	2
BIO 0316 Urban Ecosystems (Lecture)	3
BIO 0317 Urban Ecosystems (Lab.)	2
BIO 0318 Urban Health Science	3
BIO 0490 Topics in Biology	1-3

**STEM/BUSINESS/Policy Electives(Other  
Concentration and/or Policy and Business  
Electives):At least 8 semester credit hours of  
courses from the following courses(students will**

**end up with 8-10 hrs).**

**Business Policy Electives**

URST 0301 The City	3
URST 0302 Urban Agenda	3
URST 0310 Megatrends and the Future of City	3
URST 0400 Urban Planning	3
URST 0410 Urban Development	3
POSC 0380 Public Policy	3
POSC 0390 Urban Politics	3
BIO 0323 Ecological Economic	3
SOC 0310 Urban Sociology	3
BSAD 0220 Legal Environment of Business	3
BSAD 0225 Diversity and Business Ethics	3
BSAD 0302 Entrepreneurship	3
HCM 0300 Health Care Systems	3
HCM 0400 Health Care Law and Ethics)	3
BIO 0202 Cell Biology	3
BIO 0224 Ornithology	3
BIO 0230 Local Flora	3
BIO 0312 Microbiology(Lecture)	3
BIO 0332 Microbiology (Lab)	3
BIO 0402 Conservation Biology	3
Chem 0256 General Chemistry II (Lecture)	3
Chem 0257 General Chemistry II (Lab)	2
CHEM 0301 Environmental Chemistry	3
PHY 03XX Science of Energy (Lec. & Lab)	3
PHY 0304 Energy Science (Lecture)	3
PHY 0305 Energy Science (Lab)	2
MATH 0301 Biostatistics	3
MATH 0201 Discrete Math.I	3
MATH 0241 Calculus & Analytic Geom.II	5
MATH 0315 Discrete Math II	4
MATH 0330 Mathematical Probability	3
MATH 0350 Topics in Applied statistics	3
MATH 0356 Linear Algebra 1	3
MATH 0403 Math. Modeling in Urban Ecol.	3

**Free electives: 7-13 semester credit hours**

**Computational and Physical Science Concentration:  
A grade of C or better must be obtained in each  
course (required and elective) taken in this set.**

**Required Courses**

PHY 03XX Science of Energy	3
MATH 0301 Biostatistics	3
MATH 0403 Math. Modeling Urban Ecology	3

**Electives (at least 6 semester credit hours from the  
following)**

MATH 0201 Discrete Math.I	3
MATH 0241 Calculus & Analytic Geom.II	5
MATH 0315 Discrete Math II	4
MATH 0330 Mathematical Probability	3
MATH 0350 Topics in Applied statistics	3

MATH 0356 Linear Algebra 1	3
<b>STEM/BUSINESS/Policy Electives(Other Concentration and/or Policy and Business Electives):Choose at least 8 semester credit hours of courses from the following courses (Students will end up with 8-10 hrs.)</b>	
URST 0301 The City	3
URST 0302 Urban Agenda	3
URST 0310 Megatrends and the Future of City	3
URST 0400 Urban Planning	3
URST 0410 Urban Development	3
POSC 0380 Public Policy	3
POSC 0390 Urban Politics	3
BIO 0323 Ecological Economic	3
SOC 0310 Urban Sociology	3
BSAD 0220 Legal Environment of Business	3
BSAD 0225 Diversity and Business Ethics	3
BSAD 0302 Entrepreneurship	3
HCM 0300 Health Care Systems	3
HCM 0400 Health Care Law and Ethics	3
BIO 0200 Botany	3
BIO 0201 Plants and People	3
BIO 0202 Cell Biology	3
BIO 0203 Nutrition	3
BIO 0205 Current trends in Urban Agriculture and the Edible Landscape	3
BIO 0207 Seasonal Production and Food Preservation	3
BIO 0211 Field work in Sustainable Urban Agriculture Production.	3
BIO 0213 Greenhouse Management/Operation/ Hydroponic Gardening	3
BIO 0214 Diagnosing and Treating Disease in Urban Agriculture	3

BIO 0217 Principles of Horticulture	3
BIO 0224 Ornithology	3
BIO 0230 Local Flora	3
BIO 0303 Ecology (Lec.)	3
BIO 0311 Ecology (Lab)	2
BIO 0312 Microbiology (Lec)	3
BIO 0316 Urban Ecosystems (Lecture)	3
BIO 0317 Urban Ecosystems (Lab.)	2
BIO 0318 Urban Health Science	3
BIO 0332 Microbiology (lab)	2
BIO 0337 Horticulture	3
BIO 0402 Conservation Biology	3
BIO 0490 Topics in Biology	1-3
Chem 0256 General Chemistry II (Lecture)	3
Chem 0257 General Chemistry II (Lab)	2
CHEM 0301 Environmental Chemistry	3

**Free electives: 7-10 semester credit hours**

**Certificate in Urban Agriculture 15 credit hours**

**Required Courses**

BSAD 302 Entrepreneurship	3
BIO 0404 Internship in Sustainability	3
BIO 0205 Current trends in Urban Agriculture and the Edible Landscape	3
BIO 0211 Field work in Sustainable Urban Agriculture Production.	3

**Electives: 3 semester credit hours from the following**

BIO 0207 Seasonal Production and Food Preservation	3
BIO 0213 Green House Management/Operation/ Hydroponic Gardening	3
BIO 0214 Diagnosing and Treating Disease in Urban Agriculture	3
BIO 0217 Principles of Horticulture	3
BIO 0337 Horticulture	3

## COURSE DESCRIPTIONS

Presented on the following pages are brief descriptions of all courses - not including workshops, seminars and mini-courses, which may be scheduled from time to time. These descriptions highlight the main content of each course but do not indicate the instructional techniques. In each of the courses listed, emphasis is placed on a research-based rationale for multicultural education.

Course objectives, instructional methodologies, assessment techniques, etc. are identified in detail in the course syllabus, provided to each student after enrollment in the appropriate course. Periodically, other courses are offered on topics of current interest in addition to the courses identified below.

### ACCOUNTING (ACCT)

**ACCT 0201 FINANCIAL ACCOUNTING I 3**  
***Prerequisite: ACCT 0203***

The concepts of the course introduce the complete accounting cycle, accounting for a merchandise business, special journals, accounts receivable, inventory and cost of goods sold, long-term assets and related topics. (F, SP, SU)

**ACCT 0204 MANAGERIAL ACCOUNTING 3**  
***Prerequisite: ACCT 0201***

The course covers planning, control, managerial decision-making and introduces job order and process cost systems, capital budgeting procedures and related topics. (F, SP)

**ACCT 0300 FEDERAL INCOME TAX I - 3**  
**INDIVIDUAL**

***Prerequisite: ACCT 0201***

Study of the U. S. Internal Revenue Code and related problems of measuring taxable individual/personal income and related topics. (SP)

**ACCT 0301 FEDERAL INCOME TAX II - 3**  
**CORPORATE**

***Prerequisite: ACCT 0300***

Study of the U.S. Internal Revenue Code and related problems of measuring taxable business/corporate income and related topics. (SP, F)

**ACCT 0310 INTERMEDIATE 3**  
**ACCOUNTING I**

***Prerequisite: ACCT 0204***

Course covers Generally Accepted Accounting Principles (GAAP) in relation to topics of financial reporting, the conceptual framework of accounting, financial statements, the statement of cash flow, the revenue cycle, inventories, liabilities, owner's equity and related topics. (F, SP)

**ACCT 0315 INTERMEDIATE 3**  
**ACCOUNTING II**

***Prerequisite: ACCT 0310***

Covers generally accepted accounting principles in pensions, earnings per share, accounting changes, financial statement analysis and related topics. (SP, F)

**ACCT 0320 COST ACCOUNTING I 3**

***Prerequisite: ACCT 0204***

This course covers cost accounting systems, job and process cost systems, cost accumulations, planning and control of costs and related topics. (F)

**ACCT 0326 COST ACCOUNTING II 3**

***Prerequisite: ACCT 0320***

Continues the coverage of cost systems, budgeting, standard costs, cost analysis, profit analysis and related topics. (SP,F)

**ACCT 0409 FINANCIAL STATEMENT 3**  
**ANALYSIS**

***Prerequisite: ACCT 0315***

This course covers management, investor and creditor processes of analyzing and interpreting financial statements, ratio analysis, trend analysis, performance analysis, future outlooks of business organizations and related topics. (F, SP)

**ACCT 0410 AUDITING 3**

***Prerequisite: Senior standing, all 0100, 0200 and 0300 level courses***

This course covers topics in professional responsibility as defined by the AICPA and the generally accepted auditing standards. Topics include audit programs, audit reporting, internal control structures, sampling and related topics. (F,SP)

**ACCT 0479 SPECIAL TOPICS IN ACCOUNTING 1-3**

**Prerequisite:** ACCT0315

This course analyzes current events in accounting in terms of historical background, present status and emerging issues and may be repeated for credit if content differs. (F, SP, SU)

**ACCT 0495 ACCOUNTING INTERNSHIP 3**

**Prerequisite:** Senior standing, all 0100, 0200 and 0300 level courses. Students must complete a minimum of 90 hours to qualify for an internship.

This course is an internship at an approved site and is a practical learning experience in the accounting field designed to bridge the gap between the classroom and the business world. (SP)(F)

**ART  
(ART)**

**ART 0100 FUNDAMENTALS OF DESIGN 3**

Students will learn to create visual designs by combining the visual art elements in new and unexpected ways.

**ART 0130 BASIC DRAWING 3**

(Formerly Beginning Drawing)

In this course, through a series of assigned exercises, students will become increasingly self-confident in their ability to draw. A variety of media are employed in teaching the basic skills of drawing.

**ART 0150 INTRODUCTION TO ART 3**

In this course students are introduced to the richness and variety of visual art forms through acquaintance with works of art in the St. Louis Art Museum, local art galleries, art studios, public buildings and Laumeier Sculpture Park. Through slides, a required text and other resources, students will be made aware of the contributions of many different cultures.

**ART 0200 ART HISTORY, THEORY AND CRITICISM 3**

This course enables students to examine selected masterpieces of architecture, sculpture, painting and other forms of visual art against the background of ideas, values and cultures existing at the time these works were created. Students search for unity within the various historical periods for the purpose of defining styles, developing theories and engaging in art criticism.

**ART 0201 INTRODUCTION TO SCULPTURE 3**

This class will provide students with introductory information and experiences in a variety of sculptural materials. Students will develop the vocabulary necessary to discuss, critique and create works of sculpture. The creation and evaluation of unique and meaningful artworks in sculpture will be the focus.

**ART 0209 BEGINNING PHOTOGRAPHY 3**

This course provides hands-on experience to explore the many aspects of photography with emphasis on various subjects. There will be experimentation with pinhole photography and the basics of light exposure on photographic material. This class is recommended for all those interested in the basics of photography and teaching children.

**ART 0300I PAINTING 3**

Students will explore different approaches to painting using a variety of tools and materials in combination with acrylic paints as the basic media.

**ART 0302 ADVANCED PHOTOGRAPHY 3**

**Prerequisite:** ART 0209

Students will use their prior photographic knowledge to become aware of the aesthetics and history of photography and produce a portfolio that exhibits understanding of art concepts as artists and viewers of art. Students will increase technical competence in shooting and printing 35 mm black and white film.

**ART 0303 METALSMITHING/ JEWELRY 3**

This course is a beginning metalsmithing/jewelry class. It covers all the basic metalsmithing techniques. Students will explore a variety of design inspirations and complete four projects.

**ART 0310 CERAMICS 3**

This is a beginning course in the basic methods of ceramic construction, glazing and firing. Students become familiar with the possibilities and limitations of clay as an art medium.

**ART 0312 PAPER SCULPTURE 3**

Paper sculpture will provide a series of exercises to enable students to use paper in a three-dimensional composition. Students will be exposed to developing ideas in the contemporary paper sculpture industry.

**ART 0330 PRINTMAKING PROCESS 3**  
Students will be introduced to the silkscreen process and other basic methods of printmaking.

## **BIOLOGY (BIO)**

**BIO 0120 APPLICATIONS OF BIOTECHNOLOGY 1**

BIO 0120 is a seminar for freshman and transfer biology majors focused on how cells and cellular products are used in a diverse array of fields of biology. It is required for biology majors. Students will discuss current developments in biotechnology and the skills, research interests, and applications of biotechnology. Both written and oral communication skills will be stressed.

**BIO 0131 INTRODUCTION TO BIOLOGY 3  
(Lecture)**

**Concurrent enrollment: BIO 0132**

BIO 0131 is an online lecture that complements the BIO 0132 online lab course designed for non-biology majors enrolled in online degree programs. The course provides an overview of biological sciences and satisfies a general education requirement in the natural sciences. The basic topics covered include characteristics of life, biomolecules, various levels of organization of living systems (cells to ecosystems), enzymes and energy, genes, gene expression and regulation and the basic principles of evolution and ecology. (ON-L)

**BIO 0132 INTRODUCTION TO BIOLOGY 2  
(Laboratory)**

**Concurrent enrollment: BIO 0131**

BIO 0132 is an online lab course that complements the BIO 0131 lecture course designed for non-biology majors enrolled in an online degree program. The course provides an overview of biology and satisfies a general education requirement in the natural sciences. Basic topics covered include the scientific method, chemical composition of cells, energy and enzymes, cell cycle, basic human anatomy and physiology, basic Mendelian genetics and patterns of inheritance and basic principles of ecology and evolution. (ON-L)

**BIO 0141 PRINCIPLES OF BIOLOGY 3  
(Lecture)**

**Prerequisite: One year of high school biology or its equivalent**

This course is a broad overview of biology designed for non-biology majors, and satisfies a general education requirement in the natural sciences. Basic principles covered include scientific reasoning, chemical processes of living things, diversity of life, structure and function at the molecular, cellular, organismal, and ecosystem levels, basic ecological principles, evolution processes, human body systems, and bioethical issues including medicine and global change. BIO 0152 Biology Survey Laboratory is recommended as an accompanying laboratory course. (F/SP/SU)

**BIO 0151 BIOLOGY SURVEY (Lecture) 3**  
**Prerequisite: One year of high school biology or its equivalent**

BIO 0151 and BIO 0152 together form a five-semester credit hour lecture-laboratory course in general biology designed for Biology majors or Middle or Secondary School Education science majors. It focuses on three theories: cell theory, gene theory and evolution theory. The courses do not have to be taken concurrently, although that is recommended for Biology and Teacher Education majors. The course introduces students to the principal concepts, ideas and developments in the biological sciences to provide a sound and general basis for understanding information, principles and concepts related to scientific inquiry, the nature of matter and energy transfer, cells, heredity, aspects of reproduction and development, the origin, evolution, and diversity of life. (F/SP/SU)

**BIO 0152 BIOLOGY SURVEY (Laboratory) 2**

BIO 0152 provides hands-on experience with the fundamental concepts and principles encountered in the lecture part of Biology Survey or Principles of Biology. The processes of science are emphasized such as observing, designing experiments, refining techniques and presenting and interpreting the results of findings. Basic laboratory techniques and safety are stressed. It is recommended to take BIO 0152 concurrently. This lab course may be taken concurrently or separately by students taking BIO 0141 Principles of Biology. (F/SP/SU)

**BIO 0153 BIOLOGY SURVEY II (Lecture) 3**

**Prerequisite: Grade of C or better in BIO 0151 and BIO 0152. BIO 0141 may be substituted for 0151 with a grade of B or better and departmental permission.**

**Concurrent enrollment: BIO 0154**

In BIO 0153/0154 the base concepts learned in BIO 0151/0152 are synthesized and applied as they relate

to the diversity of living things at an organismal level. This course surveys the major life forms, stressing the organization, evolution and adaptation, phylogeny, reproduction and ecology of eukaryotes, including protists, fungi, plants and animals. Includes a brief overview of vertebrate physiology and evolution, including humans. This course is a prerequisite for most other biology courses. (F/SP/SU)

**BIO 0154 BIOLOGY SURVEY II (Laboratory) 2**  
**Prerequisite: Grade of C or better in BIO 0151 and BIO 0152. BIO 0141 may be substituted for 0151 with a grade of B or better and departmental permission.**

**Concurrent enrollment: BIO 0153**

Laboratory experiences in this course are designed to provide hands-on experience with the fundamental life forms, concepts, and principles encountered in the lecture part of Biology Survey II. This course is a prerequisite for most other biology courses. (F/SP/SU)

**BIO 0200 BOTANY 3**  
**Prerequisite: Grade of C or better in BIO 0153 and BIO 0154**

This class is an introductory study of the plant kingdom focusing on the diversity, morphology, anatomy, physiology, evolution and special adaptations of plants. The course briefly examines fungi and algae, but the emphasis is on the land plants, and includes laboratory experiences and a field trip to the Missouri Botanical Garden.

**BIO 0201 PLANTS AND PEOPLE 3**  
**Prerequisite: None**

This course examines economically important plants and explores the link between plants and people. Specific objectives include understanding the history of plant use including origins of economically important plants, and the use of flowers, fruits, roots, stems and leaves for food, clothing, shelter, medicine and other purposes. The course will convey and foster understanding of the major principles and concepts of economic botany and its influence on scientific and cultural issues of the society.

**BIO 0202 PRINCIPLES OF CELL BIOLOGY 3**  
**Prerequisite: Grade of C or better in BIO 0151 and BIO 0152. BIO 0141 may be substituted for 0151 with a grade of B or better and departmental permission.**

This course provides an overview of the structure and function of cells and their subcellular and molecular components. Topics covered include membrane

dynamics, cellular compartmentalization, protein construction and trafficking, mitochondrial and chloroplast function, cell signaling pathways, cell reproduction, information storage and processing, and gene regulation. This course prepares students for more advanced courses in biology and is a prerequisite for most of the advanced courses. (F/SP/SU)

**BIO 0203 NUTRITION 3**  
**Prerequisite: None**

This is an introductory course about the necessary food nutrients and their relation to human health. The course covers the types, sources, and metabolic function of food nutrients. Other topics include variation in normal and specialized diets, malnutrition, alcohol use, eating disorders, building nutritional health skills and choices, and healthy weight management. Students will analyze their own eating habits over the semester. This course is required for students who will transfer or continue to a nursing program.

**BIO 0204 INTRODUCTION TO SUSTAINABILITY 3**  
**Prerequisite: BIO 0153 and BIO 0154**

Introduction to Sustainability will cover topics relevant to the continuous use, preservation, and restoration of the urban environment. Topics will include sustainability issues surrounding human mental and physical health, green spaces, food production, waste management, energy generation and use, transportation, design, and economics.

**BIO 0205 CURRENT TRENDS IN URBAN AGRICULTURE AND THE EDIBLE LANDSCAPE 3**

**Prerequisite: None**

This course is a survey of current policies and practices in urban agriculture as well as an introduction to the historical, social and ecological foundations of urban agriculture. Students will assess the opportunities and challenges in contemporary urban agriculture. The course also features guest lectures by local professionals.

**BIO 0206 CELL and MOLECULAR BIOLOGY (Laboratory) 2**

**Prerequisite: Grade of C+ or better in BIO 0151 and BIO 0152. BIO 0141 may be substituted for 0151 with a grade of B or better and departmental permission.**

**Concurrent enrollment: BIO 0202**

This laboratory course applies the biotechnology concepts from BIO 0202 (Principles of Cell Biology) to a project involving the manipulation of DNA and/or proteins. Students will use bioinformatics tools and databases of model organisms to collect information that will be incorporated into a laboratory project.

**BIO 0207 SEASONAL PRODUCTION 3  
AND FOOD PRESERVATION**

**Prerequisite: None**

This course introduces students to concepts surrounding food security through the practice of seasonal production and food preservation. This course is a hands-on study of cultural practices, varieties, and economics of production of major seasonal vegetable crops in the St. Louis Metro region. Topics will include seasonal strategies for sustainable crop production and marketing. In a time of energy descent, strategies for sustainable urban food production are needed. Canning, dehydrating, fermenting, and food preservation history are discussed.

**BIO 0209 VERTEBRATE ZOOLOGY 3  
Prerequisite: Grade of C or better in BIO 0153 and  
BIO 0154**

BIO 0209 is a study of the biology of animals with a backbone/vertebrates, emphasizing understanding the diversity, life history, ecology, evolution, structure-function relationship of adaptations, and the phylogeny of the vertebrates. Field trips include the Saint Louis Zoo.

**BIO 0210 INVERTEBRATE ZOOLOGY 3  
Prerequisite: Grade of C or better in BIO 0153 and  
BIO 0154**

BIO 0210 is a study of the biology of animals without a backbone/invertebrates, emphasizing understanding the diversity, life history, ecology, evolution, structure-function relationship of adaptations, and the phylogeny of the invertebrates. An introduction to protozoa is included.

**BIO 0211 FIELD WORK IN SUSTAINABLE 3  
URBAN AGRICULTURE**

**Prerequisite: None**

This course covers practical aspects of operating a small-scale urban farm. It includes hands-on instruction and an introduction to a range of related topics including composting and building fertile soil, irrigation systems, plant propagation, and pest management. Students will explore personal agricultural interests through individual projects. This

course may include visits to local farms and gardens or the use of small plots of land to grow edible and/or ornamental crops. Specific garden activities will depend of the season of the year.

**BIO 0213 GREENHOUSE MANAGEMENT 3  
Prerequisite: None**

In this course students are introduced to the technology used in production of greenhouse plants include heating and cooling, crop nutrition, light control, and hydroponics. This course provides the skills and concepts needed to operate a greenhouse including both soil-based and soil-free methods of plant growth. The course also focuses on the biology of seeds and seedlings, seedling development, crop plant propagation, soil conditions and mixes, and disease management. Organic methods and healthy plant production are discussed along with integrating animals into an ecosystem-based approach to greenhouse production.

**BIO 0214 DIAGNOSING AND TREATING 3  
DISEASE IN URBAN AGRICULTURE**

**Prerequisite: BIO 0153 or BIO 0154**

This course is an introduction to methods used to identify and treat disease states in crops associated with urban farming. Topics will include both prokaryotic and eukaryotic pests as well as both practical and regulatory considerations of pesticide use. State and federal regulations concerning pesticides will be discussed. Sustainable practices will be emphasized.

**BIO 0217 PRINCIPLES OF HORTICULTURE 3  
Prerequisite: None**

This course introduces concepts of plant growth and development focusing on horticulture practices. Topics will include taxonomy, anatomy, morphology, physiology, and genetics of plants as applied to identification and both sexual and asexual propagation techniques. Environmental, hormonal and physiological factors affecting seed dormancy, germination, plant rooting and budding will be discussed.

**BIO 0224 ORNITHOLOGY 3  
Prerequisite: Grade of C or better in BIO 0153 and  
BIO 0154 or departmental permission**

This course introduces students to the biology of birds. Through lectures and field studies, students will understand the evolution, flight, migration, reproduction, ecology and conservation of birds. The field trips will focus on identifying the birds of Missouri at local conservation areas and examining

captive species from all over the world at the St. Louis Zoo and the World Bird Sanctuary. (SP/SU)

**BIO 0230 LOCAL FLORA 3**

**Prerequisite:** BIO 0141 or BIO 0151, and BIO 0152, or departmental permission. BIO 0153 and BIO 0154 are recommended.

BIO 0230 is a study of the taxonomy and systematics of the vascular plants, with emphasis on the plants and flowers of Missouri, including their names and uses. Local field trips are an important part of the course for study and field identification. (SU/F)

**BIO 0240 SCIENCE AND TECHNOLOGY 3**

**Prerequisite:** Eight semester hours in science (biological and physical), three semester hours in computer science and three credit hours in history.

This course emphasizes the evolutionary nature of science and technology as historical and cultural enterprises and on the impact they have had on culture. This course is required for candidates completing the Secondary Education: Unified Science-Biology option. (SP/F/SU/ON-L)

**BIO 0246 MEDICAL TERMINOLOGY 3**

**Prerequisite:** None

Medical Terminology examines the Latin and Greek derivatives of the suffix, prefix, and root structure of terms used in the medical sciences and related fields in human health including nursing. Medical Terminology provides a basic foundation for understanding the meanings and correct pronunciations of human anatomical and physical terms. Terms describing medical conditions and procedures will also be reviewed.

**BIO 0301 HUMAN PARASITOLOGY 3**

**Prerequisite:** Grade of C or better in BIO 0154

BIO 0301 is a study of parasitic protists, worms, and arthropods and the disease states they may induce. The parasites will be examined in relationship to human and other animal hosts. Laboratory activities are involved.

**BIO 0303 ECOLOGY 3**

**Prerequisite:** Grade of C or better in BIO 0153 and BIO 0154

**Concurrent enrollment:** BIO 0311

BIO 0303 studies how organisms live and interact with their biotic and abiotic environment. Autecology and synecology are studied in detail, including natural selection, species interactions, population and community structure and species diversity. This course

is required for candidates completing the Middle School Education: Natural Science option, who are not required to enroll in the lab. (F)

**BIO 0305 EVOLUTION 3**

**Prerequisite:** Grade of C or better in BIO 0153 and BIO 0154

The Evolution course considers the history of evolutionary theory, evidence of evolution, systematics, phylogeny and cladistics, molecular evolution, microevolution, group evolution, speciation, macroevolution, coevolution, major features of the fossil record, and an overview of hominins. (SP)

**BIO 0310I HUMAN ANATOMY AND PHYSIOLOGY I 3**

**Prerequisite:** Grade of C or better in BIO 0202

**Concurrent enrollment:** BIO 0319

BIO 0310I is a comprehensive anatomical, cellular, and physiological study of the structure and function of the human organism focusing on the muscular, nervous, and skeleton systems. (F)

**BIO 0310II HUMAN ANATOMY AND PHYSIOLOGY II 3**

**Prerequisite:** Grade of C or better in BIO 0310I

**Concurrent enrollment:** BIO 0321

BIO 0310II is a comprehensive anatomical, cellular, and physiological study of the heart, digestive, circulatory, lymphatic, urinary, reproductive and respiratory systems. (SP)

**BIO 0311 ECOLOGY (Laboratory) 2**

**Prerequisite:** Grade of C or better in BIO 0153 and BIO 0154

**Concurrent enrollment:** BIO 0303

This laboratory course reinforces and complements the lecture topics presented in BIO 0303, Ecology, which must be taken concurrently. Concepts covered in lecture are brought to life in practical and hands-on experiences, including field trips, sampling techniques, data analysis and mathematical modeling. (F)

**BIO 0312 INTRODUCTION TO MICROBIOLOGY 3**

**Prerequisite:** Grade of C or better in BIO 0202

**Concurrent enrollment:** BIO 0332

BIO 0312 is an introduction to the study of microorganisms with an emphasis on bacteria and their broader impacts on the environment, biotechnology and industry, and human health. (F)



**BIO 0313 ENVIRONMENTAL SCIENCE 3**  
**Prerequisite: Grade of C or better in BIO 0151 and BIO 0152**

Students will understand how humans interact with nature in the areas of resource use, conservation and their global environmental impact. Course includes study of ecosystem services, geochemical cycles, biodiversity, overviews of population and community ecology, and resources such as water, air, soil, minerals, and energy. Discussion topics will be based on current environmental issues such as food production, human population dynamics, energy issues, and global issues such as climate change.

**BIO 0316 URBAN ECOSYSTEMS 3**  
**(Lecture)**

**Prerequisite: Grade of C or better in BIO 0303 and BIO 0311**

This course explores the interactions between the biotic and abiotic components of urban and suburban areas and focuses on understanding basic ecological dynamics of urban environmental issues. Topics discussed include landscape ecology, urban flora and fauna and their adaptations, restoration ecology, microclimate and pollutant effects on quality of life. Concurrent enrollment in BIO 0317 is recommended but not required. (F)

**BIO 0317 URBAN ECOSYSTEMS 2**  
**(Laboratory)**

**Prerequisite: Grade of C or better in BIO 0303 and BIO 0311**

**Concurrent enrollment: BIO 0316**

This laboratory complements the urban ecosystems lecture class which must be taken concurrently. Lab assignments include experiments, field trips, and projects using mapping and software modeling programs. (F)

**BIO 0318 URBAN HEALTH SCIENCE 3**

This course focuses on how the urban structure and lifestyle affects human health and well-being. Underlying causes of special public health concerns will be discussed that relate to the development of cities such as the export of waste, trans-boundary emissions and pollutant flows. (SP)

**BIO 0319 HUMAN ANATOMY 2**  
**and PHYSIOLOGY I**  
**(Laboratory)**

**Prerequisite: Grade of C or better in BIO 0202**

**Concurrent enrollment: BIO 0310I**

This laboratory course reinforces and complements the lecture topics presented in BIO 0310I, which must be taken concurrently. The course will include virtual and/or small animal dissections, observations, experimental exercises and specimen study. It may include field trips to a medical school or other anatomy and physiology-related workshops. (F)

**BIO 0321 HUMAN ANATOMY 2**  
**and**  
**PHYSIOLOGY II**  
**(Laboratory)**

**Prerequisite: Grade of C or better in BIO 0310I**

**Concurrent enrollment: BIO 0310II**

This laboratory course reinforces and complements the lecture topics presented in BIO 0310II, which must be taken concurrently. The course will include virtual and/or small animal dissections, observations, experimental exercises and specimen study. Field trips to a medical school or other anatomy and physiology-related workshops may also be a part of this course. (SP)

**BIO 0322 KINESIOLOGY 3**

**Prerequisite: BIO 0151 or PED 0202**

BIO 0322 is an analytical and evaluative study of the biomechanics of human motion with emphasis on the relevance of this to athletic activities. Laboratory activities are involved.

**BIO 0323 ECOLOGICAL ECONOMICS 3**

**Prerequisite: Passing grade in ECON 0203 or ECON 0204 or equivalent**

This course addresses the interdependence of ecological, social and economic systems. It emphasizes the maintenance of stable and human economy and explores the possibilities of green industry that would integrate environmental sustainability with economics. The economy is viewed as a subsystem of the ecosystem. The course focuses on the preservation of natural capital, equity, the irreversibility of environmental change, and sustainable development. BIO 0323 or the following, BIO 0324, is required for students with the Urban Ecology minor.

**BIO 0324 ENVIRONMENTAL POLICY 3**  
**(This course is the same as SUE 0324 and cannot both be taken for credit.)**

This course deals with the politics of managing human activities to prevent, reduce or mitigate harmful effects on nature and quality of life. Environmental issues such as protection of natural resources and

biodiversity, air and water pollution, climate change, and waste management are among the topics addressed. Formulation of policies on the basis of sustainability, equity, human rights, risk assessment, and polluter accountability is discussed.

**BIO 0332 MICROBIOLOGY (Laboratory) 2**  
**Prerequisite: Grade of C or better in BIO 0202**  
**Concurrent enrollment: BIO 0312**

This laboratory course reinforces and complements the lecture topics presented in BIO 0312

Introduction to Microbiology, which must be taken concurrently. Students will observe and culture microbes, especially bacteria, learn specific protocols for isolating, culturing, handling and studying microbes safely, practice sterile technique, and become familiar with basic laboratory instrumentation, including spectrophotometers and centrifuges. (F)

**BIO 0337 HORTICULTURE 3**  
**Prerequisite: BIO 0153 or BIO 0154**

This course focuses on the concepts of plant growth and development for producing and utilizing different types of plants. Topics will include taxonomy, anatomy, morphology, physiology, and genetics of plants as applied to their identification and both sexual and asexual propagation techniques. Environmental, hormonal and physiological factors affecting seed dormancy, germination, plant rooting and blooming will be discussed. The basics of modern pest management techniques will be presented, and benefits of horticulture including food and nutrition, sustainable living, environmental purification, aesthetic and health benefits will also be emphasized.

**BIO 0340 IMMUNOLOGY 3**  
**Prerequisite: Grade of C or better in BIO 0202**

The basic principles and applications of immunology in the practice of science and medicine will be reviewed. Topics will include the innate and adaptive immune system, antigens and antibodies, immune cells and tissue functions, and receptor-mediated signal transduction pathways utilized in the immune system. Specialized topics including transplantation rejection, autoimmunity, and acquired immunodeficiency syndrome (AIDS) will also be reviewed.

**BIO 0402 CONSERVATION BIOLOGY 3**  
**Prerequisite: Grade of C or better in BIO 0303 and BIO 0311**

This course addresses the problems of managing biological diversity in our rapidly changing world.

Students study concepts from island biogeography, population biology, community ecology, systematics, and genetics as they are applied to real-world problems. Students study minimum viable population size, threats from global climate change, invasive species and other human disturbances.

**BIO 0403 SENIOR SEMINAR IN BIOLOGY 3**  
**Prerequisite: 85 earned credit hours or Department Consent**

A capstone course required for Biology majors that provides the student the opportunity for in-depth study in biology, consisting of either a research project, research paper, internship or related experience.

**BIO 0404 INTERNSHIP IN SUSTAINABILITY 3**  
**Prerequisite: 85 earned credit hours or enrollment in Urban Agriculture Certificate Program or Department Consent**

This is a capstone course that provides the student the opportunity to intern with another institution in the field of Sustainability and Urban Ecology that is especially related to sustainability. This can include projects involving recycling, urban gardens, energy conservation, pollution control, etc. (ON-L)

**BIO 0414 GENETICS 3**  
**Prerequisite: Grade of C or better in BIO 0202**

BIO 0414 is an analytical study of the mechanics of inheritance. Emphasis is on the biochemical and evolutionary basis for heredity, the action of genes and the regulation of gene expression.

**BIO 0415 GENETICS LAB 2**  
**Prerequisite: Grade of C in BIO 0414, or concurrent enrollment in BIO 0414**

BIO 0415 is a laboratory-based class emphasizing interpretation of genetic information. Students gain experience in the analysis of classical and molecular genetics of plants, animals, and/or fungi. Students will interpret DNA organization from a whole-organism and evolutionary perspective, analyze genetics problems and make implications and draw conclusions from the analyses.

**BIO 0432 DEVELOPMENTAL BIOLOGY 3**  
**Prerequisite: Grade of C or better in BIO 0414, or concurrent enrollment in BIO 0414**

**Concurrent enrollment: BIO 0433 [Lab]**  
Developmental Biology introduces students to the fundamental and remarkable mechanisms that create order first among naive cells and then differentiated cells. Students will learn how basic chemical molecules,

DNA, RNA, proteins, and cells construct an organism that is capable of maturing only to begin the process anew by reproduction. Students will appreciate the conservation of developmental processes across diverse species and how developmental biology continues to impact scientific and medical discoveries.

**BIO 0433 DEVELOPMENTAL BIOLOGY 2  
LABORATORY**

**Prerequisite:** Grade of C or better in BIO 0414, or concurrent enrollment in BIO 0414

**Concurrent enrollment:** BIO 0432 [Lecture]

Developmental Biology Laboratory integrates the fields of molecular and cell biology, genetics, and embryology to understand the mechanisms by which diverse multicellular organisms arise from single cells. Lab exercises will overlap with the material presented in lectures. Topics include cell-cell interactions, cellular differentiation and migration, cell- and tissue-specific differential gene expression, tissue patterning, tissue regeneration, morphogenesis, and organogenesis. Several live model organisms will be used. Students practice microscopic techniques, basic genetics, the use of reporter gene constructs, immunolabeling, and will conduct at least one large-scale experiment using a representative invertebrate model system.

**BIO 0490 TOPICS IN BIOLOGY 1-3**  
**Prerequisite:** Permission of instructor or department.

BIO 0490 covers advanced specialized topics within the field of Biology. Specific topics may change based on the expertise of the faculty instructor. May be repeated for credit.

**BIO 0471 INDEPENDENT RESEARCH 3**  
**Prerequisite:** A cumulative GPA of 3.0 in BIO courses, and permission of the instructor

Independent Research in Biology provides an opportunity for students to engage in research activities including the acquisition of basic technical, computational, and/or other analytical skills and applying these skills to conduct a research study using the scientific method. The project undertaken will be determined by the instructor's field of expertise.

**BIO 0491 SENIOR SYNTHESIS IN URBAN 3  
ECOLOGY**

**Prerequisite:** 85 earned credit hours, or departmental permission

This is a capstone course required for Sustainability and Urban Ecology majors that provides the student the opportunity for in-depth study in SUE, consisting

of either a research project or research paper, under HSSU faculty.

**BIO 0495 INTERNSHIP IN BIOLOGY 3**  
**Prerequisite:** Permission of department

This is an internship at an approved site and is a practical learning experience in the field of biological sciences designed to bridge the gap between the classroom and the business or research world.

**BUSINESS ADMINISTRATION  
(BSAD)**

**BSAD 0200 INTRODUCTION TO BUSINESS 3**  
**Prerequisite:** ECON 0203

This course covers fundamental aspects of American business including the private enterprise system, forms of business, finance, marketing, human resources, accounting, government regulations and related topics.

**BSAD 0220 LEGAL ENVIRONMENT OF 3  
BUSINESS**

**Prerequisite:** BSAD 0200

This course covers the fundamental principles and concepts of law relative to business activity. The design is to provide the legal principles and concepts related to corporate, public/private owned, small and minority/women-owned businesses. Students will explore the origin of law, the classification of law, courts and procedures, market economy. Students examine personal and commercial strategies to establish new business ventures and related topics.

**BSAD 0315 BUSINESS STATISTICS 3**  
**Prerequisite:** MATH 0203 and ECON 0204

This course covers the study of statistical analysis applied to business world problems, management quality decisions and business decisions, through the use of descriptive and inferential statistics and related topics. (F)

**BSAD 0321 BUSINESS FINANCE 3**  
**Prerequisite:** ACCT 0204 and BSAD 0315

This course covers the financial environment, financial statements and planning, working capital management, capital budgeting and related topics.

**BSAD 0325 FUNDAMENTALS of FINANCIAL 3  
PLANNING AND INSURANCE**

*Same as FIN0325*

**Prerequisite: BSAD 0321**

This course covers principles of personal budgeting, investments, insurance, real estate, credit and taxation needed to manage individual and family income, expenditures and savings necessary to meet present and future plans, retirement, estate planning and related topics.

**BSAD 0400 BUSINESS-GOVERNMENT 3  
RELATIONS**

**Prerequisite: BSAD 0220**

This course covers governmental actions to promote or alter competition. The course reviews current employment laws and regulations and their impact on business decisions and related topics.

**BSAD 0420 INVESTMENT FINANCE 3**

**Prerequisite: BSAD 0321**

This course covers the concepts of investments, portfolio theory, fixed income securities, security analysis, derivatives, investment management and related topics.

**BSAD 0440 BUDGETING and CASH 3  
MANAGEMENT**

**Prerequisite: BSAD 0321**

This course covers the processes and techniques needed to prepare budgets for the operation of a business with special emphasis on management of cash through cash planning, and related topics. (F)

**BSAD 0445 SMALL BUSINESS BUDGETING 3  
and CASH MANAGEMENT**

**Prerequisite: BSAD 0321**

This course covers the processes and techniques needed for small business to develop sound budgeting techniques and to develop cash management procedures for the short and long- term operations.

**BSAD 0455 PRODUCTION and OPERATIONS 3  
MANAGEMENT**

**Prerequisite: BSAD 0315**

This course introduces students to the basic concepts of production and operations management and the process by which organizations use current and emerging techniques in production and operations management to create sustainable competitive advantage and related topics. (F/SP)

**BSAD 0457 CORPORATE 3  
COMMUNICATIONS**

**Prerequisite: MGMT 0350**

This course is designed to develop/strengthen the written and oral communications skills important for success in the business environment. Interviews, letters, memos, proposals, resumes, reports and organizational relationships are covered. (F)

**BSAD 0458 ACCOUNTING INFORMATION 3  
SYSTEMS**

**Prerequisite: ACCT 0204 and MGMT 0350**

This course covers analysis of the role of accounting and management information systems within an organization operating environment and the computer's effects on these systems. Topics include accounting information systems, executive information systems, management information systems, decision support systems, expert systems, teleprocessing systems and related topics. (SP)

**BSAD 0470 INTERNATIONAL BUSINESS 3**

**Prerequisite: MGMT 0350**

This course covers international business operations and the impact of culture, global relations and management practices on domestic and foreign business organizations. Topics include international trade, investment, economics, culture, multicultural corporate management and related topics. (F/SP)

**BSAD 0479 TOPICS IN BUSINESS 3**

**Prerequisite: BSAD 0200 and MGMT 0350**

This course analyzes current events in business in terms of past, present and emerging issues. May be repeated for credit if content differs.

**BSAD 0480 BUSINESS POLICY 3  
and STRATEGY**

**Prerequisite: BSAD 0455, students are required to be at their graduating semester and secure Department Chair's approval to register for the course.**

This capstone course integrates knowledge in functional areas of business and simulation of management experience through case studies and computerized management problems to provide insight into how business decisions are made.

**BSAD 0495 GENERAL BUSINESS 3  
INTERNSHIP**

**Prerequisite: Senior standing, all 0100, 0200 and 0300 level courses. Students must complete**

**a minimum of 90 hours to qualify for an internship.** This is an internship at an approved site and is a practical learning experience in the field of business designed to bridge the gap between the classroom and the business world. (F)

## **COMPUTER EDUCATION (CED)**

### **CED 0104 INTRODUCTION TO COMPUTING AND TECHNOLOGY 3**

This course provides an introduction to the uses and impact of computers and technology in society. Students will learn how a computer and associated technologies work; how to operate a computer system in order to successfully utilize software; how computers are used for problem-solving, data- collection, information-management, communications and decision-making and the use of productivity tools for professional and personal use. The course also covers ethical, legal and human issues of computing and technology.

### **CED 0107 MICROSOFT WORD FOR WINDOWS 3**

This course provides an introduction to Microsoft Windows and the word-processing package, Microsoft Word for Windows.

### **CED 0108 DESKTOP PUBLISHING 3**

This course provides an introduction to the principles of desktop publishing.

### **CED 0109 CREATING SPREADSHEETS WITH EXCEL FOR WINDOWS 3**

This course introduces terminology and uses of spreadsheets. Students will learn to create, manipulate and customize spreadsheets using Excel for windows.

### **CED 0112 RELATIONAL DATABASES 3**

This course introduces terminology and uses of databases. Students will learn to use a widely used relational database, such as Access.

### **CED 0200 HYPERMEDIA IN EDUCATION 3** ***Prerequisite: Three credit hours of CED or CSC at 0100 level or above or EDUC 0223***

This course covers thoroughly a hypermedia package. It emphasizes both development of materials by the classroom teacher for use in the curriculum and creation of student-based projects. The course also includes experiences with other hypermedia packages.

### **CED 0203 USING TECHNOLOGY TO ENHANCE PRESENTATIONS 3**

Students will learn to use computer presentation graphics packages used in business and education to produce effective presentations using the computer and a variety of output and or display devices. (F/A) (SP/E)

### **CED 0223 LOGO 3**

This course introduces the student to the Logo programming language and the educational philosophy associated with it through programming. Students will learn how to create Logo programs, which use turtle graphics, procedures with variables, user input, sound and word and list processing.

### **CED 0224 INTRODUCTION TO EDUCATIONAL ROBOTICS 3**

This course introduces the student to the principles of robotics as a subject matter and as a concrete, three-dimensional classroom tool to be used in teaching mathematics, sciences, industrial arts and the development of problem- solving skills. The students will gain hands-on experience with computerized educational robots.

### **CED 0300 ADVANCED HYPERMEDIA IN EDUCATION 3**

***Prerequisite: CED 0200***

In this course, the student will learn more advanced features of a package. The student will create a substantial project using these advanced features.

### **CED 0322 COMPUTERS AND TECHNOLOGY IN THE CLASSROOM 3**

***Prerequisite: Three credit hours of CED or CSC at 100 level or above or EDUC 0223***

In this course, the student will explore strategies for using microcomputers and technology in the classroom. Topics covered include appropriate uses of technology across curriculum areas; issues and problems associated with using computers in education and technologies used in conjunction with microcomputers to enhance instruction.

### **CED 0330 UTILIZING DATA COMMUNICATIONS IN EDUCATION 3**

***Prerequisite: CED 0104 or EDUC 0223***

This course focuses on the basics of data communications and the use of the Internet in education. Students will learn how to use the Internet

for research, how to use Internet-based resources for teachers, how to participate in collaborative activities on the Internet, how to design online activities to support curriculum and how to create websites to support classroom lessons and projects.

**CED 0331 SPECIALIZED ADMINISTRATIVE 3  
USAGE OF THE MICROCOMPUTER**

***Prerequisite:* Three credit hours of CED or CSC at 100 level or above**

In this course, students will be introduced to the administrative uses of computers in the educational setting. Students will learn to use data management software and examine its uses.

**CED 0375 EDUCATIONAL SOFTWARE 3  
SELECTION AND UTILIZATION**

***Prerequisite:* Three credit hours of CED or CSC at 100 level or above or EDUC 0223**

This course exposes the student to a variety of educational software packages and technologies. The development of criteria for evaluating software and technologies, development of criteria for determining how best to use software and technologies in the curriculum and creation of lessons that incorporate technology in a meaningful way into the curriculum will be explored.

**CED 0379 EVALUATION AND SELECTION 3  
OF MICROCOMPUTERS AND PERIPHERALS  
FOR USE IN EDUCATION**

***Prerequisite:* Three credit hours of CED or CSC at 100 level or above**

In this course, the student will learn to analyze and compare various features of microcomputer monitors, printers, disk and flash drives and other hardware. Use of commercially available equipment comparisons will be included.

**CED 0385 SEMINAR IN COMPUTER 1-3  
EDUCATION**

***Prerequisite:* Consent of the instructor**

The seminar topic will be different each semester and will relate to computers and their use in education, both instructionally and administratively credit hours to be arranged.

**CED 0410 SPECIAL PROJECTS IN 1-3  
COMPUTER EDUCATION:  
OPERATING SYSTEMS**

***Prerequisite:* Consent of the instructor**

The special project(s) will be developed and assigned based upon the interests of the student and instructor.

The projects will relate to the use of computers both instructionally and administratively in education. Credit hours to be arranged.

**CED 0423 MICROCOMPUTER 3  
APPLICATIONS IN THE MATHEMATICS  
CURRICULUM**

***Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223**

In this course students will become acquainted with the principles underlying the use of microcomputers and application programs in the teaching of mathematics.

**CED 0425 MICROCOMPUTER 3  
APPLICATIONS IN THE NATURAL SCIENCES  
CURRICULUM**

***Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223**

In this course students will become acquainted with the principles of using microcomputers and application programs in the natural sciences curriculum.

**CED 0427 MICROCOMPUTER 3  
APPLICATIONS IN THE LANGUAGE ARTS  
CURRICULUM**

***Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223**

In this course students will become familiar with the principles of using microcomputers and application programs in the teaching of the language arts.

**CED 0429 MICROCOMPUTER 3  
APPLICATIONS IN THE SOCIAL SCIENCE  
CURRICULUM**

***Prerequisite:* Three credit hours of CSC or CED at 100 level or above or EDUC 0223**

In this course students will become acquainted with the principles of using microcomputers and application programs in the teaching of the social sciences.

**CED 0481 INTRODUCTION TO WRITING 3  
EDUCATIONAL SOFTWARE**

***Prerequisite:* Three credit hours in authoring or programming languages courses**

This course is an introduction to the principles of instructional design as applied to computerized material and will include practice in preparing various types of educational software.

**NOTE:** *Occasionally, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.*

## CHEMISTRY (CHEM)

### CHEM 0151 FUNDAMENTALS OF CHEMISTRY (Lecture) 3

This course is an introduction to some of the important principles and methods of chemistry with applications to the more common elements. Students majoring in Biology, Mathematics; or Elementary, Middle School, or Secondary Education Science may not take this course toward their degree.

### CHEM 0152 FUNDAMENTALS of CHEMISTRY (Laboratory) 2

CHEM 0152 is an introduction to some of the important principles and techniques of the chemistry laboratory. Experiments will be based on topics discussed in the lecture course. Students majoring in Biology, Mathematics; or Elementary, Middle School, or Secondary Education Science may not take this course toward their degree.

### CHEM 0255 GENERAL CHEMISTRY (Lecture) 3

*Prerequisite:* MATH 0135 or MATH 0136 or MATH 0165 (or its equivalent)

This course is structured to provide a general background in chemistry, theoretical as well as descriptive, covering topics such as properties of matter, atomic theory, periodic arrangement, chemical bonds, states of matter, oxidation- reduction, acids and bases. The scientific method is discussed as applied to the chemical sciences. It is appropriate as a first course in chemistry for those who want to continue their study of chemistry and for those who want to broaden their knowledge of the sciences. (F/SP)

### CHEM 0256 GENERAL CHEMISTRY (Laboratory) 2

*Prerequisite:* MATH 0135 or MATH 0136 or MATH 0165 or its equivalent

This course is structured to supplement a general chemistry course (CHEM 0255) with instructions in the elementary techniques and safety procedures used in the chemical laboratory. The scientific method is discussed as applied to the chemical sciences. It is appropriate as a supplement to a first course in chemistry for those who want to continue their study of chemistry and for those who want to broaden their knowledge base of the sciences. (F/SP)

### CHEM 0257 GENERAL CHEMISTRY II (Lecture) 3

*Prerequisite:* CHEM 0255 and MATH 0135 or MATH 0136 or MATH 0165 or its equivalent and concurrent enrollment in CHEM 0258 or instructor's approval

CHEM 0257 is a continuation of CHEM 0255 and is an introduction to quantitative analysis involving the basic theory of stoichiometry and topics such as chemical equilibrium, transition elements, oxidation-reduction, acid-base and nuclear chemistry. This course is suitable for those interested in a science major. (F/SP)

### CHEM 0258 GENERAL CHEMISTRY II (Laboratory) 2

*Prerequisite:* CHEM 0256, concurrent enrollment in CHEM 0257 (or instructor's approval)

CHEM 0258 is a continuation of CHEM 0256 and is an introduction to qualitative and quantitative analysis involving flat basic theory of stoichiometry, chemical equilibrium, instrumentation and appropriate laboratory experiments to give reality to CHEM 0257 lectures. (F/SP)

### CHEM 0260 ORGANIC CHEMISTRY 3

*Prerequisite:* CHEM 0255 and CHEM 0256

This is an introduction to the chemistry of organic compounds, their structure, synthesis, reaction mechanisms and identification. The carbon atom will be discussed along with structure and isomers of carbon compounds and functional groups, such as alkanes, cyclic compounds, aromatic compounds, alcohol, aldehydes, acids, etc.

### CHEM 0270 BIOCHEMISTRY (Lecture) 3

*Prerequisite:* CHEM 0255 and CHEM 0260

This is an introduction to the chemistry of compounds important to the life processes in humans, microorganisms, plants, animals and fungi. Biochemical pathways of metabolism and synthesis will be presented. The role of metals, vitamins and enzymes will be discussed.

### CHEM 0301 ENVIRONMENTAL CHEMISTRY 3

*Prerequisites:* CHEM 0255 and CHEM 0256 and CHEM 0260

This course is an introductory study of the chemistry of the environment. The principles of chemistry will be applied to gain an understanding of how the

environment operates and how human activities affect it, and the relation of chemistry to society and the environment. Topics include acid rain, air pollution, fuels, green chemistry, greenhouse effects, global warming, ozone depletion, nitrates and phosphates and eutrophication of bodies of water, polychlorinated biphenyls (PCBs), and water pollution.

**NOTE:** *Occasionally, other courses are offered on topics of current interest. These are in addition to the courses identified above.*

## **CRIMINAL JUSTICE (CRJ)**

The completion of the social-science course requirements in the General Education and Pre-Professional Course Curriculum is required for all 0300 and 0400 level Criminal Justice courses.

### **CRJ 100 AN INTRODUCTION TO CRIMINAL JUSTICE 3**

This course is an introductory survey of all parts of the criminal justice system. The police, defense and prosecuting attorneys, courts, institutional corrections, community-based corrections, and the juvenile justice system will be discussed. The definition and the measurement of crime, and various efforts to explain the causes of crime are covered. This course is a prerequisite for some criminal justice courses.

### **CRJ 0110 THE CRIMINAL LAW 3** *Prerequisite:* none

This course surveys criminal law, criminal procedure and judiciary in the United States. Crime and punishments are explored, as well as how criminal law is brought to bear on defendants. The roles of prosecutors and the defense attorneys will also be covered.

### **CRJ 0115 CRIMINAL EVIDENCE 3** *Prerequisite:* CRJ 0110 The Criminal Law

This course conveys the key rules of evidence in criminal matters as well as their interpretations and applications.

### **CRJ 0120 JUVENILES AND THE LAW 3** *Prerequisite:* none

This course introduces students to all aspects of the juvenile justice system. The history of juvenile justice will also be discussed. This course will also cover child exploitation, child abuse and child neglect. Delinquent and other antisocial behaviors of juveniles will also be

presented.

### **CRJ 0130 CORRECTIONS 3** *Prerequisite:* CRJ 0100 An Introduction Criminal Justice

This course introduces students to the structure and the function of correctional systems. It includes a study of the history of corrections, probation and parole, the privatization of corrections and prisoner rights. Federal, state and local laws of this country that pertain to corrections will be discussed. Correctional methods of other countries will also be introduced.

### **CRJ 0231 POLICING 3** *Prerequisite:* CRJ 0100 An Introduction to Criminal Justice

This course will give a complete overview of all aspects of the police component of the criminal justice system. The student will learn about federal, state and local police agencies of the United States. Tribal policing in the United States will be explored. Police agencies of other countries will be discussed. Private police agencies will also be examined. The constitutional rights of the citizens of the United States and police civil liability issues will be addressed. Emergency response and incident command will be covered. Any current developments in policing will be covered.

### **CRJ 0233 THE COURT SYSTEMS 3** *Prerequisite:* CRJ 0100 An Introduction to Criminal Justice

This course provides a comprehensive examination of the criminal court system in the United States. It compares the federal and state court systems, and explains the roles of courtroom personnel. Juvenile courts will also be covered.

### **CRJ 0235 INTRODUCTION TO SECURITY 3** *Prerequisite:* none

Public police agencies only provide some security for the communities they serve. However, with the threats to our homeland, private security is in demand. Businesses all over the world employ and train security officers. This course will introduce students to the field of private security. Homeland security and terrorism will be discussed, and technological advances in security will be covered.

### **CRJ 0240 INTRODUCTION TO FORENSIC SCIENCE 3**

*Prerequisite:* CRJ 0100 An Introduction to Criminal Justice

This course will provide students with an introductory overview of forensic science, including fingerprint analysis, crime scene search methods, computer crime



and basic evidence analysis techniques. Students will also be exposed to the various career options within the field.

**CRJ0260 POLICE SUPERVISION AND PERSONNEL 3**

*Prerequisite:* CRJ 0231 Policing

This course discusses the supervision of police officers. The first line supervisor/manager or sergeant will be the primary focus of this course. The course will also discuss all law enforcement managers/supervisors. The complicated interrelationships between members of the police agency and the communities they serve will be covered. Leadership and management will be examined.

**CRJ 0265 CRIMINAL INVESTIGATION 3**

*Prerequisite:* CRJ 0100 An Introduction to Criminal Justice

This course considers techniques involved in criminal investigations. Crime scene preservation, evidence recognition, interview and interrogation of witnesses and suspects, the use of informants, and the techniques of surveillance will be covered.

**CRJ0340 CRIMINAL JUSTICE ADMINISTRATION 3**

*Prerequisite:* CRJ 0100 An Introduction to Criminal Justice

This course examines the historical foundation and the current structure and management of police agencies, the courts, and correctional agencies. The course will cover employment law and the Americans with Disabilities Act. Constitutional issues and civil liability issues that affect the agencies will be explored.

**CRJ 0353 CRIME PREVENTION 3**

*Prerequisite:* none

The course will familiarize the student with an array of crime prevention techniques. It will focus on the application of the primary, secondary, and tertiary approaches to crime prevention. The effectiveness of various crime prevention strategies will also be examined. In addition, the impact of the fear of crime will be covered.

**CRJ 0354 WHITE COLLAR CRIME 3**

*Prerequisite:* none

This course will give a complete overview of all aspects of white-collar crime. The economic and social costs of white-collar crime will be covered. In addition, all types of white-collar/financial crimes will be explored. Regulatory agencies and laws pertaining to these crimes will also be covered.

**CRJ 0360 DRUG ABUSE and THE CRIMINAL JUSTICE SYSTEM 3**

*Prerequisite:* none

The use and abuse of a wide range of licit and illicit drugs will be discussed from historical, biological, psychological, and sociological perspectives.

**CRJ 0361 TERRORISM AND HOMELAND SECURITY 3**

*Prerequisite:* none

This course takes a comprehensive look at homeland security and terrorism. It explores the foundation for homeland security, homeland security and terrorism, defeating terrorists and their activities, and Homeland Security's response to terrorist threats.

**CRJ 0380 COMPARATIVE CRIMINAL JUSTICE 3**

*Prerequisite:* CRJ 0100 An Introduction to Criminal Justice

This course compares and contrasts global criminal justice systems in terms of goals and practices. The course will compare and contrast variations in the ways different societies deal with crime due to different political arrangements, different historical developments and different social and economic conditions.

**CRJ 0390 TOPICS IN CRIMINAL JUSTICE 1-3**

From time to time, courses are offered on topics of current interest within the field of criminal justice.

These courses will be listed in the University's course schedule.

**CRJ 0420 JUVENILE DELINQUENCY 3**

*Prerequisite:* CRJ 120 Juveniles and the Law

This course stresses various theories that explain juvenile delinquency. Developmental theories of delinquency will be emphasized. Protective and risk factors will be covered. Applicable portions of American Psychiatric Association's Diagnostic and Statistical Manual of Mental Disorders will be discussed. Federal, state and local social services and programs for juveniles will be explored.

**CRJ 0425 COMMUNITY CORRECTIONS 3**

*Prerequisite:* CRJ 0130 Corrections

Community corrections refer to the supervision of criminal offenders in the resident population, as opposed to confining them in secure correctional facilities. The two main types of community corrections supervision are probation and parole. This

course will take a closer look at probation and parole. This course studies modern rehabilitation practices and modern incarceration techniques in the juvenile and adult justice systems.

**CRJ 0435 VICTIMOLOGY 3**

*Prerequisite:* none

This course examines the study of victimization, crime typologies, and the impact of crime on victims, offenders, and society at large. The course includes an overview of the issues impacting victims of a wide variety of crimes. The history and theories of victimology are explored.

**CRJ 0440 POLICE COMMUNITY RELATIONS 3**

*Prerequisite:* CRJ 0231 Policing 3

This course takes in-depth look at all current developments in police community relations. Police crime control strategies will also be examined.

**CRJ 0450 CONSTITUTIONAL LAW 3**

*Prerequisite:* none

This course covers two constitutional law subjects: governmental powers and civil liberties. It balances historically important cases with current problems.

**CRJ 0475 ETHICS IN CRIMINAL JUSTICE 3**

*Prerequisite:* CRJ 0100 An Introduction to Criminal Justice

This course will discuss ethical decision-making in criminal justice. The course will explore various ethical dilemmas. The students will examine their own decision-making regarding various controversial issues facing the criminal justice professional. The cultural diversity of the world will also be explored.

**CRJ 0480 INTERNSHIP 3**

Prerequisites: RM 0301 and RM 0302 and Admission to the Criminal Justice degree program and have completed at least 90 credit hours of course work (including the required courses in Research Methodology) within the Criminal Justice degree program.

The Criminal Justice Internship is designed to assist students in understanding the practice of criminal justice. The internship requires completion of 140 hours of field work in an assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies, and social services agencies/organizations. The professor of this course must approve the internship site.

**COMPUTER SCIENCE  
(CSC)**

**CSC 0120 BASIC PROGRAMMING 3**

This course will introduce students to the BASIC programming language. It is intended for people who have no previous experience in computer programming and will introduce them to the use of BASIC language commands and syntax and the development of algorithms and structured programs.

**CSC 0217 LOGICAL METHODS 3**

This course will familiarize students with concepts that will facilitate programming, and in that connection, appropriate applications examples will be given. The major topics that will be covered are data processing, flow charting, pseudo coding and decision tables.

**CSC 0223 INTRODUCTION TO VISUAL BASIC PROGRAMMING 3**

*Prerequisite:* CED 0104

CSC 0223 introduces programming of Windows applications using Visual Basic. Topics include variables, data types, program control, procedures, forms and standard controls. (SP)(OD/E)

**CSC 0233 INTRODUCTION TO C++ PROGRAMMING 3**

This course introduces programming using C++. Topics include variables, data types, program control, functions, arrays, structures and stream I/O. (FA-E) (SA)

**CSC 0271 INTRODUCTION TO MATHEMATICAL PROGRAMMING 3**

**(This course is a cross-listing for MATH 0270)**

Co-requisite: MATH 0241

This is a combined lecture and lab course which serves as an introduction to the logic and process of computer programming with emphasis on mathematical applications. Specific applications will be chosen by the instructor, but may include applications from number theory, the approximation of roots of polynomials and other functions, and numerical differentiation and integration. The Instructor will select the language of instruction by considering both its applicability to mathematical programming and its use in the business and professional world. (SP)

**CSC 0323    ADVANCED VISUAL BASIC    3**  
**PROGRAMMING**

**Prerequisite:** CSC 0223

Topics include modules, graphics, timer control, file processing, run-time error handling, accessing databases with the database controls and user interface design concepts. (SP-EV/E)

**CSC 0340    OBJECT-ORIENTED    3**  
**PROGRAMMING WITH C++**

**Prerequisite:** CSC 0233

Topics include pointers, classes and data abstraction, dynamic memory allocation, operator overloading, inheritance and polymorphism, templates and data structures. (FA-OD/S-A)

**CSC 0350    INTRODUCTION TO    3**  
**NETWORKING AND DATA COMMUNICATIONS**

**Prerequisite:** CED 0104 or permission of instructor concepts; structure of networks; role of communications protocols and data compression and encryption. (SP-EV/S)

**CSC 0382    TROUBLESHOOTING FOR    3**  
**MICROCOMPUTERS AND PERIPHERALS**

This course is designed to provide elementary troubleshooting capability for the microcomputer user. Various system test features commonly found will be presented. Diagnostics and printer malfunction analysis as well as memory checks will all be included in this course. (FA-E/S)

**NOTE:** *From time to time, other courses are offered on topics of current interest in addition to the courses identified above.*

**DEVELOPMENTAL STUDIES**  
**(DS)**

**ALG 0040    DEVELOPMENTAL ALGEBRA    3**

**Prerequisite:** Prior approval based upon ACT and Placement Test Scores.

ALG 0040 is a self-paced, accelerated introductory algebra course. The course encompasses foundational mathematical topics related to arithmetic and introductory algebra. The course begins by strengthening computational skills using whole numbers, integers, fractions, decimals and percentages. The basics of introductory algebra are then covered. Simplifying and evaluating expressions, solving linear equations and inequalities, graphing linear equations and inequalities in two variables, determining the slope of a line, solving systems of linear equations, the laws

of exponents, performing operations with polynomials, factoring, solving radical equations, solving quadratic equations, and other topics are offered in preparation for college-level mathematics courses. The incorporation of MyMathLab offers objective specific assignments, tutorials, videos, readiness checks, diagnostics and multi-level practice, specific problem modeling and support.

**RDG 0040    INTRODUCTION TO    3**  
**COLLEGE READING**

**Prerequisite:** Prior approval based upon ACT and Placement Test Scores.

Introduction to College Reading is designed to develop better reading skills by improving critical thinking and comprehension of reading materials. Vocabulary development is an integral component of the course, as well. One goal of the course is to provide students with a foundation for success in college level reading. Reading well and efficiently is essential for the mastery of all college level courses. Topics covered are: Prior knowledge, vocabulary skills, stated and implied main ideas, supporting details, outlines and concept maps, transitions and thought patterns, tone, purpose, inferences and the basics of arguments. The incorporation of MyReadingLab offers assignments, tutorials, videos, readiness checks, diagnostics, multi-level practice exercises and support.

**WRT 0040    INTRODUCTION TO    3**  
**COLLEGE WRITING**

**Prerequisite:** Prior approval based upon ACT and Placement Test Scores.

WRT 0040 is designed to develop and prepare students for college level writing. Students are exposed to a thorough review of the basics, including parts of speech, sentence structure, punctuation, capitalization, mechanics, spelling, commonly misused words and phrases, paragraph and essay structure, and more. The incorporation of MyWritingLab offers assignments, tutorials, videos, readiness checks, diagnostics, multi-level practice exercises and support.

**ECONOMICS**  
**(ECON)**

**ECON 0203    MICROECONOMICS    3**

**Prerequisite:** ECON 0203

This course covers topics in pricing and output, institutions, market specialization and exchange and related topics. (F)(S)



and reform. A focus of this course will be the study educational philosophy and pedagogy, the humanities and social sciences, so that students might engage the world in ways that foster just relations within a diverse society. This engagement includes learning about the resources of various social science agencies and how to refer their students and their families to use them. (F-A/E) (SP-A/E) (ON-L)

**EDUC 0210 INTRODUCTORY FIELD EXPERIENCE 2**

*Program admission not required.*

This course provides a structure for students contemplating teaching as a career to observe the teaching process in its natural setting. It is designed to study the organization of the school and the classroom, to have positive experiences with children, to identify characteristics of the successful teacher and the acceptable mode of personal and professional behavior. Students will demonstrate the ability to interpret and apply precepts embedded in the conceptual framework, and framework for teaching for domains. Field Experience Record Log and Performance Project (Portfolio). This course requires 18 hours of field experience during the school day. (F-A/E) (SP-A/E)

**EDUC 0212 INTRODUCTION to MULTICULTURAL EDUCATION 3**

*Program admission not required.*

In this course students become aware of the meaning and purpose of multicultural education and of the basic materials and instructional techniques designed to accomplish this purpose. Particular attention is given to the inter-disciplinary nature of multicultural education.

**EDUC 0222 EXPLORING THE INNER CITY 3**

This course provides students with field experiences in the inner city. Emphasis is placed on helping the student understand the complex social, cultural and economic factors that affect the lives of the people in the inner city.

**EDUC 0223 COMPUTERS and INSTRUCTIONAL TECHNOLOGY (Formerly EDUC 0221) 3**

*Program admission not required.* This course is designed to introduce microcomputer applications in the classroom. Students plan and design activities to help children with diverse learning styles, intelligence

and developmental levels to reach their fullest potential through provision to multiple learning methods. Students learn to select and produce instructional materials, operate audiovisual equipment and use microcomputers and media application in a school setting. The course meets the computer literacy requirement for Missouri Certification. (F-A/E) (SP-A/E) (SU-A/E)

**EDUC 0230 MIDDLE/JUNIOR AND SENIOR HIGH SCHOOL PHILOSOPHY, ORGANIZATION AND CURRICULUM 4**

*Program admission not required.*

This course allows students to study and examine the legal, historical, philosophical and sociological foundations underlying middle/junior high and senior high school education. Specific characteristics, issues and trends for this level of education are included. In addition, students will become cognizant of the resources of various social service agencies that are available and how to refer their students and their families to use those social service agencies. (F-E/S)

**SPE 0301 COUNSELING FOR THE EXCEPTIONAL CHILD AND FAMILY 3**

This course will focus on the importance of promoting effective professional and interpersonal relationships with special-needs students receiving services in an array of educational settings, their parents and other support personnel. The course teaches students how to participate in assessment procedures, develop appropriate educational programs, collaborate with other service providers and establish relationships with other students. It should assist students to develop empathy for families of students who have a disability, enhance their communication skills with families, students and professionals and enable them to become informed of school and community resources available to students and their families.

**EDUC 0304 LANGUAGE DEVELOPMENT IN THE EXCEPTIONAL CHILD 3**

*Prerequisite:* PSY 0312 or concurrent enrollment

Students review the nature of language and study how exceptional learners vary in their language development and acquisition. The students become familiar with neurophysiological, psychological, environmental and cultural factors which affect language learning. (F)

**EDUC 0305 UTILIZING FAMILY AND COMMUNITY RESOURCES 3**  
This course focuses on recognizing that children are best understood in the context of family, culture and society. Students will experience and develop materials, techniques and resources to help them work with community health/social service agencies, classroom teachers and parents to enhance the learning of children with and without disabilities from diverse cultural, ethnic and socioeconomic backgrounds. Required evening parent symposium professional development (F-A/E)

**EDUC 0307 MUSIC, ART, MOVEMENT, DRAMA, PLAY 3**  
The development of creativity in young children focuses on play as an integral part of the child's learning. Methods and curriculum to foster creativity and movement will be explored using a variety of strategies to encourage children's physical, emotional, aesthetic and cognitive diversity in developmentally appropriate settings. Experiences involving teaching in early childhood settings include creation of developmentally appropriate activities. This course includes a 15- clock hour practicum in early childhood settings (5 hrs. Pre-K, 10 hrs. K-3) which is to be completed during the school day. (F-A/E)

**EDUC 0308 HEALTH, NUTRITION, SAFETY 3**  
*Program admission not required.*  
This course provides opportunities for the student to acquire accurate, practical, comprehensive information related to the physical, social, emotional and cognitive health of young children. Consideration is given to regulations and procedures applicable to food service and safety standards in public and private early childhood programs. Emphasis will be given to the importance of planning developmentally appropriate environments that implement healthy and safe practices for all children. Organization and operation of early childhood programs will be covered. (F-A/E)

**EDUC 0309 EMERGENT LITERACY and LANGUAGE ACQUISITION 3**  
This course focuses on the development of literacy (language, reading and writing) in the young child. Developmentally appropriate teaching strategies and activities to involve parents to foster cognitive growth and attention to early intervention of developmental lags will be identified.  
(SP-A/E)

**EDUC 0311 EARLY CHILDHOOD PRINCIPLES and PROFESSIONALISM 3**  
*Program admission not required.*

This course focuses on the understanding of the fundamental ideas regarding teaching in a democracy as it relates to teaching and learning in early childhood settings. Issues relating to teaching as a career, characteristics of successful teachers, professional behavior and ethics, as well as an overview of early childhood program models will be explored. (F-A/E-SP-A/E)

**EDUC 0312 INFANTS and TODDLERS: CURRICULUM, TEACHING & LEARNING 3**  
*Prerequisite:* PSY 0310

The focus of this course is on the understanding of current theories, research and knowledge as it applies to implementing developmentally appropriate practices for infants/toddlers in early childhood settings. The development of competencies and skills needed by teachers to work in infant/toddler settings will be stressed. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE) and quality indicators. This course includes a 30-clock hour practicum in an infant/toddler setting during the school day. (SP-A/E)

**EDUC 0313 DEVELOPMENTAL LEARNING: PRE-K- GRADE 3 3**

*Prerequisite:* EDUC 0311 and PSY 0310  
The focus of this course is on developmentally appropriate learning, Pre-K to grade 3. It includes the opportunity to participate in activities and experiences relating to the curriculum, teaching and learning of young children in an early childhood setting. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE). HSSU's Conceptual Framework demonstrates how students become "Reflective Practitioners" in a multicultural holistic learning environment. This course includes a 30-clock hour practicum in an infant/toddler setting during the school day. (SP- A-ON-L)

**EDUC 0314 COMMUNICATION and GUIDANCE STRATEGIES IN EARLY CHILDHOOD EDUCATION 3**

*Prerequisite:* EDUC 0311 or concurrent enrollment  
This course provides knowledge of instructional and guidance procedures for integrating children with

and without disabilities into the classroom setting. Emphasis is placed on planning and development of management/guidance strategies for effective instruction in early childhood classrooms. Strategies for effective communication with adults and children in the learning environment will be addressed. (SP-E) (SU-E)

**EDUC 0318 HUMAN RELATIONS AND CULTURAL DIVERSITY IN TEACHING AND LEARNING 3**

***Prerequisite:*** EDUC 0311 or concurrent Enrollment (*Prerequisite waived for Educational Studies degree*)

This course focuses on the understanding of our diverse society and the implications of this diversity for children, classrooms, schools and one's teaching. Emphasis is placed on self-knowledge, communication skills use of varying techniques dealing with intra- and interpersonal awareness and cultural diversity when planning instruction. (F-P/E) (SP-P/E) (SU-E)

**EDUC 0321 TEACHING READING and WRITING 2**

Concurrent: EDUC 0339 and EDUC 0342

This is a major course that prepares students to develop and implement programs of reading and writing instruction for culturally diverse children from kindergarten level through sixth grade. The course is designed to examine whole language and the cognitive connection and classroom application between reading and writing as language processes. Students will learn about theories, goals and practices of traditional and integrated, holistic reading and writing programs. Varied teaching strategies, materials, curriculum design and multicultural field experiences and simulated practices are included. A significant portion of this course will be site-based at a Professional Development School (PDS). (F-A/E/P) (SP-A/E/P) (SU-A/E/P)

**EDUC 0323 DEVELOPMENTAL READING PROBLEMS IN YOUNG CHILDREN 3**

This course is designed to help students identify and correct reading and language-related problems in young children. Students study methods of diagnostic assessment and instructional strategies and materials related to such areas of concern as visual discrimination, auditory discrimination and sequencing.

**EDUC 0326 READING CORRECTION and REMEDIATION 2**

***Prerequisite:*** EDUC 0321, EDUC 0339, EDUC 0342, EDUC 0401A, PSY 0305 and PSY 0310

Concurrent: EDUC 0347A and EDUC 0368II

This course examines the diagnostic assessment, analysis and correction of reading difficulties in elementary and middle school children. Students will study and learn to administer formal and informal data assessment, analyze test results and implement corrective and remedial techniques suitable for classrooms and administration of diagnostic test. (F-A/E/P) (SP-A/E/P)

**EDUC 0339 TEACHING CHILDREN'S LITERATURE 2**

Concurrent: EDUC 0321 and EDUC 0342

This course is designed to develop an understanding of the curriculum, methods and materials basic to children's literature in preschool through sixth grade. Students will study all genres of children's literature, selecting and evaluating books, thematic units, storytelling and contemporary issues how to utilize trade books in the classroom for instructional enhancement. (F-A/E/P) (SP-A/E/P) (SU-A/E/P)

**EDUC 0340 MIDDLE SCHOOL PHILOSOPHY CURRICULUM and INSTRUCTION 2**

***Prerequisite:*** EDUC 0230 or concurrent enrollment  
Theoretical background and evolving trends in middle-school and junior-high education are discussed. Students review philosophical theories, curriculum theories and development, learning theories, instructional methods and the use of efficient curriculum-related management techniques in middle-school settings. Students learn to develop curriculum based on instructional theories and philosophies.

**EDUC 0342 METHODS OF TEACHING LANGUAGE ARTS 3**

Concurrent: EDUC 0339 and EDUC 0321

This course is designed to develop an understanding of the curriculum, methods and materials basic to children's literature and language-arts education in preschool through sixth grade. Students will study all genres of children's literature, selecting and evaluating books, thematic units, storytelling and contemporary issues. The course covers language acquisition and development and expressive and receptive communication skills. Students learn to effectively plan and implement traditional and nontraditional language-arts programs. Field experiences include

classroom observations and implementation of instructional activities in pluralistic settings. For successful completion of this course, students must demonstrate penmanship competency in manuscript and cursive handwriting.

**SPE 0343 INTRODUCTION TO CROSS- 3  
CATEGORICAL SPECIAL EDUCATION**

*Prerequisite:* PSY 0312

This course focuses on students served in mild/moderate cross-categorical special education settings. Emphasis is placed on theoretical perspectives, etiology, diagnosis, characteristics and historical aspects pertaining to individuals with mild/moderate mental retardation, behavior disorders/emotional disturbance, learning disabilities and physical and other health impairments. Federal and state definitions and criteria for diagnosis and eligibility are discussed and reviewed in conjunction with current issues in special education.

**SPE 0344 METHODS OF TEACHING 3  
CROSS-CATEGORICALSPECIAL EDUCATION**

*Prerequisite:* EDUC 0343, PSY 0305, PSY 0311, PSY 0312, EDUC 0401A or EDUC 0401B

This course focuses on learner characteristics and general teaching approaches for individuals served in mild/moderate cross-categorical special education settings and general education settings. Pre-service candidates develop teaching techniques, design individual education plans and develop curriculum for individuals with mild/moderate disabilities.

**EDUC 0345 TEACHING READING AND 2  
WRITING IN THE MIDDLE SCHOOL**

*Prerequisite:* EDUC 0230 or concurrent enrollment  
Student learn to develop and implement strategies to teach middle-school children reading and writing in culturally diverse settings emphasizing the developmental needs of middle-school children. Integrating reading and writing with content instruction and assessment of learners' progress will be included. (SP-E/S) (F-P/E)

**EDUC 0346 CLINICAL PRACTICE 3  
TEACHING INDIVIDUALS WITH  
CROSS-CATEGORICAL DISABILITIES**

*Prerequisite:* EDUC 0343 and EDUC 0344

Pre-service candidates apply skills from introductory and method courses in settings with students with mild/moderate cross-categorical disabilities. This course provides a clinical teaching experience with

mildly or moderately disabled individuals in cross-categorical settings. Pre-service candidates participate in the instructional process of individuals or small groups, evaluate student performance by reviewing diagnostic data and develop and implement educational programming. Pre-service candidates develop plans and conduct curriculum-based assessment based on best practices Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE). HSSU's Conceptual Framework demonstrates how students become "Reflective Practitioners" in a multicultural holistic learning environment. This course includes a 60-clock hours' practicum in an infant/toddler setting during the school day.

(F-A/E) (SP-P/E)

**EDUC 0347A ELEMENTARY CONTENT- 2  
AREA READING**

Concurrent: EDUC 0326 and EDUC 0368II

This course is designed to assist teacher candidates in developing competence planning for reading and writing activities and thinking skills across the curriculum. Candidates learn to make connections among concepts, procedures, and applications from content areas. This is intended to motivate elementary students, build understanding and encourage the application of knowledge, skills, tools and ideas to real-world issues. Candidates develop thematic unit incorporating techniques to foster activity inquiry, collaboration and supportive interaction in the elementary classroom. Candidates apply the knowledge, skills and dispositions developed in this course through the 30-clock hour practicum required for concurrent enrollment, EDUC 0368II. (F-A/P) (SP-A/P)

**EDUC 0347B MIDDLE AND SECONDARY 3  
CONTENT-AREA READING**

This course is designed to assist teacher candidates in developing competence in the use and implementation of communication and thinking skills in the content area. Candidates are expected to develop knowledge, skills and dispositions for fostering among the middle and secondary student's active engagement in learning, self-motivation and positive social interaction and to create supportive learning environments. Candidates develop techniques to foster activity inquiry, collaboration and supportive interaction in the middle and secondary classroom. Topics include developing vocabulary, constructing meaning in



texts, reading- study strategies for textbooks use, pre- and post- reading strategies, organization skills, using assessment tools, selection and preparation of appropriate and interesting reading materials and integrating writing into the middle and secondary content area curriculum. For successful completion of this course, students must demonstrate penmanship competency in manuscript and cursive handwriting.

**EDUC 0349 METHODS OF TEACHING 2  
ELEMENTARY AND MIDDLE SCHOOL  
SCIENCE**

Elementary Education Majors: Concurrent: EDUC 0368I, EDUC 0378, EDUC 0410

Middle School Natural Science Majors: Concurrent: EDUC 0368I

The course is designed to prepare prospective elementary and middle school teachers to develop and implement programs of science instruction for culturally diverse children in a variety of school settings. It will require students to learn a variety of teaching strategies in science instruction. The students will review the current science curriculum and demonstrate the effective implementation of science instruction through lesson plan preparation, use of manipulatives, micro-teaching, science experiments, research and incorporation of state and national standards in lessons. The course will require students to use technology in micro- teaching and in individual and cooperative learning activities. (F-A/P) (SP-A/P)

**EDUC 0351 METHODS OF TEACHING 2  
MIDDLE AND SECONDARY MATHEMATICS:  
CONTENT APPLICATIONS**

Co-requisite: EDUC0359I or EDUC0365I

This course is designed to assist students in developing connections between mathematics theory and classroom practice. Students will be engaged in a practicum consisting of a variety of clinical experiences: classroom observations, micro-teaching, peer evaluation, action research, etc. Additionally, students will practice perfecting the use of a variety of lesson enhancers such as the use of manipulative materials, mathematical models and simulations, learning centers, activity files and technology- based tools. Pre-Student Candidates' are assessed by teacher work sample methodology to include contextual factors, learning goals, assessment plan, design for instruction, classroom management, instructional

decision-making, analysis of student learning, reflection and self-evaluation, and family involvement planning. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE). HSSU's Conceptual Framework demonstrates how students become "Reflective Practitioners" in a multicultural holistic learning environment. This course includes a 60-clock hour of field experience which must be completed during the school day.

**EDUC 0352 METHODS OF TEACHING 2  
MIDDLE AND SECONDARY  
SOCIAL SCIENCE: CONTENT**

Emphasize the nature, characteristics, goals, content objectives, major theorists, terminology, units of analyses and skills for the social science at the secondary level with attention to the NCSS standards. Basic concepts in the eight disciplines of the social sciences are analyzed and reviewed. Students develop and organize the concepts and literature for an interdisciplinary thematic unit in the social sciences. (F-E)

**EDUC 0353 METHODS OF TEACHING 2  
MIDDLE AND SECONDARY SOCIAL SCIENCE:  
CONTENT APPLICATIONS**

Concurrent: EDUC 0352

This course is designed to teach students how to plan, implement and evaluate the effectiveness of instruction in secondary social classes. This course emphasizes the teaching of an interdisciplinary thematic unit by having students apply methodology to content, classroom observation and clinical visits and visits to social studies resource sites. It includes micro-teaching with peer and instructor evaluation, applications of cooperative learning and small group discussion models. Additionally, students will develop lesson plan enhancers, audio-visual materials and will digitalize all parts of the interdisciplinary unit. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE). HSSU's Conceptual Framework demonstrates how students become "Reflective Practitioners" in a multicultural holistic learning environment. This course includes a 60-clock hour of clinical experiences which must be completed during the school day. (F-A/P)

**EDUC 0354 METHODS OF TEACHING 2**  
**SECONDARY BIOLOGY: CONTENT**

Prerequisites: EDUC 0230, PSY 0305, PSY 0311

Concurrent: EDUC 0355

The methodology presented in the course will include the latest trends in pedagogy, biology curriculum, content, knowledge and application of safety practices and technology. It will stress “hands-on, minds-on” learning techniques, computer-based laboratory techniques, computer aided simulation and or instruction, lesson plan construction and implementation, and available resources for biology teachers. Use of other technology-based instruction will be covered to include biological instrumentation laser video on CD-ROM and other appropriate materials, with a stress on interactivity.

**EDUC 0355 METHODS OF TEACHING 2**  
**SECONDARY Unified Science (BIOLOGY):**  
**CONTENT APPLICATIONS**

Concurrent: EDUC 0354

EDUC 0355 emphasizes the teaching of an interdisciplinary thematic unit by having students apply methodology to content, classroom observation and clinical visits and visits to resource sites. It includes micro-teaching with peer and instructor evaluation, applications of cooperative learning and small-group discussion models. Additionally, students will develop lesson enhancers, audio-visual materials and will digitalize all parts of the science unit. Pre-Student Candidates’ clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE). HSSU’s Conceptual Framework demonstrates how students become “Reflective Practitioners” in a multicultural holistic learning environment. This course includes a 60-clock hour of clinical experiences which must be completed during the school day. (F-A/P)

**EDUC 0356 METHODS OF TEACHING 2**  
**SECONDARY ENGLISH: CONTENT**

*Prerequisite:* EDUC 0230, PSY 0305, PSY 0311

Concurrent: EDUC 0357

This course is designed to teach students how to plan instruction in Secondary English/Language Arts classes. The course emphasizes the nature, characteristics, goals, content objectives and skills for English at the secondary level. Research and trends

in curriculum development examined and explored include: selected topics, problems, projects and issues. Students design and develop an interdisciplinary thematic unit. Students also critique and evaluate selected instructional procedures. Students will have opportunities to explore various English classroom settings. (F-E)

**EDUC 0357 METHODS OF TEACHING 2**  
**SECONDARY ENGLISH: METHODOICAL**  
**CONTENT APPLICATIONS**

Concurrent: EDUC 0356

This course is designed to teach students how to plan instruction in Secondary English/Language Arts classes. EDUC 0357 emphasizes the teaching of an interdisciplinary thematic unit by having students apply methodology to content, classroom observation and clinical visits and visits to English resource sites, including classroom settings. It includes micro-teaching with peer and instructor evaluation, applications of cooperative learning and small group discussion models. Additionally, students will develop lesson enhancers, audio-visual materials and will digitalize all parts of the interdisciplinary unit. Pre-Student Candidates’ clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE). HSSU’s Conceptual Framework demonstrates how students become “Reflective Practitioners” in a multicultural holistic learning environment. This course includes a 60-clock hour of clinical experiences which must be completed during the school day. (F-A/P)

**EDUC 0359I METHODS OF TEACHING 2**  
**MIDDLE SCHOOL MATHEMATICS:**  
**CONTENT**

Concurrent: EDUC 0351

The Method for Teaching Middle School Mathematics course focuses on the NCTM and Missouri Show-Me Standards. Manipulatives, cooperative groups, the use of technology, activity files, learning styles of adolescents and types of assessments are a few of the topics that the course will cover. Number and operations, algebra, measurement, geometry, data analysis and probability will be taught through problem-solving. Students are taught to develop connections between mathematics theory and classroom practice. Students learn to evaluate the effectiveness of instructional episodes through observation and micro-teaching experiences, as well.

**EDUC 0365I METHODS OF TEACHING 2**  
**SECONDARY SCHOOL MATHEMATICS:**  
**CONTENT**

Concurrent: EDUC 0351

This course is designed to aid the future teacher in planning and delivering standards-based curriculum and instruction in the secondary school classroom. Thus, the course explores the variety of influences impacting the design and implementation of learning activities, with extensive emphasis placed on enriching problem-solving applications and excursions within upper-level mathematics. The course surveys both traditional and reform curricula and examines the research for major theorists whose works contribute to our understanding of how students learn mathematics.

**EDUC 0368I INTERDISCIPLINARY 2**  
**PRE-STUDENT TEACHING PRACTICUM**

Concurrent: EDUC 0349, EDUC 0378 and EDUC 0410

This course is designed to assist teacher candidates in developing connections between mathematics, science and social studies curriculum theory and classroom practice. Candidates are expected to develop knowledge, skills, and dispositions for fostering among the one-six level students' active engagement in learning, self-motivation and positive social interaction and to create supportive learning environments. Candidates develop techniques that will foster activity inquiry, collaboration and supportive interaction in the elementary classroom. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE) and quality indicators. HSSU Conceptual Framework demonstrates how students are to become "Reflective Practitioners" in a multicultural holistic learning environment. This course requires candidates to complete 60 clock hours of clinical experiences during the school day. (F-A/P) (SP-A/P)

**EDUC 0368II LITERACY-AREA PRE- 2**  
**STUDENT TEACHING PRACTICUM**

Concurrent: EDUC 0347A and EDUC 0326

This course is designed to assist teacher candidates in developing competence in the use of English language arts, while using concepts from reading, language and child development to teach communication and thinking skills across the curriculum and in helping students in grades 1-6 successfully apply their developing skills to many different situations. Pre-Student Candidates are expected to develop knowledge, skills and

disposition for fostering among students in grades 1-6 active engagement in learning, self-motivation, positive social interaction, and to create supportive learning environments. Pre-Student Candidates are expected to administer formative and summative assessments to determine students' understanding and use of language and to help students correct error patterns, misconceptions and misunderstandings. Pre-Student Candidates also develop techniques to foster activity inquiry, collaboration and support interaction in the elementary classroom. Pre-Student Candidates' clinical performance and teaching processes are assessed by the teacher work sample methodology to include contextual factors, learning goals, assessment plan, design for instruction, classroom management, instructional decision-making, analysis of student learning, reflection and self-evaluation, and family involvement plan. Pre-Student Candidates' performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE) and quality indicators. HSSU Conceptual Framework demonstrates how students are to become "Reflective Practitioners" in a multicultural holistic learning environment. This course requires candidates to complete 60 clock hours of clinical experiences during the school day. (F-A/P) (SP-A/P)

**EDUC 0376 ART METHODS 3**

This course is designed to teach basic art methods and techniques that extend across the curriculum. The students will learn the basic art elements utilizing different media. Observations and or simulations are provided. (F-A/E) (SP-A/E) (SU-A/P)

**EDUC 0377 MUSIC METHODS 3**

In this course students apply the music content and skills acquired in MUS 0206 in the development of lesson plans for the teaching of music in laboratory teaching situations. (F-E) (SP-E) (SU-P)

**EDUC 0378 SOCIAL STUDIES METHODS 2**

*Prerequisite:* PSY 0305, PSY 0401A

Elementary Education Majors: Concurrent: EDUC 0349, EDUC 0368I, EDUC 0410

This course is designed to teach students how to plan social studies instruction in Elementary school classes. In this course students review the current social studies curriculum content appropriate for children. They become acquainted with current models of instruction at the elementary level. Emphasis is placed on delivery of social studies content through appropriately

formulated learning objectives in operational terms, various approaches to promoting learning and the transfer of learning. Students learn to develop and use lesson plans for the teaching of social studies in laboratory teaching situations. Observations and or simulations involving teachers teaching social studies in a classroom setting are also provided.

(F-A/P) (SP-A/P)

**EDUC 0380 PHYSICAL EDUCATION 3  
METHODS**

In this course students review current physical education curricula for the elementary school, develop and use lesson plans for the teaching of physical education activities in a laboratory setting and acquire instructional skills in physical education. Observations and or simulations involving teachers teaching physical education are provided. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE). HSSU's Conceptual Framework demonstrates how students become "Reflective Practitioners" in a multicultural holistic learning environment. This course includes 6-clock hours of clinical experiences during the school day. (F)(SP)

**EDUC 0385 TEACHING ETHNIC STUDIES 3  
IN THE ELEMENTARY SCHOOL**

This course is designed to provide information and techniques which teachers can use to integrate the experience of various minority groups into the total curriculum. Focus is on both information and effective methods of teaching, including the sources of helpful instructional materials.

**EDUC 0401A ELEMENTARY CLASSROOM 3  
ORGANIZATION AND MANAGEMENT**

*Program admission not required.*

This course provides an opportunity for candidates to examine school/classroom management as a function which requires teachers to plan, organize, coordinate, direct, control, communicate and nurture within the context of an elementary classroom setting, the general school environment and the community. Candidates will probe into theory and assessment techniques used to evaluate and understand the individual student within his or her environmental contexts.

**EDUC 0401B MIDDLE AND SECONDARY 3  
CLASSROOM ORGANIZATION AND  
MANAGEMENT**

*Program admission not required*

This course provides an opportunity for candidates to examine the relationship between planning, organizing and coordinating instruction in the middle and secondary classroom with directing and managing the learning environment in the classroom, school and community. Candidates will probe into theory and assessment techniques used to evaluate and understand the individual student within his or her environmental contexts.

**EDUC 0402 STUDENT TEACHING 6  
SPECIAL EDUCATION**

*Prerequisite:* Identified in College of Education Handbook

This course provides practical experiences in which students plan and implement cross-categorical special education instructional activities and work with teachers, administration specialized personnel and parents in pluralistic school settings. Placement is for one half of the semester of student teaching. Candidates develop techniques that will foster activity inquiry, collaboration and supportive interaction in the classroom. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Pre-Service Teacher Assessment (MoPTA).

**EDUC 0402III SUPERVISED STUDENT 12  
TEACHING III**

*Prerequisite:* Identified in the College of Education Handbook.

Students plan and implement instruction activities and work with teachers, administrators, specialized personnel and parents in pluralistic school settings. Candidates develop techniques that will foster activity inquiry, collaboration and supportive interaction in the classroom. Pre-Student Candidates' clinical performance and teaching processes are assessed using components from the Missouri Pre-Service Teacher Assessment (MoPTA). (F)(SP)

**EDUC 0404I PARAPROFESSIONAL 6  
STUDENT TEACHING**

**Prerequisite:** Identified in College of Education Handbook

This course is a mentored learning situation where the pre-service teacher is placed in a classroom. The student observes and works alongside an experienced teacher. The mentor models effective teaching strategies and coaches the paraprofessional in particular classroom tactics.

**EDUC 0404II PARAPROFESSIONAL 6  
STUDENT TEACHING II**

**Prerequisite:** EDUC 0404I

EDUC 0404II is a continuation of the site-based apprenticeship conducted in EDUC 0404I. Candidates develop techniques that will foster activity inquiry, collaboration and supportive interaction in the classroom. Pre-Student Candidates develop techniques that will foster activity inquiry, collaboration and supportive interactions in the classroom. Pre-Service Candidates clinical performance and teaching processes are assessed using components from the Missouri Pre-Service Teacher Assessment (MoPTA).

**EDUC 0408 PRACTICUM IN THE 3  
DIAGNOSIS OF READING PROBLEMS**

**Prerequisite:** EDUC 0321, EDUC 0326, EDUC 0347A or EDUC 0347B

Concurrent: EDUC 0409

This course provides a series of related experiences in the use of diagnostic instruments and procedures for identifying various kinds of reading difficulties. Students will have the opportunity of working with children in the use of instruments and procedures.

**EDUC0409 PRACTICUM IN THE 3  
REMEDICATION OF READING DIFFICULTIES**

**Prerequisite:** EDUC 0321, EDUC 0326, EDUC 0347A or EDUC 0347B

Concurrent: EDUC 0408

This course is designed to provide practical experiences in the use of materials and techniques necessary in the development of word perception skills (phonic and structural), vocabulary skills, comprehension skills and silent reading. Students will learn to use the information obtained from diagnostic instruments in the design and implementation of remedial programs of both clinic and classroom settings. This course will be taken concurrently with EDUC 0408.

**EDUC 0410 METHODS FOR TEACHING 2  
MATHEMATICS**

**Prerequisite:** MATH 0120, PSY 0305 and EDUC 0401A

Elementary Education Majors:Concurrent: EDUC 0349, EDUC 0368I and EDUC 0378

This course is designed to assist students in developing methods and materials for delivering standards-based curriculum, instruction and assessments in elementary mathematics classrooms. Students learn to align instructional objectives and performance tasks with those of the Missouri Assessment Program (MAP) and to utilize varied forms of alternative assessment. Students will learn to select and use materials in print, electronic and manipulative forms which are appropriate for the maturity levels and learning styles of diverse learners. (F-A/P) SP-A/P)

**EDUC 0411 TEACHING REMEDIAL 2  
MATHEMATICS TO THE  
EXCEPTIONAL CHILD**

**Prerequisite:** EDUC 0410

This course is designed to assist students in developing strategies to assist special needs learners to understand and construct meaningful conceptions of number and number operations/relationships. Important focal points of the course relate to the use of intervention strategies, prescriptive teaching techniques and developmental approaches to ensure that the effects of students' learning difficulties in mathematics are minimized. The course makes extensive provisions for use of multiple mathematical representations and concrete materials. (SP-E)

**EDUC 0413 ASSESSMENT OF YOUNG 3  
CHILDREN**

**Prerequisite:** EDUC 0312, EDUC 0313 and EDUC 0314

Students learn appropriate assessment procedures to observe, evaluate, monitor and report development of children birth to age 8 in the cognitive, social, physical and emotional areas. Students will experience instructional and guidance procedures for integrating children with and without disabilities through various methods including the appropriate use of technology. The use of authentic assessment will be emphasized. (F-E) (SP-E)

**EDUC 0414 PROMOTING MATH AND 3  
SCIENCE READINESS IN ECE**

**Prerequisite:** EDUC 0312, EDUC 0313 and EDUC 0314

The course helps students plan and implement

activities and materials that encourage mathematical and scientific skill development in young children from preschool through grade three. The course focuses on problem solving, critical thinking, constructionist teaching and integration of curriculum. Pre-Service Candidates' clinical

performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE) and quality indicators. This course includes a 15 clock hour practicum (five hours Pre-K and ten hours K-3) which must be completed during the school day. (F-A/P/E)

**EDUC 0415 SCIENCE AND SOCIAL STUDIES IN EARLY ECE 2**

**Prerequisite:** EDUC 0312, EDUC 0313 and EDUC 0314

This course is specifically designed for review of current science curriculum and social studies content appropriate for children. Students learn to develop and select developmentally appropriate materials and methods for teaching science and social studies in classroom settings. Pre-Service Candidates' clinical performance and teaching processes are assessed using components from the Missouri Standards for the Preparation of Educators (MoSPE) and quality indicators. This course includes a 15 clock hour practicum (five hours Pre-K and ten hours K-3) which must be completed during the school day. (SP-S)

**EDUC 0416 FAMILY INVOLVEMENT/ PARENTS AS TEACHERS 3**

The course is designed to provide students with strategies, materials, techniques and resources suitable for use by them as teachers in helping parents become their children's first teachers and assume the responsibility of educating young children from birth through the formative preschool and primary education years. A variety of backgrounds are explored. A systems approach to family will be emphasized. (F-E)

**EDUC 0419 IN-SERVICE APPRENTICE TEACHING/ PROFESSIONAL SEMINAR 12**

**Prerequisite:** Identified in College of Education Handbook

In-service Apprentice Teaching is for students attending Harris-Stowe State University for state certification only. Candidates develop techniques that will foster activity inquiry, collaboration and supportive interaction in the elementary classroom. Pre-Service Candidates' clinical performance and teaching processes are assessed using components

from the Missouri Pre-Service Teacher Assessment (MoPTA) and quality indicators. These students must already possess a bachelor's degree and must be currently teaching in their own partnership classroom.

**EDUC 0430 CAREER/TRANSITION EDUCATION FOR SPECIAL EDUCATION 3**

**Prerequisite:** PSY 0312 or Concurrent Enrollment

This course will help prepare teachers to assist students with disabilities and to become more productive on the job, in the community, in the home and in leisure activities. The focus will be on

using resources available in the schools and community to assist in developing the necessary skills for daily living, personal-social relations, occupational and leisure activities and for employment. It prepares teachers to either infuse career services into the existing curriculum or to provide a separate career transition curriculum. This course acquaints students with community resources, promotes collaboration with other resources within the school system, stresses family and student participation in the process and acquaints students with assessment-based transition/career planning. (SP-E)

**EDUC 0491 TOPICS IN EDUCATION 1-3**

The purpose of this course is to provide students with information and skills necessary for success and growth in the field of education. Students may work in partnerships with faculty, school, family and community to gain increased insight into the perspectives and the experiences of educators by examining factors shaping individual classrooms, schools and districts. Topics covered will include, but not be limited to: parental involvement, differentiated instruction, multiple intelligences, diversity, community involvement, assessment, cultural sensitivity, advocacy, legal rights, special education, literacy, mathematics content, social studies/social science content, science content, interdisciplinary teaching and learning, and knowledge of available resources.

A secondary goal of this course is to utilize educational research. Research in education is an important tool for the development, evaluation, intervention and improvement of education. Quality research will improve the professional knowledge in the field and provide continued degrees.

## ENGLISH (ENG)

### ENG 0110I ENGLISH COMPOSITION I 3

**Prerequisite:** Evidence of college-level readiness in English composition.

English Composition I emphasizes the process of writing effectively for a variety of audiences and purposes. (F-EV-A) (SP-OD-A)

### ENG 0110II ENGLISH COMPOSITION II 3

**Prerequisite:** ENG 0110I

English Composition II builds upon the skills developed in English Composition I and focuses primarily upon the process of writing with sources. (F-EV-A) (SP-OD-A)

### ENG 0203 INTRODUCTION TO TO LITERATURE 3

**(Formerly ENG 0207 English/American Literature)**

**Prerequisite:** ENG 0110II

Introduction to Literature involves reading and writing about literature from around the world with an emphasis on literary elements and reader responses. A sampling of notable genres from a variety of eras and countries will be studied to give the students wider knowledge of well-known short stories, poems and plays. The students will read, interpret, discuss and write about the various selections. (F-A) (SP-A)

### ENG 0311 THEMES AND TOPICS IN BRITISH LITERATURE 3

**Prerequisite:** ENG 0203 or permission of the instructor  
Themes and Topics in British Literature examine an important aspect of British literature such as a particular writer or group of writers, a literary movement, and evolving theme or a specific genre. (SP-OD-A)

### ENG 0317 MYTHOLOGY 3

**Prerequisite:** ENG 0203

Mythology has many dimensions and may be used in many ways with elementary and secondary students. A study of myths may stress their religious significance, may be presented in the light of their meaning for various cultures or may be analyzed from the point of view of anthropology or psychology, literature, art or music. In this course, the interest will be directed to myths as stories and their importance in the world of literature and how they influence ancient and modern literature, art and music. (F-EV-OD-A) (SP-OD-A)

## ENG 0318 LITERATURE FOR ADOLESCENTS 3

**Prerequisite:** ENG 0203 or permission of the instructor  
Literature for Adolescents explores the literature written for an adolescent audience or what is considered recommended reading for adolescents.

(F-A/E) (SP-A/E)

### ENG 0320I AMERICAN LITERATURE I: BEGINNINGS TO 1865 3

**Prerequisite:** ENG 0203 or permission of the instructor  
American Literature I is a survey of American Literature from its pre-colonial beginnings through the end of the Civil War. (F-A/E)

### ENG 0320II AMERICAN LITERATURE II: 1865 TO THE PRESENT 3

**Prerequisite:** ENG 0203 or permission of the instructor  
American Literature II is a survey course designed to cover the texts of the major authors in American literature from 1865 until the present time. Authors of diverse backgrounds, ethnicity and lifestyles will be represented. (SP-A/E)

### ENG 0323 THEMES AND TOPICS IN AMERICAN LITERATURE 3

**Prerequisite:** ENG 0203 or permission of the instructor  
Themes and Topics in American Literature examines an important aspect of American literature such as a particular writer or group of writers, a literary movement, an evolving theme or a specific genre. (F-SP-A)

### ENG 0325 MULTICULTURAL SURVEY LITERATURE OF THE UNITED STATES 3

**(Formerly ENG 0322 Survey Literature of American Minorities)**

**Prerequisite:** ENG 0203

This course will study the literary traditions of Native Americans, African-Americans, Asian Americans and Latino-Americans in the United States.

### ENG 0326I MAJOR BRITISH AUTHORS I: BEGINNINGS TO 1798 3

**Prerequisite:** ENG 0203 or permission of the instructor

Major British Authors I is a survey of the work of major British authors from the 10th century to 1798. (F-A)

**ENG 0326II MAJOR BRITISH AUTHORS II: 3  
1798 TO THE PRESENT**

**Prerequisite:** ENG 0203 or permission of the instructor  
Major British Authors II is a survey of the work of major British authors of the Romantic, Victorian and modern periods.

**ENG 0330 ADVANCED COMPOSITION 3**

**Prerequisite:** ENG 0203 or permission of the instructor  
Advanced Composition explores advanced rhetorical strategies and processes.  
(F-SP-EV-A)(F-OD-E)

**ENG 0332 PROFESSIONAL 3  
and TECHNICAL WRITING**

**Prerequisite:** ENG 0110II or permission of the instructor  
Professional and Technical Writing emphasizes the process of producing effective transactional writing.  
(F-E)(SP-A)

**ENG 0336 MODERN GRAMMAR 3**

**Prerequisite:** ENG 0203 or permission of the instructor  
Modern Grammar explores contemporary linguistic theory as it applies to the study of grammatical concepts. (F-OD-A/E)(F-EV-A)

**ENG 0337 HISTORY OF THE ENGLISH 3  
LANGUAGE**

**Prerequisite:** ENG 0203  
History of the English Language examines the impact of major historical, social and technological events on the development of the English language from the fifth century to the present. (F-SP-EV-A)(SP-OD-E)

**ENG 0340 WRITING INTERNSHIP 3**

**Prerequisite:** ENG 0203

Writing Internship enables students to examine and apply current writing-process theory by writing, observing their own writing processes, reading and discussing relevant research and teaching their own writing lessons. (F-SP-OD-A/E)(F-EV-E)

**ENG 0341 GREAT PLAYS 3**

**Prerequisite:** ENG 0203  
The course, Great Plays, is designed to cultivate students' interest in and understanding of world drama. A sampling of notable plays from a variety of eras and countries will be studied to give the students a wider knowledge base of well-known plays. The plays included will be selected primarily for their artistic

greatness and historical importance. Some plays will be read silently, some aloud and some will be viewed. The students will read, interpret, discuss, report and write about the various plays. Students will also be given opportunities to attend plays in the community.  
(F-SP)

**ENG 0344 INTRODUCTION TO 3  
LITERARY CRITICISM**

**Prerequisite:** ENG 0203 or permission of the instructor  
Introduction to Literary Criticism is a course designed to introduce the primary concepts, methodologies and theories concerning the interpretation of literary texts developed during the 20th century. Included in this course are the ideas associated with the following critical schools: psychoanalytic, semiotic, reader-response, narratology, Marxist, feminist, gender-based, life style-based and post-colonial.

**ENG 0350 CONTEMPORARY AMERICAN 3  
LITERATURE**

Contemporary American Literature is a course that attempts to understand, evaluate and interpret selected themes, topics and developments in American literature from the post-Vietnam era until the present. The emphasis, however, is upon the past twenty years and does include those authors who are experimenting with the world of graphic novels, multimedia presentations and electronic texts.

**ENG 0351 WORLD LITERATURE 3**

**Prerequisite:** ENG 0203  
ENG 0351 is a critical and comparative study of selected works in translation, primarily from European, Asian, African and South American literature. (F-SP-EV-A)(SP-OD-E)

**FINANCE  
(FIN)**

**FIN 0325 FUNDAMENTALS OF 3  
FINANCIAL PLANNING AND INSURANCE:**

**Prerequisite:** BSAD 0321  
This course covers principles of personal budgeting, investments, insurance, real estate, credit and taxation needed to manage income, expenses, and savings necessary to meet present and future plans, retirement and estate planning, and other related topics.

**FIN 0420 INVESTMENT FINANCE 3**

**Prerequisite:** BSAD 0321  
Students in this course will master the fundamentals of



financial securities, their valuation techniques and the financial markets in which they are traded. The course provides concepts on an overview of portfolio theory, fixed income portfolio management as well as the analysis between risk and return (valuation option). It will also include a survey of current research in investments. Upon completion of the course students will have learned appropriate investment objectives and develop an in depth optimal portfolio strategies and evaluate investment performance.

### **FIN 0430 ESTATE PLANNING AND TRUSTS 3**

**Prerequisite:** BSAD 0321

This course introduces students to the responsibility of a financial planner in the formulation and implementation of an estate plan. Topics of discussion include life transfers, trusts, gifts, estate reduction methods, tax implications in estate planning, business and inter-family transfers regarding incompetency and the role of fiduciaries.

### **FIN 0435 RETIREMENT PLANNING AND EMPLOYEE BENEFITS 3**

**Prerequisite:** BSAD 0321

This course is designed to introduce students to the retirement planning process. The course will help students gain an appreciation and shortcomings of employee benefits and help them develop skills to counsel others on retirement and employee benefit decisions. Topics of discussion included corporate pension and profit sharing plans, self-employed plans, IRA's, annuities; health insurance plans social security plans and others.

### **FIN 0450 REAL ESTATE FINANCE 3**

**Prerequisite:** BSAD 0321

This course will focus on applying economic and finance concepts to real estate problems. The course will cover topics in mortgage instruments, mortgage markets, residential real estate closing, income property analysis, financial leverage, real estate valuation, securitization, and real estate investments.

### **FIN 0455 APPLIED PORTFOLIO MANAGEMENT 3**

**Prerequisite:** BSAD 0321

This course covers both the theoretical and the practical side of investments through cases, articles, home works and data exercises. It covers the classical Portfolio Theory (i.e., Markowitz optimal allocation, CAPM, Index and multifactor models) and discusses Market Efficiency issues in practice. It stresses the

international dimensions of portfolio theory (i.e., international diversification, optimal global portfolio selection and emerging markets). It addresses issues of portfolio strategy, asset allocation and performance evaluation.

### **FIN 0460 COMMERCIAL BANK MANAGEMENT 3**

**Prerequisite:** BFIN 0455

Commercial Banking is a finance course structured in the context of "risk management in banking." Students will examine "how" banks generate earnings and the risks they incur in operations. Specific focus will be on regulations and reform, bank capital, sub-prime mortgages, Fannie/Freddie (GSEs), FDIC bank & economic outlook, the Federal Reserve Bank & Treasury policies, commercial and consumer credit and the current global banking outlook.

### **FIN 0470 INTERNATIONAL FINANCE 3**

**Prerequisite:** FIN 0460.

The International Finance course focuses on the financial activities of economic entities, when they are engaged in overseas operations and to familiarize with the concept of a global financial marketplace. The course provides an analysis for the financial activities, trends and economic policy decisions through an international perspective. The course specifically International Finance focuses on certain areas of global financial infrastructure such as international monetary relations and international financial markets, as well as corporate decision making issues taken in the context of globalized finance.

### **FIN 0475 CAPSTONE PROJECT IN FINANCE 3**

**Prerequisite:** Completed all 100, 200, 300 and 400 level courses and must be in graduating senior semester. This course integrates and synthesizes the entire course of study of the Bachelor's degree in Finance. Students are required to demonstrate knowledge and concepts learned in the core and elective curriculum and apply them in analysis, evaluation and completion of practical business case studies, capstone simulation and business plans.

### **FIN 0495 FINANCE INTERNSHIP 3**

**Prerequisite:** Students must complete a minimum of 90 credit hours to qualify for an internship.

This course is designed to provide students with a practical learning experience in an approved financial institution. It bridges the gap between the classroom and the business world.

## **GEOGRAPHY (GEOG)**

### **GEOG 0200 PRINCIPLES OF GEOGRAPHY 3**

This course is a survey of the physical processes acting on the earth's terrain and man's role of interaction with and perceptions of his environment. The survey covers a broad range of topics within the areas of physical and cultural geography, including basic geology, climate, world regions, population and environmental problems. General prerequisite for all upper division courses: The completion of the social science course requirements in the General Education and pre-professional course curriculum is a requirement for all 0300 and 0400-level geography courses.

### **GEOG 0300 GEOGRAPHY OF THE UNITED STATES 3**

*Prerequisite:* GEOG 0200

GEOG 0300 is a study of contributions of people from diverse lands on the development of American civilization and its evolution from colonial origins to the present.

### **GEOG 0310 EUROPEAN PEOPLE AND CIVILIZATION 3**

*Prerequisite:* GEOG 0200

This course is an examination of the geographical expansion of distinctive people and regional cultures of Europe. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

### **GEOG 0320 AFRICAN PEOPLE AND CIVILIZATION 3**

*Prerequisite:* GEOG 0200

GEOG 0320 is an examination of the geographical expansion of distinctive people and regional cultures of Africa. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

### **GEOG 0325 URBAN GEOGRAPHY 3**

*Prerequisite:* GEOG 0200

This course is a survey of urban forms and functions from a geographic perspective. This is a study of urban landscapes as exemplified by the world's premier cities. The course reviews urban physical environment, origin and growth of cities, metropolitan influence, urban development, growth management and high technology with a better understanding of trends and the future form of cities.

### **GEOG 0330 ISLAMIC PEOPLE AND CIVILIZATION 3**

*Prerequisite:* GEOG 0200

GEOG 0330 is an examination of the geographical expansion of distinctive people and regional cultures of Islam. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

### **GEOG 0350 LATIN AMERICAN PEOPLE AND CIVILIZATION 3**

*Prerequisite:* GEOG 0200

This course is an examination of the geographical expansion of distinctive people and regional cultures of Europe. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

### **GEOG 0360 ASIAN PEOPLE AND CIVILIZATION 3**

*Prerequisite:* GEOG 0200

GEOG 0360 is an examination of the geographical expansion of distinctive people and regional cultures of Asia. Themes include hearth areas, patterns of diffusion, areas of distribution and conflict between cultures.

### **GEOG 0401 GEOGRAPHIC INFORMATION SYSTEMS 3**

*Prerequisite:* GEOG 0200

This course is an introduction to the use of Geographic Information Systems software. Students will learn how to map out data stored in spreadsheet and database files and its application to business, criminal justice and demographic analysis.

### **GEOG 0435 POLITICAL GEOGRAPHY 3**

*Prerequisite:* GEOG 0200

GEOG 0435 analyzes the ways in which man organizes space for political purpose. Case studies of interactions of geographical areas and political process will be examined.

### **GEOG 0440 ECONOMIC GEOGRAPHY 3**

*Prerequisite:* GEOG 0200

This course examines economic development from a geographic perspective for three spatial levels: international, national and metropolitan.

### **GEOG 0490 TOPICS IN GEOGRAPHY 3**

*Prerequisite:* GEOG 0200

From time to time, other courses are offered on topics of current interest within the Geography

field. These are in addition to the core of courses identified above and when offered, will be listed in the University's Course Schedule.

### **GEOG 0492 PHYSICAL GEOGRAPHY 3**

**Prerequisite:** GEOG 0200

This course is a study of the various components of the natural environment, the processes involved in their development, their distribution over the earth and their basic interrelationships. The course covers a broad range of topics within the physical geography area, including the science of map making, remote sensing, global positioning system, topographic maps, atmospheric and oceanic circulations, water resources, violent storms, climate and climate change, hazards and earth stewardship.

## **GEOLOGY (GEOL)**

### **GEOL 0250I GENERAL GEOLOGY 3**

Among the topics discussed are erosion and deposition, plate tectonics, earthquakes, exploratory geology and planetary geology. This course involves field and laboratory experiences in addition to classroom lectures. (S)

## **HEALTH CARE MANAGEMENT (HCM)**

### **HCM 0300 HEALTH CARE SYSTEMS 3**

**Prerequisite:** BASD 0200

This course provides a current and comprehensive overview of the basic structures and operations of the U.S. health care system from its historical origins and resources, to its individual services, cost and quality. The course uses a managerial system approach, to cover a solid overview of how the various components of health care organizations and its finances fit together. Organizational forms and financing, concerns molding its future and related topics. (F)(SU-OD)

### **HCM 0310 PRINCIPLES OF EPIDEMIOLOGY 3**

**Prerequisite:** HCM 0300

HCM 0310 studies the patterns of diseases and their impact on health care delivery. It includes an overview of the planning of health services based on distribution of acute and chronic disease and related topics. (F)(SU-OD)

### **HCM 0320 HEALTH CARE ECONOMICS 3**

**Prerequisite:** ECON 0204, HCM 0300

This course analyzes the demand and supply dynamics in public health and medical care and is an overview of economics theory in analysis of problems of health resources, markets, manpower shortages, nonprofit enterprises, insurance programs, Medicare/Medicaid and related topics. (SP)(SU-OD)

### **HCM 0330 ADMINISTRATION OF HEALTH CARE ORGANIZATIONS 3**

**Prerequisite:** HCM 0300

This course covers the managerial process including planning and decision-making; influencing, controlling and changing health care organizations, and the effects of environment, technology and human behavior on organizational design, structure, performance and related topics. (SP)(SU-EV)

### **HCM 0400 HEALTH CARE LAW AND ETHICS 3**

**Prerequisite:** HCM 0300

This course studies ethical issues in corporate, medical and health care settings. It emphasizes the legal and legislative process, legal terminology, legal reasoning with practical applications to health care management, health policy decisions, and related topics. (F)(SU-OD)

### **HCM 0420 HEALTH CARE HUMAN RESOURCES MANAGEMENT 3**

**Prerequisite:** HCM 0300

This course studies the management of human resources in health care settings. Students learn the key components of human resources management including interviewing, selection, training, retention, evaluation, coaching, counseling, mentoring, grievance management and related topics. (F)(SU-E)

### **HCM 0440 HEALTH CARE PLANNING AND MARKETING 3**

**Prerequisite:** HCM 0300, MRKT 0320

This course examines the importance of health care planning and marketing as the business changes from a seller's to a buyer's market. It will help the student understand the planning process and the ways to solve problems, analyze decision-making and implement changes. (SP)(SU-E)

### **HCM 0450 FINANCIAL MANAGEMENT OF HEALTH CARE INSTITUTIONS 3**

**Prerequisite:** ACCT 0204, HCM 0460, HCM 0470

This course is an application of the concepts of

financial management to health care organizations, including financial planning principles, reimbursement procedures, government regulations, legal restraints and related topics. (SP)(SU-E)

**HCM 0460 LONG-TERM CARE ADMINISTRATION 3**

**Prerequisite:** HCM 0330

This course studies long-term services and facilities with special consideration on the changing organizational structures of long-term care institutions. The management of long-term care facilities will be described and analyzed as essential elements in the continuum of contemporary health care delivery and related topics. (SP)(SU-E)

**HCM 0470 MANAGED HEALTH CARE 3**

**Prerequisite:** HCM 0300

This course studies the history and evolution of managed health care, along with its structure, operations and participants. Topics include plan and provider interaction, the role of purchasers, utilization management process, quality improvement initiative, regulatory and legal issues involved in managed care and related topics. (SP)(SU)

**HCM 0472 GLOBAL HEALTH CARE MANAGEMENT 3**

**Prerequisite:** HCM 0300

This course examines the realities and globalization of health care around the world and offers a contemporary view of current and future international trends. Worldwide health needs, health systems organization and management, the cost and price of healthcare are addressed. Health resources, competition from new health care delivery vehicles, entities influencing world health and health system efficiency are included. A semester-long group project will employ the knowledge received to generate an ideal international health system.

**HCM 0474 APPLIED STATISTICAL METHODS IN HEALTH CARE RESEARCH 3**  
**(Previously HCM 0490)**

**Prerequisite:** Must be graduating senior in the semester registered

A capstone course designed to provide the student with an intensive study of concepts, techniques of statistical analysis and research as applied to the health care industry and related topics. (SP)

**HCM 0475 STRATEGIC MANAGEMENT IN HEALTH CARE ORGANIZATIONS 3**  
**(Previously HCM 0491)**

**Prerequisite:** HCM 0450.

**Students are required to be enrolled in their graduating semester and must secure the Department Chair's approval to register for the course.**

This course is a Health Care Management capstone course designed to bring together many of the subjects taken in previous semesters. This will be done through the analysis of health care management cases and through the design of a business plan.

**HCM 0478 MEDICAL TOURISM MANAGEMENT 3**  
**(Previously as HTM 0478)**

**Prerequisite:** HCM 0300 or HTM 0300

This course introduces students to the global healthcare tourist industry from a multinational business perspective and will emphasize patient travel for treatment within the United States and abroad. Students will understand customer marketing, finance, regulatory, legal and coalition strategies utilized by healthcare providers. Professional competencies for clinical and non-clinical patient care will include transparency, legal, information technology and privacy issues and the special needs and expectations of traveling patients from diverse geographical, cultural and religious backgrounds.

**HCM 0479 TOPICS IN HEALTH CARE MANAGEMENT 3**

**Prerequisite:** HCM 0300

This course analyzes current events in health care management in terms of historical background, present status and emerging issues and may be repeated for credit if content differs.

**HCM 0490 INFORMATION TECHNOLOGY FOR HEALTHCARE MANAGERS 3**

**Prerequisite:** HCM 0300

This course provides an intensive, comprehensive overview of healthcare information technology, including the effects of the external environment and (HIT). The course includes effects of government policies, managerial operational leadership, the basics of hardware, software and communication systems and clinical applications. HIT strategic alignment, statistical analysis, research and operational effectiveness and strategic competitive advantage are addressed.

**HCM 0495 HEALTH CARE 3  
MANAGEMENT INTERNSHIP**

*Prerequisite:* Senior standing, all 0100, 0200, 0300-level courses. Students must complete a minimum of 90 hours to qualify for an internship.

This course is designed to provide the student with opportunities to integrate practice, theory and knowledge gained through the program in a health care facility designed as an internship site.(F)(SP)(SU)

**HISTORY  
(HIST)**

**NOTE:**The completion of any American History Survey courses [such as Hist 0143 U.S. History I or Hist 0144 U.S. History II] meets that portion of the State of Missouri requirement concerning an examination on the history of the United States and its institutions (RSMo. 170.011).

**HIST 0143 U.S. HISTORY I 3**

This course surveys the history of the United States from the European encounter to the end of the Civil War.

**HIST 0144 U.S. HISTORY II 3**

*Prerequisite:* HIST 0143

This course covers major themes and events in American history since the Civil War.

**HIST 0213 WORLD HISTORY I 3**

HIST 0213 surveys the history of humankind from the Stone Age to the Middle Ages. American, African, Asian and European civilizations will be surveyed.

**HIST 0214 WORLD HISTORY II 3**

*Prerequisite:* HIST 0213

This course covers major themes and events in worldwide developments since 1500. Topics include the Protestant Reformation, European explorations and conquests, new world slavery, democracy, industrialization, imperialism, World Wars I and II and the independence movements of the 20th century.

**HIST 0300 HISTORY OF THE 3  
AMERICAN CITY**

*Prerequisite:* HIST 0143 and HIST 0144

This course will give an overview of the role of the city in American life. Topics to be discussed will include the nature of the colonial city, the function of the city in the revolution, the impact of the city in opening up the West, the ante bellum city, the early industrial city, the city and the automobile, suburbanization, the decline of the central city and recent efforts at urban renaissance.

**HIST 0301 A MULTI-CULTURAL HISTORY 3  
OF THE UNITED STATES**

*Prerequisite:* HIST 0143 and HIST 0144

This course will examine and study selected epochs within the past and contemporary histories of Native Americans, African-Americans, Asian Americans and Latino Americans. This study will be an analysis of the societal, political, economic and cultural phenomena that influenced and impacted their emergence as a defined people, respectively, in the United States of America. This course will examine their historical persistence that cumulatively shaped the overall history and development of the United State of America.  
(F-P)(SP-A)

**HIST 0302 HISTORY OF WOMEN'S 3  
MOVEMENTS IN AMERICAN SOCIETY**

*Prerequisite:* HIST 0143 and HIST 0144

This course combines a study of the history of women's experiences in America with an examination of women's participation in U.S. social movements. This course is reading intensive and begins with a discussion of women's historiography and an analysis of women's experiences in the early 18th century, and concludes with an evaluation of women's issues in the late 20th century. In keeping with current scholarship in U.S. women's history, the course includes the experiences of women of diverse social-economic, cultural, and racial backgrounds in its assigned readings and content. (F-A)(SP-E)

**HIST 0306 AFRICAN-AMERICAN 3  
HISTORY**

*Prerequisite:* HIST 0143 and HIST 0144

This reading-intensive course surveys African American history from the Middle Passage through the late 20th century. It examines information about the slave trade and Middle Passage, the colonial period, slavery, opposition and resistance to slavery, the Civil War and Reconstruction, African Americans in the early 20th century, the Great Migration, the Great Depression and New Deal, World War II, the Civil Rights Movement, Black Power, and recent events. Students study and analyze with a special emphasis on African Americans geographical, social, and political movements.

**HIST 0307 U.S. SOCIOCULTURAL 3  
HISTORY**

*Prerequisite:* HIST 0143 and HIST 0144

This course is a critical appraisal of the significant trends and phenomena that affect the sociocultural

history of American society. Representative topics for analysis include, but are not limited to, religion and education, agrarianism, social Darwinism, reformism, industrialization and urbanization, immigration and race relations.

**HIST 0318 RECENT AMERICAN FOREIGN RELATIONS 3**

*Prerequisite:* HIST 0143, HIST 0144, HIST 0214

HIST 0318 provides an in-depth analysis of America's relations with the world community from 1945 to the present. Topics to be studied include imperialism, isolationism, the diplomacy of war and peace, the advent of nuclear weaponry, Third- World powers and international terrorism.

**HIST 0381 U.S. ECONOMIC HISTORY 3**

*Prerequisite:* HIST 0143 and HIST 0144

This course is a study of the major developments in the American economy. Topics include colonization, early capitalism and industrialism, government's role in the economy, the Industrial Revolution and its social consequences, the rise of the corporation, the Great Depression and the New Deal, the international economy and the post- industrial society.

**HIST 0382 A HISTORY OF SOCIAL MOVEMENTS IN THE UNITED STATES 3**

*Prerequisite:* HIST 0143 and HIST 0144

This course will discuss the various economic, social, political and cultural underpinnings of an array of American social movements. Particular movements to be discussed will be Women's Suffrage, the early labor movement, the Civil Rights movement, the '60s counterculture, the GLBT movement, the Environmental movement, Anti-war movement and Contemporary Feminism.

**HIST 0400 ANCIENT HISTORY 3**

*Prerequisite:* HIST 0213 and HIST 0214

This course is an overview of world history from prehistoric times to the rise of the classical period circa 500 B.C. It covers human evolution, the advent of agriculture, village and town life and the emergence of city cultures in Mesopotamia, Egypt, India and China.

**HIST 0401 CLASSICAL HISTORY 3**

*Prerequisite:* HIST 0213 and HIST 0214

This course is an overview of world history from circa 500 B.C. to approximately 500 A.D. Topics to be covered include the rise of the Greek city-states, Classical Persia, Alexander the Great and the Hellenistic world, Rome during the republican and imperial ages,

India during the Gupta dynasties, Confucian China and the Han dynasty.

**HIST 0402 MODERN WORLD HISTORY 3**

*Prerequisite:* HIST 0213 and HIST 0214

This course is an overview of world history from circa 1900 to the present. Topics to be covered include the industrial and urban revolutions, World War I, the rise of managerial capitalism, modernism as an artistic movement, fascism, World War II, the cold war, the liberation of the third world, feminism, environmentalism, the move toward a global economy, suburbanization and edge cities, the emergence of Islamic fundamentalism, the restructuring of eastern Europe and the transformation of the Pacific Rim. (F-E)(SP-A)

**HIST 0403 HISTORY OF EUROPE 3**

*Prerequisite:* HIST 0213 and HIST 0214

This course is a survey of the history of Europe from the fall of Rome to the present. Topics include the Germanic invasions, Charlemagne, the impact of the Norsemen, the rebirth of cities, the Medieval church, the Renaissance, the Reformation, the age of expansion and conquest, the scientific revolution, the Enlightenment, the French Revolution, the Conference of Vienna, the urban/industrial revolutions, fin-de-siecle culture, World War I and the Russian Revolution, the rise of Nazism, World War II, the Cold War, suburbanization, the student rebellions of 1968, the breakup of the Soviet Union and the move toward a United Europe.

**HIST 0404 HISTORY OF THE ISLAMIC WORLD 3**

*Prerequisite:* HIST 0213 and HIST 0214

This course is a survey of the history of Islam and Islamic cultures since the time of Mohammed. Topics include the life of Mohammed, the Orthodox/Ummayyad Caliphates and the rapid expansion of Islam, Abbasid Baghdad, classical Islamic culture, infusion into Sudanese Africa, the Ottoman Empire, Safavid Persia, the Mogul dynasty in India, European influence and the contemporary resurgence of Islam.

**HIST 0405 HISTORY OF AFRICA 3**

*Prerequisite:* HIST 0213 and HIST 0214

This course is a survey of the history of Africa since the fourth century. Topics include the breakup of the Kushite civilization, the emergence of the trading empires of West Africa, the Swahili cities of the East African Coast, Great Zimbabwe, European influence before 1800 and the slave trade, through European partition and colonization.

**HIST 0406 HISTORY OF CHINA AND THE FAR EAST 3**

**Prerequisite:** HIST 0213 and HIST 0214

This course is a survey of the history of China and the Far East from the seventh century. Topics include the Tang dynasty, the Nara and Heian periods in Japan, the Sung dynasty, Mongol rule in China, Japanese feudalism, the Ming and Manchu dynasties, the Tokugawa Shogunate, European intrusion, Japanese industrialism, the 1911 and Communist Revolutions in China, the liberation of Southeast Asia and the rise of the Pacific Rim.

**HIST 0407 HISTORY OF LATIN AMERICA 3**

**Prerequisite:** HIST 0213 and HIST 0214

This course is about the portions of the western hemisphere that were colonized by Portugal and Spain. It includes a discussion of pre-colonial societies, the colonial period, caudillo government, imperialism and reform movements.

**HIST 0408 THE FRENCH REVOLUTION 3**

**Prerequisite:** HIST 0213 and HIST 0214

A discussion of Europe on the eve of the revolution, the outbreak and course of the revolution, the significance of Napoleon, the Congress of Vienna and the lasting heritage of the era.

**HIST 0410 MEDIEVAL AND RENAISSANCE EUROPE 3**

**Prerequisite:** HIST 0213 and HIST 0214

This course will cover events in Europe from the fall of the Roman Empire to the Renaissance in the 16th century. Within this time span, the role of the early Christian church, art and technology will be emphasized. Contact with foreign cultures such as the Islamic world and New World will also be discussed.

**HIST 0411 THE AGE OF ENLIGHTENMENT AND REVOLUTIONARY EUROPE 3**

**Prerequisite:** HIST 0213 and HIST 0214

This course will focus on the upheaval of the church that began with the Protestant Reformation in the 16th century and continue through the Age of Enlightenment in the 17th and 18th centuries. The course will culminate with the French Revolution and the beginning of the Napoleonic wars in 1804.

**HIST 0412 THE AGE OF EUROPEAN EMPIRES 3**

**Prerequisite:** HIST 0213 and HIST 0214

This course will focus on the global reach of European civilization in the 19th and early 20th centuries. Special emphasis will be placed on the coexistence established

at the Congress of Vienna and the race for colonies in the 19th century, fin-de- siècle intellectual culture, and nationalist movements. The course will culminate with global catastrophe of World War I.

**HIST 0413 20TH CENTURY EUROPE 3**

**Prerequisite:** HIST 0213 and HIST 0214

This course will cover the transformation of Europe from a region divided by nationalism to one united by consumerism and economic cooperation in the late 20th century. Within this Note, special emphasis will be placed on the conflicting ideologies of communism, fascism and democracy and free- market capitalism.

**HIST 0451 PROSEMINAR IN HISTORY 3**

**Prerequisite:** HIST 0213 and HIST 0214

This course is meant to be the capstone experience for students in history. Students will be immersed in the secondary literature on a particular topic and will be required to write a major research paper utilizing primary sources. Topics will vary from semester to semester.

**HIST 0490 TOPICS IN HISTORY 1-3**

From time to time, other courses are offered on topics of current interest within the field of history. These are in addition to the core of courses identified above and when offered will be listed in the University's Course Schedule.

**HIGHER EDUCATION (HSSU)**

**HSSU 0100 SEMINAR IN HIGHER EDUCATION 1**

Required competency for all freshmen and new students with fewer than 24 credits.

This course is designed to help students gain the knowledge, skills and dispositions associated with higher education. It is intended to help students begin their college careers successfully by acquainting them with all the nuances involved in the unique mission of Harris-Stowe State University.

**HSSU 0300 TOPICS IN HIGHER EDUCATION 1**

Required competency for all new transfer students with 24 or more credits.

This course acquaints students with the rationale and methods of inquiry that inform their respective fields of study in higher education, explores professional issues and provides additional orientation and guidance to the unique mission of Harris-Stowe State University.

## HOSPITALITY AND TOURISM MANAGEMENT (HTM)

### HTM 0300 PRINCIPLES of HOSPITALITY 3 AND TOURISM MANAGEMENT

**Prerequisite:** BSAD 0200

This course covers the principles of management as applied to the hospitality and tourism industry. Topics include management principles, current management practices and trends within the industry, an overview of hotel management and management and related topics. (SP)

### HTM 0312 HOSPITALITY AND TOURISM 3 MARKETING

**Prerequisite:** HTM 0300

This course covers the application of marketing. Special emphasis is given to marketing planning and strategic marketing and sales techniques. Innovations in hospitality and tourism marketing, global competition and related topics are also explored.

### HTM 0400 HOSPITALITY FACILITIES 3 OPERATIONS MANAGEMENT

**Prerequisite:** HTM 0300

This course covers the operation management of various types of facilities and departments. Evaluation and selection of equipment, maintenance contracts, layout and design of the facility to maximize efficiency in operation, renovation, selection of consultants and related topics are discussed. (F)

### HTM 0440 INTERNATIONAL HOSPITALITY 3 AND TOURISM MANAGEMENT

**Prerequisite:** HTM 0300, MGMT 0350

This course is an introduction to international hospitality and tourism management operation, global developments of the industry, current trends and analysis of the various types of operations in the hospitality and tourism industry and related topics. (SP)

### HTM 0445 SEMINAR IN HOSPITALITY 3 AND TOURISM MANAGEMENT

**Prerequisite:** HTM 0440, Senior standing or department consent

This course is designed to provide students with a comparison and synthesis of hospitality and tourism strategies culminating in the selection and research by the student of a contemporary topic of importance to the industry.

### HTM 0475 HOSPITALITY AND TOURISM 3 PLANNING AND POLICY DEVELOPMENT (Previously HTM 0490)

**Prerequisite:** HTM 0300, HTM 0312, and HTM 0400

This course is designed to provide the student with an intensive study of the complex management problems and issues that require policymaking in the hospitality and tourism management industry. Topics include case study analysis discussion of legal issues and related topics. (SP)

### HTM 0478 MEDICAL TOURISM 3 (Same as HCM 0478)

**Prerequisite:** HTM 0300, HTM 0312, and HTM 0400

Medical Tourism Industry Management introduces students to the global healthcare tourist industry from a multinational business perspective and will emphasize patient travel for treatment within the United States and abroad. Students will understand customer marketing, finance, regulatory, legal and coalition strategies utilized by hospitals, healthcare providers, medical travel facilitators, the hospitality industry, and insurance companies. Professional competencies for clinical and non-clinical patient care will include transparency, legal, information technology and privacy issues and the special needs and expectations of traveling patients from diverse geographical, cultural and religious backgrounds.

### HTM 0479 TOPICS IN HOSPITALITY 1-3 AND TOURISM MANAGEMENT

**Prerequisite:** BHTM 0475

This course analyzes current events in the Hospitality and Tourism Management, its history, present status, and emerging issues. It may be repeated for credit if content differs.

### HTM 0495 HOSPITALITY AND TOURISM 3 INTERNSHIP

**Prerequisite:** Senior standing, all 0100, 0200, 0300-level courses. Students must complete a minimum of 90 hours to qualify for an internship.

This is an internship at an approved site and is a practical learning experience in the field of hospitality and tourism management designed to bridge the gap between the classroom and the business world and is intended to give the student the opportunity for study, observation and employment in an area of hospitality and tourism management. (SP)



## LANGUAGE (LANG)

### LANG 0100 BASIC CONVERSATIONAL 1 FOREIGN LANGUAGE

This introductory course is designed to enable the student to begin speaking and writing simple Spanish phrases as well as an understanding of the language. Emphasis will be placed on the use of Spanish words and phrases in everyday interactions and conversational settings. The class will use a variety of strategies and materials to accommodate multiple learning styles. Students should possess a working knowledge of basic computer functions and applications.

## MATHEMATICS (MATH)

### MATH 0035 COLLEGE ALGEBRA 2 CO-REQUISITE

**Prerequisite:** (ALG 0030 OR MATH 0010 OR Placement into MATH 0035) AND Concurrent Registration in MATH 0135

This course serves as a companion to MATH 0135, College Algebra, for students whose background indicates that they require extra help in the course. This course does not count for college credit and may only be taken on a Pass/Fail basis. (F)(SP)

### MATH 0113 CONTEMPORARY 3 MATHEMATICS

**Prerequisite:** (ALG 0040 OR ALG 0038 OR MATH 0013 or Placement into college-level MATH courses) AND (Eligibility to take college-level ENG courses) Topics for this course are selected from such fields as management science (graph theory); geometrical perspectives including symmetry, rotations, reflections, and translations; probability and statistics; combinatorics; patterns, growth and form; recursive sequences and elementary number theory; and the mathematics of social choice which includes voting methods and apportionment. This course satisfies the General Education requirement for Mathematics.

### MATH 0120 STRUCTURES OF 3 MATHEMATICAL SYSTEMS I

**Prerequisite:** ALG 0040 OR ALG 0038 OR MATH 0020 OR Placement into college-level MATH courses This course covers the study of mathematical systems. Among the topics included are symbolic logic, sets, whole numbers, integers, systems of numeration,

number theory and the rational and real number systems. This course satisfies the General Education requirement for Mathematics. (F)(SP)

### MATH 0121 STRUCTURES OF 3 MATHEMATICAL SYSTEMS II

**Prerequisite:** Grade of C or better in MATH 0120 This course covers the study of geometrical mathematical systems and topics from basic probability and statistics.

### MATH 0135 COLLEGE ALGEBRA 3

**Prerequisite:** ALG 0040 OR ALG 0038 OR MATH 0035 OR Concurrent Registration in MATH 0035 OR Placement into college-level MATH courses

The topics that will be covered in this course are graphs of equations, functions and their graphs, polynomial and rational functions, exponential and logarithmic functions, systems of equations, sequences and counting techniques. This course satisfies the General Education requirement for Mathematics. (F-A/E)(SP-A/E)

### MATH 0140 TRIGONOMETRY 3 (Formerly Math 0217)

**Prerequisite:** Grade of C or better MATH 0135 Among the topics included in this course are trigonometric functions, angle measurements, solutions of triangles, trigonometric identities, circular functions and trigonometric equations. Note: Students who have received credit for MATH 0165 may not receive credit for MATH 0140. (SP)(SU)

### MATH 0150 INTRODUCTION 3 TO STATISTICS

**(Formerly: Introduction to Statistics and Probability)**

**Prerequisite:** ALG 0040 OR ALG 0038 OR MATH 0050 OR Placement into college-level MATH courses This course is a general introduction to descriptive and inferential statistics and aims to provide students with the ability to apply statistical reasoning to real-world problems and to make predictions and decisions using statistical reasoning. Topics include graphical and numerical descriptions of both univariate and bivariate data; basic probability theory and an introduction to both discrete and continuous probability distributions; sampling distributions of sample means and proportions; and an introduction to inferential statistics including the study of confidence intervals and hypothesis tests. Students intending to take further MATH courses in statistics besides MATH 0301 should take MATH 0250 instead of MATH 0150. Students

are highly encouraged, but not required, to enroll concurrently in MATH 0255. This course satisfies the General Education requirement for Mathematics.

(F)(SP)(SU)

**MATH 0160 CONCEPTS OF GEOMETRY 3**

**Prerequisite:** Grade of C or better MATH 0135 or MATH 0165

Two-dimensional Euclidean geometry from a selected set of postulates is studied together with its historical development and philosophical implications. Non-Euclidean geometry is also introduced in this course. (F)(SU)

**MATH 0165 PRECALCULUS 5**

**Prerequisite:** ALG 0040 OR ALG 0038 OR MATH 0020 OR Placement into college-level MATH courses or Departmental Approval

This course takes a function-centered approach and focuses on problem solving involving algebraic, exponential, logarithmic, and trigonometric functions and their inverses. This course satisfies the General Education requirement for Mathematics. and is intended for students who will continue on to MATH 0170. Note: MATH 0165 can substitute for MATH 0135 for any course for which MATH 0135 is a prerequisite. (F)

**MATH 0170 CALCULUS AND ANALYTIC GEOMETRY I 5**

**Prerequisite:** Grade of C or better in MATH 0165 or (MATH 0135 and MATH 0140) or departmental permission.

This course covers basic analytic geometry, functions, limits, continuity, differentiation rules, derivatives of transcendental functions, applications of differentiation, and introduces definite and indefinite integrals, the Fundamental Theorem of Calculus and the method of u-substitution. This course satisfies the General Education requirement for Mathematics.

**NOTE:** MATH 0170 can serve as an alternative to MATH 0203 for all courses for which MATH 0203 is a prerequisite.

**NOTE:** MATH 0170 can serve as an alternate to MATH 0135 or MATH 0165 for all courses for which these courses are prerequisites.

**MATH 0201 DISCRETE MATHEMATICS I 3**

**Prerequisite:** Grade of C or better MATH 0135 or MATH 0165

This course is intended to provide an introduction to the rigorous study of mathematics. Topics include

characteristics of the number system, sets and logic, proof methods, functions, and relations with additional topics at the discretion of the instructor. (F)

**MATH 0203 APPLIED CALCULUS I 3**

**Prerequisite:** MATH 0135 OR MATH 0136 OR MATH 0165

MATH 0203 introduces elementary analytic geometry, functions, graphs, and differential and calculus with applications to various areas including the life and social sciences and business and economics. This course may not be taken as an alternative for MATH 0170. Note: Students may not receive credit for MATH 0203 after taking MATH 0170.

**MATH 0241 CALCULUS AND ANALYTIC GEOMETRY II 5**

**Prerequisite:** Grade of C or better in MATH 0170 (or its equivalent)

This course continues the Calculus sequence started in MATH 0170. Topics covered include applications and techniques of integration, differential and integral calculus in parametric and polar coordinates and infinite sequences and series. (F)

**MATH 0242 CALCULUS AND ANALYTIC GEOMETRY III 5**

**Prerequisite:** Grade of C or better in MATH 0241

This course concludes the Calculus sequence started in MATH 0170 and MATH 0241. Topics covered include vectors in two- and three-dimensional space, vector-valued functions, partial derivatives, multiple integration, line and surface integrals, and the major theorems of vector calculus. This course satisfies the General Education requirement for Mathematics. (SP)

**MATH 0250 DATA ANALYSIS AND STATISTICS 3**

*(Formerly: Inferential Statistics)*

**Prerequisite:** Grade of C or better in (MATH 0165 or MATH 0135) or departmental approval

Co-requisite: MATH 0255

This course serves a general introduction to descriptive and inferential statistics and data analysis. It covers material similar to MATH 0150 but from a more mathematically sophisticated point of view. Students intending to take further MATH courses in statistics besides MATH 0301 should take MATH 0250 instead of MATH 0150. (F)

**MATH 0255 INTRODUCTORY STATISTICS 1**  
**(Laboratory)**

*Prerequisite:* Grade of C or better in MATH 0165 or MATH 0135 or departmental approval

Co-requisite: MATH 0250 or MATH 0150

This course is a complementary course to introductory statistics courses and teaches students how to use common statistical software to conduct the statistical analyses required in MATH 0150 and MATH 0250.

(F/SP)

**MATH 0270 INTRODUCTION TO PROGRAMMING 3**

Co-requisite: MATH 0241

This is a combined lecture and lab course which serves as an introduction to the logic and process of computer programming with emphasis on mathematical applications. Specific applications will be chosen by the instructor, but may include applications from number theory, the approximation of roots of polynomials and other functions, and numerical differentiation and integration. The Instructor will select the language of instruction by considering both its applicability to mathematical programming and its use in the business and professional world. (SP)

**MATH 0301 BIostatistics 3**

*Prerequisite:* Grade of C or better in MATH 0150 or MATH 0250.

This course is designed to meet the needs of students pursuing various degree programs in Biological and Mathematical Sciences. The course will cover topics in both descriptive and inferential statistics with an emphasis in biological sciences. Among the topics to be covered are one-sample and two-sample parameter inferences, experimental design, simple regression analysis, covariance and correlation, ANOVA, contingency tables, non-parametric techniques, and analysis of data using selected statistical software packages such as R, Excel, and SPSS. (SP)

**MATH 0310 ELEMENTARY THEORY OF NUMBERS 3**

*Prerequisite:* Grade of C or better in MATH 0201

This course is an introduction to number theory including modular arithmetic, congruence relations, tests of divisibility, solution of linear Diophantine equations, and additional topics at the discretion of the instructor.

**MATH 0315 DISCRETE MATH II 4**

*Prerequisite:* Grade of C or better in MATH 0201

This is a combined lecture/lab course which continues the study of discrete and combinatorial mathematics

introduced in MATH 0201 and focuses on mathematical topics useful for the computer scientist. It includes a lab component in which students use computational methods to study discrete math problems and concepts. Topics include induction and recursion, combinatorics and the theory of graphs and trees, and an introduction to the study of the efficiency of algorithms.

**MATH 0320 MODERN ALGEBRA I 3**  
*(Formerly: Introduction to Modern Algebra)*

*Prerequisite:* Grade of C or better in MATH 0201

This is a first course in the theory of abstract algebraic structures. This course serves as an introduction to groups, rings, integral domains, fields, and polynomial rings. (F)

**MATH 0321 MODERN ALGEBRA II 3**  
*(Formerly: Abstract Algebra)*

*Prerequisite:* Grade of C or better in MATH 0320

This course is a continuation of MATH 0320. It will include a deeper examination of field extensions, the structure of groups, and additional topics at the discretion of the instructor.

**MATH 0325 FUNCTIONS OF A COMPLEX VARIABLE 3**

*Prerequisite:* Grade of C or better in MATH 0242

This course covers analytic functions, elementary functions and their properties, line integrals, the Cauchy integral formula, power series, residues, poles, conformal mapping and applications.

**MATH 0327 REAL ANALYSIS I 3**

*Prerequisite:* Grade of C or better in MATH 0201, MATH 0242, and MATH 0356

This course serves as an introduction to the subject of real analysis. Topics studied include: countable and uncountable sets, properties of the real numbers, a rigorous examination of sequences and series of real numbers, and a rigorous examination of limits, continuity, and differentiability of real-valued functions of real numbers. (SP)

**MATH 0330 MATHEMATICAL PROBABILITY 3**

*Prerequisite:* Grade of C or better in MATH 0201, MATH 0241, MATH 0250, and MATH 0356

Students study mathematical theory and the application of probability at the advanced undergraduate level. The course includes a calculus-based introduction to probability theory. Topics include the computational basics of probability theory, combinatorial methods, conditional probability including Bayes Theorem, random variables and distributions, expectations and

moments and classical distributions.

**Note:** Students may not receive credit toward their Mathematics degree for both MATH 0330 and MATH 0343

**MATH 0331 MATHEMATICAL STATISTICS 3**

**Prerequisite:** Grade of C or better in MATH 0330  
Theory of estimation, minimum variance and unbiased estimators, maximum likelihood estimators, Bayesian estimation, confidence intervals for general estimators, standard estimators and distributions, hypothesis testing, the Neymann-Pearson Lemma and other topics as time permits.

**MATH 0336 STATISTICAL COMPUTING 3**

**Prerequisite:** Grade of C or better in MATH 0250, MATH 0255 and MATH 0356  
Students will be introduced to the varieties of statistical software packages that are currently available in the market. Students will be guided to use some of these software packages and learn how to interpret outputs and draw statistically prudent inferences.

**MATH 0343 PROBABILITY AND STATISTICS FOR ENGINEERING AND SCIENCES 3**

**Prerequisite:** Grade of C or better in MATH 0242 and MATH 0356  
This is a Calculus-based course. Topics to be covered will include: probability, discrete random variables and their probability distributions, continuous random variables and their probability distributions, joint probability distribution for two variables, random samples, point estimation and interval estimation based on a single sample and two samples, tests of hypotheses based on a single sample and two samples. Note: Students may not receive credit toward their Mathematics degree for both MATH 0330 and MATH 0343.

**MATH 0350 TOPICS IN APPLIED STATISTICS 3**

**Prerequisite:** Grade of C or better in MATH 0250 and MATH 0356  
This course tackles practical problems in data analysis and will focus on selected topics in estimation, prediction, and hypothesis testing using real-world data. This course will also focus on the problems inherent in handling and cleaning data from real-world sources. Data analysis for this course will rely heavily on statistical software packages such as SPSS and R.

**MATH 0356 LINEAR ALGEBRA I 3**

**Prerequisite:** Grade of C or better in MATH 0170

This course deals with operations on matrices, determinants, systems of linear equations, linear transformations and inner products and focuses primarily on Euclidean spaces. (F)

**MATH 0357 LINEAR ALGEBRA II 3**

**Prerequisite:** Grade of C or better in MATH 0201 and MATH 0356  
This course extends the concepts of MATH 0356 to a more abstract setting. It is a proof-based course studying the algebraic structures of abstract vector and inner-product spaces with selected applied topics at the discretion of the instructor.

**MATH 0361 DIFFERENTIAL EQUATIONS 3**

**Prerequisites:** Grade of C or better in MATH 0241 and MATH 0356  
This course serves as an introduction to methods of solving ordinary differential equations. Topics covered include methods of solving first- and second-order ordinary differential equations with constant coefficients, power series methods, systems of first-order linear differential equations, and Laplace Transforms. (SP)

**MATH 0370 INTRODUCTION TO THE HISTORY OF MATHEMATICS 3**

**Prerequisite:** Junior or Senior standing and grades of C or better in (MATH 0150 or MATH 0250), MATH 0170 and MATH 0320  
This course traces the historical development of the various strands of mathematical thought that students have studied in undergraduate mathematics courses. Students are expected to have a broad mathematical background and to have developed significant mathematical maturity.

**MATH 0375 REAL ANALYSIS II 3**

**Prerequisites:** Grade of C or better in MATH 0327 and MATH 0356  
This course continues the study of Real Analysis begun in MATH 0327. Topics to be covered include study of the Riemann and Riemann-Stieltjes Integrals, convergence of sequences and series of functions, and additional topics at the discretion of the instructor.

**MATH 0400 MATHEMATICAL MODELING 3**

**Prerequisite:** Grade of C or better in MATH 0201, MATH 0241, and MATH 0361  
This course will introduce the student to applying mathematics in formulating and analyzing models for real world problems. Topics to be covered include difference and differential equations, graph models,

the modeling process, modeling using proportionality, model fitting, optimization, empirical model construction and modeling dynamic behavior. (SP-OD-E)

**MATH 0402 NUMERICAL ANALYSIS 3**

Prerequisites: Grade of C or better in MATH 0242, MATH 0356 and MATH 0361

This course will deal with numerical analysis problems, error analysis, data approximation, differential calculus and numerical solutions of differential equations.

**MATH 0403 MATH MODELING 3  
IN URBAN ECOLOGY**

Prerequisites: Grade of C or better in (MATH 0170 OR MATH 0203), MATH 0301, AND (CSC 0233 OR MATH 0270 OR equivalent programming course)

This course will involve the use of stochastic, numerical, and spatial analysis to study urban ecological issues including transport modeling, development of urban housing and other systems, landscape change, and dispersal of pollutants.

**MATH 0475 APPLIED MATHEMATICS I 3**

Pre-requisites: Grade of C or better in MATH 0242, MATH 0356 and MATH 0361

This course will explore selected topics of applied mathematics possibly including calculus of variations, Fourier Series methods and boundary value problems, the Fourier Transform, and an introduction to the theory of partial differential equations.

**MATH 0490 TOPICS IN MATHEMATICS 1-3**

Prerequisites: Permission of Instructor

This course will involve the study of a special topic or topical material selected by the instructor and of mathematical interest and relevance to the student. This course may be repeated for credit.

**MATH 0495 CAPSTONE EXPERIENCE 3  
IN MATHEMATICS**

Prerequisites: Senior Standing, Grade of C or better, and Admission to the Mathematics Degree Program

This course is a capstone experience for a student majoring in mathematics. It provides the student the opportunity for in-depth study in mathematics. The course consists of a research project, research paper, advanced seminar, internship, or related experience.

**MANAGEMENT  
(MGMT)**

**MGMT 0350 MANAGEMENT 3  
AND**

**ORGANIZATIONAL BEHAVIOR**

*Prerequisite:* BSAD 0200

This course examines the basic principles and practices of management and organizational behavior. Topics include application of the Behavioral Sciences (i.e., sociology, social psychology and social anthropology) utilizing both “micro” and “macro” approaches.

**MGMT 0355 SMALL BUSINESS 3  
MANAGEMENT**

*(Previously MGMT 0301)*

*Prerequisite:* MGMT 0350

This course covers topics in planning, organizing and operating a small business. It covers theory, procedures and problem-solving techniques involved in starting, managing, marketing and financing a small business and related topics.

**MGMT 0360 HUMAN-RESOURCE 3  
MANAGEMENT**

*(Previously MGMT 0330)*

*Prerequisite:* MGMT 0350

This course examines the relationship between management and employees focusing on the functions and skills necessary in today’s human resource management: planning, recruiting, evaluating, union and nonunion relations, compensation, and related topics. (SP)

**MGMT 0365 MANAGING IN A 3  
TECHNOLOGICAL ENVIRONMENT**

*(Previously MGMT 0340)*

*Prerequisite:* MGMT 0350

This course covers topics in planning, organizing, establishing and controlling in a high-technology business environment. Additionally, this course covers theory, procedures and problem-solving techniques involved in managing in a high- technology business environment and related topics.

**MGMT 0450 ORGANIZATIONAL 3  
BEHAVIOR AND DEVELOPMENT**

*Prerequisite:* MGMT 0350

This course covers the basic behavioral concepts of individual and group behavior in business organizations. Topics include a historical overview

of organizational behavior, individual and group behavior, contemporary concepts on organizational behavior in a changing business and related topics. (F)

**MGMT 0455 PROFESSIONAL DEVELOPMENT OF MANAGERS 3**

*Prerequisite:* MGMT 0350

This course covers the techniques and concepts involved in programs to develop managers through human resource development programs. The topics include leadership development, behavioral assessment, training and skills of managers and related topics. (F)

**MGMT 0472 GLOBAL MANAGEMENT 3**

*Prerequisite:* MGMT 0350

This course covers the unique opportunities and problems that confront global managers as they navigate the company through the extremely complex and ever-changing global economic, political, legal, technological and cultural environment.

**MGMT 0475 CASE STUDIES IN MANAGEMENT 3**

*(Previously MGMT 0490)*

*Prerequisite:* Must be a graduating senior in the semester registered.

This course integrates management, finance, personnel, production, public relations, government relations, marketing, ethical issues involving the management process and related topics. (SP)

**MGMT 0479 TOPICS IN MANAGEMENT 1-3**

*Prerequisite:* MGMT 0350

This course analyzes current event in marketing in terms of historical background, present status and emerging issues and may be repeated for credit if content differs.

**MGMT 0495 MANAGEMENT INTERNSHIP 3**

*Prerequisite:* Senior standing, all 0100,

0200, 0300-level courses. Students must complete a minimum of 90 hours to qualify for an internship.

This is an internship at an approved site and is a practical learning experience in the field of management designed to bridge the gap between the classroom and the business world. (F, SP, SU)

**INFORMATION SCIENCES AND  
COMPUTER TECHNOLOGY  
(MIS)**

**MIS 0204 CISCO NETWORKING FUNDAMENTALS COURSE 4**

This course provides fundamentals of computers and networks including network addressing, seven layers of the OSI reference model, data encapsulation and TCP/IP network-layer protocols.

**MIS 0205 CISCO ROUTER THEORY AND TECHNOLOGY COURSE 4**

This course develops the seven layers of the OSI networking model, the TCP/IP network protocol, and introduces commands used in the router's IOS software. The course includes construction of a simulated inter-network and configuration of several routers to implement a given network scenario.

**MIS 0206 BUSINESS PROGRAMMING LANGUAGE with Lab 3**

*Prerequisite:* BSAD 0200

This course introduces a current business programming language and covers language syntax. It includes file operations, record manipulation, report-generating activities and related topics. It includes hands-on experience creating, editing, compiling, debugging and running programs on stand-alone and network systems and related topics. (F)

**MIS 0207 OBJECT-ORIENTED PROGRAMMING I 3**

*(Previously Systems Programming Language I and II)*

*Prerequisite:* MBSAD 0200

This course covers topics in graphical user interface and implementation of graphical user interfaces in information system applications. It also covers language syntax, including standard input/output, conditional, loop and functional cell statements and related topics. The course includes hands-on experience creating, writing program interface, editing, compiling, debugging and running programs on stand-alone and network systems and related topics. (SP)

**MIS 0303 CISCO LOCAL AREA NETWORK COURSE 4**

*Prerequisite:* MIS 0204, MIS 0205

This course develops competencies in physically interconnecting multiple computers through network adapter cards and cabling, which allows one computer to share specific resources, such as disk drives, printers and modems, with other computers on the network.

**MIS 0304 CISCO WIDE AREA NETWORK COURSE 4**

**Prerequisite:** MIS 0303

This course develops competencies in connecting multiple computers in different geographical locations through the use of switched telephone networks or leases data lines by optical or other long-distance cabling or by infrared, radio or satellite links.

**MIS 0305 BUSINESS APPLICATIONS SOFTWARE 3**  
**(Previously MIS 0336)**

This course introduces the student to Microsoft suit applications. It covers word processing, spreadsheets, databases, file management and related topics.

**MIS 0311 COMPUTER GRAPHICS 3**  
**Prerequisite:** MIS 0207

This course covers concepts of computer graphics through hands-on experience with a variety of graphic software, the development of graphic programs using a systems programming language and advanced study of the principles and techniques of representing data in graphical form and related topics. (SP)

**MIS 0315 INTRODUCTION TO COMPUTER NETWORKS 3**

**Prerequisite:** MIS 0207

This course covers the protocols of computer networks and examines local-area networks, intranet systems and related topics. (F)

**MIS 0340 MANAGEMENT INFORMATION SYSTEMS 3**

This course covers components of business systems, types of information systems, information technology, decision-making, databases, Microsoft Access, systems acquisition and management and related topics. (F)

**MIS 0342 INTRODUCTION TO OPERATING SYSTEMS 3**

This course covers an overview of the concepts and theories of operating systems. The course will discuss the major functions of an operating system including process scheduling, memory management and I/O handling and related topics. (F) (SP)

**MIS 0353 DATA STRUCTURES 3**  
**Prerequisite:** MIS 0350

This course covers arrays, linked lists, records, stacks, queues, graphs, files, tree data structures, related Algorithms and related topics. (F)

**MIS 0357 COMPUTER ANIMATION 3**

**Prerequisite:** MIS 0311

This course utilizes all of the knowledge gained in the introduction to computer graphics as a basis for learning the concepts and techniques of computer animation and related topics.

**MIS 0360 INTRODUCTION TO COMPUTER ARCHITECTURE 3**

**Prerequisite:** MIS 0350

This course studies the design of basic computer building blocks such as logic gates and digital circuits. The course also covers the function of the basic components of a general purpose computer and related topics. (SP)

**MIS 0361 SYSTEM SOFTWARE DEVELOPMENT 3**

**Prerequisite:** MIS 0360

This course covers the concepts used in databases, object-oriented databases and visual programming in system development. Students learn to develop business-related applications and related topics. (SP)

**MIS 0355 OBJECT-ORIENTED PROGRAMMING II 3**

**Prerequisite:** MIS 0207

This course provides studies in the fundamentals of object-oriented programming languages and related topics. Students will utilize an object-oriented programming language to develop computer

**MIS 0362 ALGORITHM AND ANALYSIS 3**  
**Prerequisite:** MIS 0342, MIS 0353

This course covers design, analysis and implementation of most common algorithms associated with program logic and data structure. The course studies the performance of these applications and related topics. (SP)

**MIS 0356 OBJECT-ORIENTED DATABASE 3**  
**Prerequisite:** MIS 0355

This course is designed to teach students the fundamentals of object-oriented database analysis and design. The course introduces data types, objects, object properties, object methods, object-oriented languages, integrated application and related topics. (SP)

**MIS 0363 DIGITAL NETWORKS 3**  
**Prerequisite:** MIS 0315, MIS 0342

This advanced course in computer networks covers client/server models, network protocols, network implementation, network monitoring, network troubleshooting and related topics. (SP)

**MIS 0370 INTERNET AND WEB PAGE DESIGN 3**

This advanced Internet course is designed to draw upon the knowledge learned in systems programming, HTML programming and computer graphics to design and build professional- and commercial-grade Web pages.

**MIS 0371 HTML PROGRAMMING AND INTERNET WEBPAGE DESIGN 3**  
*(formerly MIS0370)*

This course introduces the concepts and tools of the Hypertext Markup Language (HTML) that are required to develop and post Web pages on the Internet and related topics. The advanced Internet course is designed to draw upon the knowledge learned in systems programming, HTML programming and computer graphics to design and build professional and commercial-grade Web pages and related topics. (F)

**MIS 0372 MICROCOMPUTER APPLICATIONS 3**

This course introduces the student to spreadsheets, databases, Microsoft Access and presentation software used to develop business projects. This course utilizes a variety of currently available commercial software packages to illustrate the use of microcomputers in developing business presentations and projects and related topics. (F)

**MIS 0373 WEB PROGRAMMING 3**  
*Prerequisite:* MIS 0207

Course contents will be modified as necessary to keep up with the rapid changes in Web programming technology.

**MIS 0442 DATABASE MANAGEMENT 3**  
*Prerequisite:* MIS 0207

This course covers advanced topics in data structures, database models, database design and development, and the management, administration and analysis of database systems and related topics. (SP)

**MIS 0449 DECISION SUPPORT SYSTEMS ANDEXPERT SYSTEMS 3**  
*Prerequisite:* MIS 0207

This course covers the decision-making and knowledge foundations, management techniques and the artificial intelligence basics of decision- support systems, expert systems and related topics.

**MIS 0450 DATABASE APPLICATIONS 3**  
*Prerequisite:* MIS 0442

This advanced database course covers the design and development of relational databases through query languages (i.e. SQL and QBE). Students will have intermediate hands-on experience through the use of programs such as ACCESS or ORACLE to design and develop relational databases on a stand- alone and network computer system environment and related topics. (F)(SP)

**MIS 0451 SYSTEM ANALYSIS AND DESIGN I 3**

*Prerequisite:* MIS 0207  
This course covers the business systems and related systems-development techniques of planning, analysis, design, implementation and support of information systems and related topics. (F)

**MIS 0452 SYSTEM ANALYSIS AND DESIGN II 3**

*Prerequisite:* MIS 0451  
This advanced information-systems course emphasizes the development of information systems and systems problem-solving. The student will develop a full-scale information system including related activities and database information and related topics. (F)(SP)

**MIS 0455 OFFICE INFORMATION SYSTEMS 3**

*Prerequisite:* MIS 0315, MIS 0442  
This course covers concepts of the office information systems. Students use knowledge gained in Database Management, Business Systems I and II and Computer Networks to design and develop a simple office information system and related topics. (F)

**MIS 0456 END-USER DATABASE 3**

In this course students use knowledge gained in Database Management and Database Application to design and develop a small shared database suitable for a limited local area network and related topics. (F)(SP)

**MIS 0457 SYSTEMS DEVELOPMENT PROJECT 3**

*Prerequisite:* Senior standing and all 0100, 0200, 0300 level courses  
Students will use knowledge gained in all of the prerequisite courses to develop advanced-level network-related projects and applications and related topics. (F)(SP)



**MIS 0458 INFORMATION SYSTEMS 3  
AND SECURITY**

**Prerequisite:** Senior standing or Permission of Dept. Chair

This course covers the study and prevention of business frauds and threats. It covers the integrity, privacy, risk management and reliability of electronic data, information security policies, best practices and related topics. (F)(SP)

**MIS 0459 FOURTH-GENERATION 3  
COMPUTER LANGUAGE**

**Prerequisite:** MIS 0442

This course is designed to teach students the fundamentals of fourth-generation languages used in relational database manipulation. This course introduces relational algebra, relational calculus and query languages, such as SQL. This is also a hands-on course, and students will develop fourth-generation language queries and related topics. (F)

**MIS 0481 ARTIFICIAL INTELLIGENCE 3  
AND EXPERT SYSTEMS**

**Prerequisite:** Senior standing and all 0100, 0200, 0300 level courses

This course is designed to teach students the logical foundations of artificial intelligence. This course introduces the concepts of the thinking machine, basic search techniques, game playing, automatic reasoning, problem solving, logic programming and related topics. (SP)

**MIS 0491 SENIOR PROJECT 3**

**Prerequisite:** Senior standing or permission of instructor

This course deals with managing information technology projects within the corporate context including initiating, planning, executing, controlling, reporting and closing of IT projects. This course covers project integration, scope management, time management, cost management, quality management and risk management.

**MIS 0495 MIS INTERNSHIP 3**

**Prerequisite:** Senior standing and all 0100, 0200, 0300-level courses. Students must complete a minimum of 90 hours to qualify for an internship. This is an internship at an approved site and is a practical learning experience in the field of information sciences and computer technology designed to bridge the gap between the classroom and the business world. (F)

**MARKETING  
(MRKT)**

**MRKT 0320 PRINCIPLES OF MARKETING 3**

**Prerequisite:** BSAD 0200 and ECON 0204

An introduction to marketing functions of business organizations: analysis of environmental factors influencing marketing decision. Special regards to types of markets and market opportunities.

**MRKT 0325 MARKETING CHANNELS 3  
AND DISTRIBUTION SYSTEMS  
(Previously MRKT 0310)**

**Prerequisite:** MRKT 0320

The physical supply and distribution function in business management including channel selection, transportation, facility location, and materials management.

**MRKT 0330 ESSENTIALS ADVERTISING 3**

**Prerequisite:** MRKT 0320

Communication's role in marketing management: examination of elements and interrelationship of various firm-to-market information flows, such as advertising, personal selling, sales promotion and the use of feedback in planning and controlling flows development of promotion objectives; budgets, plans and strategies. (SP)

**MRKT 0335 FASHION MERCHANDISING 3**

**Prerequisite:** MKT320 Principles of Marketing

This course covers the study of fashion as a force in contemporary life and as a major determinant in the marketing of diverse categories of products. It covers the theory of the fashion cycle, evolutionary development of fashions, analysis of demand for fashion goods, structure of operation of the fashion industries both at manufacturing and retail levels. Techniques and problems of fashion buying, display and promotion is discussed in this course.

**MRKT 0340 INTERGRATED MARKETING 3  
COMMUNICATIONS/PROMOTIONAL  
STRATEGY**

**Prerequisite:** MKT0320 Principles of Marketing, MKT0330 Essentials of Advertising

This course covers the analysis of the current advertising campaigns in terms of research, creative and media strategies used to achieve promotion and marketing mix goals. Students prepare goal-oriented advertising campaigns.

**MRKT 0350 SALES FORCE MANAGEMENT 3****Prerequisite:** MRKT 0320

Sales management from various perspectives: the selling “environment” and the societal, economic, ethical, legal, and governmental elements comprising the environments. General management functions including planning, organizing training, motivating and compensating of Sales people; relationships between the sales department and other internal and external departments and the public. (F)

**MRKT 0355 INTERNET MARKETING 3****Prerequisite:** MKT0320 Principles of Marketing

This course covers the nature of marketing as communicative relationship through electronic devices, communication systems and web sites. Communication, problem solving and information search by buyers/ sellers is discussed in the course. The course discusses the influences on internet environment, electronic selling strategies, tactics and role of “Marketing Mix”; analysis and role of tracking by buyer/seller position in selected e-commerce marketing situations.

**MRKT 0360 PRODUCT AND PRICE MANAGEMENT 3****Prerequisite:** BSAD 0315, MRKT 0320

This course covers topics in product planning, product development, product life cycle, product management, pricing and related topics.

**MRKT 0370 RETAIL MANAGEMENT 3****Prerequisite:** MRKT 0320

An analytical approach to the management of retailing and wholesaling institutions, evaluative analysis of market structure, design of marketing and merchandising strategy, choice of distribution channels, changing locational factors and competitive practices. (SP)

**MRKT 0400 MARKETING MANAGEMENT 3****Prerequisite:** MRKT 0320

This course covers the development of an effective approach to the making of marketing decisions and the solving of marketing problems. A logical extension of MKT 0420 Marketing Research with detailed consideration of techniques of constructing marketing policy, decision-making process; emphasis on molding basic foundations of marketing into effective market posture; search for decision alternatives and marketing management decisions; problems and case studies form the basis for discussion. (F)

**MRKT 0420 BUYING PROCESS AND CONSUMER BEHAVIOR 3****Prerequisite:** MRKT 0320

The role of the consumer in marketing: the buying-using process among ultimate consumer, individuals or institutional purchases, and retail or wholesale merchants; basic determinants of individual behavior; interpersonal environmental influences, problem solving, information processing planning and structuring; target assortments, markets and segments; marketing management and social implementation.

**MRKT 0430 ADVERTISING CAMPAIGN 3****Prerequisite:** MRKT 0330

This course covers advertising portfolio development and topics in relationship between advertising and mass media, planning strategies, strategic decision-making in the advertising world and related topics.

**MRK 0431 INTERNATIONAL MARKETING 3****Prerequisite:** MRKT 0320 and Senior Standing

The nature of economic role of the multi-national corporation including the impact of legal, political, educational, sociological and cultural variable upon firm performance and managerial activity; case studies illustrate managerial, marketing, financial and accounting activities projected across national boundaries. (F)

**MRKT 0474 MARKETING RESEARCH 3  
(Previously MRKT 0480)****Prerequisite:** BSAD 0315, MRKT 0320

The course covers the application of scientific methods to the solution of marketing problems and the techniques of determining problems, collecting data, tabulating materials, and interpreting findings. (SP)

**MRKT 0475 MARKETING STRATEGIES 3  
(Previously MRKT 0490)****Prerequisite:** Must be a graduating senior in the semester registered.

Conceptual foundation of Services Marketing in consumer sector, banking brokerage, insurance, health, technology and professional service areas of the economy. Application of fundamental marketing processes to the service firm, in the profit and non-for-profit sector. An examination of differences between service marketing and product marketing, simulation and Marketing game emphasis is covered in this course. (F)

**MRKT 0479 TOPICS IN MARKETING 1-3**

**Prerequisite:** MRKT 0320

This course analyzes current events in marketing in terms of past, present and emerging issues and may be repeated for credit if content differs.

**MRKT 0495 MARKETING INTERNSHIP 3**

**Prerequisite:** Senior standing and all 0100, 0200, 0300 level courses. Students are required to complete a minimum of 90 credit hours to qualify for an internship. This is an internship at an approved site and is a practical learning experience in the field of marketing designed to bridge the gap between the classroom and the business world. (SP)

**MUSIC  
(MUS)**

**NOTE:** From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified below.

**MUS 0150 BEGINNING PIANO 2**

In this course, students develop the basic skills and techniques essential to play the piano. Emphasis is placed on accuracy in performance and music reading ability.

**MUS 0200I CONCERT CHORALE I 2**

This course involves students in reading and performance of a wide variety of choral music from the renaissance to the present, utilizing good vocal technique. Performances are given on and off campus in regularly scheduled formal concerts.

**MUS 0200II CONCERT CHORALE II 2**

This course is a continuation of the experiences and techniques provided in Music 0200I.

**MUS 0202 FUNDAMENTALS OF VOICE 2**

This course involves students in a study of good vocal technique and understanding of the singing voice. Vocal exercises and song literature are designed and selected to meet the individual student's needs. Special vocal coaching is given to students selected as soloists in choral productions.

**MUS 0204 INTERMEDIATE PIANO 3**

This course develops skills in basic techniques of playing, sight reading, transposition, harmonizing melodies with suitable styles of accompaniment and improvisation. Piano repertoire will include folk songs and short classical, romantic and contemporary compositions suitable for use in the classroom.

**MUS 0206 BASIC MUSIC 3**

This course provides an introduction to the concepts of music and music appreciation. Through the use of voice, piano, guitar, rhythm and melody instruments, the student learns to read and interpret rhythmic notation, key signatures, scales, intervals and triads.

**MUS 0208 SIGHT SINGING  
AND EAR TRAINING 3**

This course develops proficiency in sight singing and aural perception. Rhythmic and melodic dictation is emphasized as intervals, melodies, chords and minor modes are studied.

**MUS 0209 KEYBOARD HARMONY 3**

Students study diatonic harmony with reference to 18th and 19th century styles. They learn four-part choral writing with primary and secondary triads, dominant seventh chords and cadences and keyboard harmonization of simple melodic materials used in elementary-school song books are studied. Chord vocabulary is enlarged to comprise secondary seventh chords; simple modulation, analysis, rudimentary forms, and 20th century harmonic dictation.

**MUS 0210 CHORAL CONDUCTING 2**

This course is designed to develop basic skills and a fundamental group of principles involved in choral conducting. Skills are developed through the use of music of the various styles and periods.

**MUS 0223 AFRICAN-AMERICAN MUSIC 3**

This course introduces the student to African-American music from its African origin to the present day. The Black music forms, spirituals, work-songs, cries, calls, hollers, blues, ragtime and the various styles of jazz are studied as are Black composers and artists in the classic tradition and their compositions.

**MUS 0240 INTERMEDIATE PIANO 2**

This course provides an expansion of piano pedagogy utilizing chord progressions, extensive fingering techniques, further analysis of chords and more advanced piano literature including sonatas, rondos and symphonic poems. The student would be exposed to earlier works of the masters such as Bach, Mozart, Beethoven, etc., which would be appealing to the pianist at this level. Additional advanced theory would be presented in order to develop the skills necessary for piano composition.

**MUS 0250**      **ADVANCED PIANO**      **2**  
This course is a continuation of experiences and techniques provided in Music 0240.

**MUS 0302I**      **MUSIC HISTORY**      **3**  
                          **AND LITERATURE I**  
This course is a survey of the art of music and representative compositions from medieval time to 1750, with emphasis on the effect of great social and historical movements on musical expression.

**MUS 0302II**      **MUSIC HISTORY**      **3**  
                          **AND LITERATURE II**  
This course is a survey of the art of music and representative compositions from 1750 to the present time. Twentieth century trends and systems and the composers responsible for them are emphasized.

**MUS 0309 PIANO PEDAGOGY 3**  
This course is designed for beginning piano teachers. Instructor will provide various methods used to teach beginning piano students. Instructional materials and text will cover basic music, music theory, recital and concert pieces.

**MUS 0314I**      **JAZZ COMBO I**      **3**  
This course offers small group instruction in jazz and utilizing band instruments. Students are expected to have some experience in instrumental music. Instruments for this course are the responsibility of the student. The course will provide direct instruction in music theory, improvisation and development of a performing group. Performances are required for this course.

### **ORGANIZATIONAL BEHAVIOR (ORB)**

**NOTE:** The completion of the social science course requirements in the General Education and pre-professional course curriculum is a requirement for all 0300 and 0400 level Organizational Behavior courses.

**ORB 0300**      **INFORMATION AND**      **3**  
                          **COMMUNICATION SYSTEMS**  
**Prerequisite:** SOC 0100  
This course is an introduction to the basic characteristics of language, information and communication. It includes the identification and study of the characteristics of social interaction and communication and an analysis of the social, psychological and interpersonal principles influencing individual and group communication.

**ORB 0301**      **GROUP AND**      **3**  
                          **COMMUNICATION DYNAMICS**  
**Prerequisite:** PSY 0100, SOC 0100  
This course is the study of individuals and groups in organizations. Topics include motivation, leadership, communication, strategy and structure in a global environment.

**ORB 0302**      **INDUSTRIAL AND**      **3**  
                          **ORGANIZATIONAL PSYCHOLOGY**  
**Prerequisite:** PSY 0100  
This course is a survey of industrial-organizational psychology as a science and a profession. Theory is integrated with skill development in several areas.

**ORB 0401**      **A SYSTEMS APPROACH**      **3**  
                          **TO MANAGEMENT**  
**Prerequisite:** ORB 0300 or ORB 0301  
This course examines effective leadership and team performance in organizations and attention is given to personal, interpersonal and team skills in current management practices.

**ORB 0410**      **GAME THEORY**      **3**  
**Prerequisite:** MATH 0135 or MATH 0165, ORB 0300  
Game theory is a mathematical discipline designed to treat rigorously the question of optimal behavior of participants in games of strategy and to determine the resulting equilibria.

**ORB 0420**      **ORGANIZATIONAL ANALYSIS**      **3**  
                          **AND SYSTEMS**  
**Prerequisite:** ORB 0300, ORB 0401  
This course entails an analysis of the characteristics and operation of social organizations as systems. It includes the identification of the mechanisms within and surrounding an organization that allows it to interact with its environment, make decisions, solve problems and improve its operation. The course concludes with teaching a distinct process of systems analysis that can be applied to a broad range of social problems and organizations.

**ORB 0490**      **TOPICS IN ORGANIZATIONAL**      **1-3**  
                          **BEHAVIORS**  
From time to time, other courses are offered on topics of current interest within the field of Organizational Behavior. These are in addition to the core of courses identified above and when offered will be listed in the University's Course Schedule.

## **PUBLIC ADMINISTRATION (PADM)**

**NOTE:** The completion of the social science course requirement in the General Education Curriculum and the pre-professional course curriculum is a requirement for all 0300 and 0400 level Public Administration courses.

### **PADM 0330 INTRODUCTION TO PUBLIC ADMINISTRATION 3**

**Prerequisite:** POSC 0200

This course is an analytical overview of the public and nonprofit sectors. It examines decision-making, including organizations, positions, personalities, interests and values. It will also look at ethical questions.

### **PADM 0400 RISK MANAGEMENT 3**

**Prerequisite:** PADM 0330, ECON 0203, MATH 0135 or MATH 0165

Risk is generally defined as the threat to health and life as a result of some activity or exposure. In addition, for public policy, risk includes analysis of calculated risk, potential risk and inadvertence. This course will examine the issues of risk assessment and risk management as these issues create the concept of risk control.

### **PADM 0410 FISCAL BUDGETING 3**

**Prerequisite:** PADM 0330,

This course is designed to provide an understanding of the financial aspects of public administration and public policy. Attention will be given to issues of taxation, monetary policy, government spending theories, regulations and economic cycles.

### **PADM 0420 POLICY IMPLEMENTATION AND EVALUATION 3**

**Prerequisite:** PADM 0330, POSC 0380

This course focuses on the interaction among program and policy decisions, program delivery and program evaluation. The course will emphasize conceptualization and procedures for political feasibility analysis and program output, outcome and impact assessments.

### **PADM 0440 ECONOMICS OF THE PUBLIC SECTOR 3**

**Prerequisite:** ECON 0203, PADM 0330

This course investigates the role of government in

the U.S. economy as well as a study of the process by which our government conducts its own financial business from taxing to budgeting to spending. It also assesses the impact of the relationship between public and private financial decisions.

### **PADM 0450 ADMINISTRATIVE LAW 3**

**Prerequisite:** PADM 0330, SOC 0360

Students examine the relationship of administrative law, the administrative agency and society. The course will examine issues such as administrative law's relationship to other fields of law, rulemaking and the quasi-legislative nature of administrative law, order-making as the quasi-judicial nature of administrative law, procedural due process, administrative discretionary actions, judicial review of administrative agency actions and the balancing of society rights and individual rights. Students examine these issues from the perspective of social jurisprudence, the interaction of society, the individual and the administrative agency as reflected in administration.

### **PADM 0480 PUBLIC ADMINISTRATION INTERNSHIP 3**

**Prerequisite:** RM 0301 and RM 0302

**Prerequisite:** Admission to the Urban Affairs degree program and have completed at least 90 credit hours of course work (including the required courses in Research Methodology) within the Urban Affairs degree program.

The Public Administration Internship is designed to assist the student in understanding the praxis of Public Administration. The internship requires a completion of 140 hours field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include governmental agencies and social service agencies/organizations. The professor of the internship course must approve the internship site.

### **PADM 0485 PUBLIC ADMINISTRATION SENIOR SYNTHESIS 3**

**Prerequisite:** PADM 0480 and must be a graduating senior in the semester registered.

This course gives the student the opportunity to demonstrate a sufficient familiarity and knowledge base of those historical, philosophical, social, political and legal theories, concepts, practices and events, which affect the agencies and components in a democratic, pluralistic society.

**PADM 0490 TOPICS IN PUBLIC ADMINISTRATION 1-3**

From time to time, other courses are offered on topics of current interest within the field of public administration. These are in addition to the core of courses identified above and when offered will be listed in the University's Course Schedule.

**PHYSICAL EDUCATION (PED)**

**PED 0102 DEVELOPMENTAL MOVEMENT EXPERIENCES 3**

This course is a survey of the sensory motor-psycho areas of child development. Students explore fine and gross motor development patterns. The visual development areas of eye, hand and visual discrimination are included. Creative expression and play are presented, and the student has an opportunity to dance in the world of the child.

**PED 0113 RECREATIONAL GAMES GOLF 3**

This course is an introduction to popular games and sports of a recreational and individual nature which have lifetime value.

**PED 0200 INTRODUCTION TO PHYSICAL EDUCATION 3**

This course is designed to introduce the beginning student to physical education as a career. Emphasis is on an understanding of the general purpose and benefits of physical education within the total educational process.

**PED 0202 PRINCIPLES OF PHYSICAL EDUCATION 3**

This course is a presentation of the philosophical, historical, biological, anatomical, physiological and political foundations of physical education and their application to the discipline.

**PED 0205 PHYSIOLOGICAL FOUNDATIONS OF PHYSICAL EDUCATION 3**

This course consists of a study of human structure and function with special emphasis on material relevant to physical education students. Appropriate laboratory work is required.

**PED 0214 FITNESS ACTIVITIES 3**

This course is designed to present the student with basic skills and knowledge about fitness and health for all age levels. The principles of conditioning, training, nutrition, stress-management and wellness will be the areas of concentration.

**PED 0231 TEAM SPORTS 3**

Students are introduced to the techniques of teaching and coaching team sports, including theory, program-building and evaluation. The focus will be on basketball, volleyball, soccer and softball/baseball.

**PED 0235 COACHING TECHNIQUES 3**

The emphasis of this course is to prepare students for coaching at all levels from youth through college. The goal involves the basic principles of effective coaching.

**PED 0240 INDIVIDUAL SPORTS 3**

Students are introduced to the techniques of teaching and coaching individual sports including theory, program-building and evaluation. It focuses on the racquet sports of table tennis, badminton and tennis.

**PED 0266 HEALTH AND WELLNESS 3**

This course is designed to acquaint students with the principles and concepts of health and wellness. In addition, students will learn health and wellness strategies regarding their own personal lives.

**PED 0271 SOCIOLOGY OF SPORTS 3**

This course is designed to introduce students to the diverse aspects of sports as well as the diversity of "sports studies." There will be an emphasis on raising the level of consciousness of students in the sporting environment. A study of the basic social processes in sport, such as socialization, facilitation and assimilation will be discussed.

**PED 0275 INTRODUCTION OF SPORT PSYCHOLOGY 3**

This course is an introduction to and overview of the psychosocial aspects of sport. Knowledge and skills to develop performance-enhancement programs for athletes, performers and athletic teams are discussed. Also, history, motivation, mental skills, training strategies, confidence, mental toughness, team building and sportsmanship are discussed and applied.

**PED 0280 HISTORY AND PHILOSOPHY 3**  
**OF**  
**SPORT AND PHYSICAL EDUCATION**

This course is a study of the history and philosophy of physical education and sport programs. An emphasis will be placed on the philosophical influences on the programs. Applications of the knowledge base to current programs will be addressed.

**PED 0312 DANCE FORMS: 3**  
**FOLK AND SOCIAL**

This course is an in-depth study in folk and social dance. Emphasis is on the interpretation and on the teaching of these dance forms.

**PED 0313 DANCE FORMS: 3**  
**SQUARE AND ROUND**

This course is an in-depth course in square and round dance. Emphasis is on the interpretation and on teaching of these dance forms.

**PED 0362 EVALUATION IN PHYSICAL 3**  
**EDUCATION**

Students in this course become familiar with the tools and procedures in the assessment and evaluation of physical education activities.

**PED 0370 CURRENT READINGS 3**  
**IN PHYSICAL EDUCATION**

Students read, discuss and make reports on important recent literature in physical education.

**PED 0410 APPLIED SPORT PSYCHOLOGY: 3**  
**PERFORMANCE ENHANCEMENT**

This course is an introduction to the many facets of applied sport psychology, the mental aspects of sports and the contemporary techniques utilized in sport psychology throughout the world. This includes theory and practice of sport psychology with areas of theoretical basis of mental aspects of training processes and competition, mental training techniques for psychomotor performance and basic issues of performance psychology.

**PHILOSOPHY**  
**(PHIL)**

**PHIL 0100 INTRODUCTION TO 3**  
**LOGICAL THINKING**

This course involves the study and practice of what constitutes critical reasoning as opposed to pseudo-reasoning. In this course the student will be introduced

to the thinking process, to what critical thinking is and to the traits of a critical thinker. Here the emphasis is on practical application rather than on abstract theory.

**PHIL 0101 INTRODUCTION TO 3**  
**PHILOSOPHY 3**

In this course students will examine some of the major philosophical issues dealt with by both philosophers and authors of literature, and they will be encouraged to think critically about these issues. These issues include: What does it mean to learn? Does the world exist as it appears to us? Do minds exist, and if so, how are they related to bodies? Are actions? Is it ever right to break the law? Does God exist? A multicultural approach will be emphasized.

**PHIL 0102 INTRODUCTION TO ETHICS 3**

In this course the student will study the question "What ought to be?" by reviewing the wide range of human conduct that embraces motives, desires, intentions and overt acts. Various ethical theories that explain why people act as they do and what form of life is best will be discussed. Throughout the course the student will be aided in thinking critically about such theories in relation to contemporary issues. A multicultural approach will be taken in the examination of these issues.

**PHYSICAL SCIENCE**  
**(PHSC)**

**PHSC 0151 PHYSICAL SCIENCE SURVEY 3**  
**(Lecture)**

PHSC 0151 is a qualitative and quantitative introduction to the physical-science areas of astronomy, earth study and meteorology with the main thrusts being directed toward astronomy and earth study. It emphasizes the conceptual aspects of these subjects while making a minimum but essential use of mathematics. Instructional activities consist of lectures, class discussions, demonstrations and possible use of audio-visual materials.

**PHSC 0152 PHYSICAL SCIENCE SURVEY 2**  
**(Laboratory)**

This course is the laboratory component for PHSC 0151. Experiments are performed in selected physical science topics, which are related to those covered in PHSC 0151. Instructional activities consist primarily of small-group laboratory experiments, which involve students in hands-on experience with apparatus. Prior to experimental work, students are given introductory explanations regarding laboratory techniques, use of apparatus and the topic(s) to be investigated.

## PHYSICS (PHY)

### **PHY 0251            GENERAL PHYSICS:            3** **MECHANICS** **(Lecture)**

**Prerequisite:** MATH 0135 or MATH 0165

Concurrent enrollment: PHY 0252

PHY 0251 is a general physics course which has its main emphasis on mechanics. Among the topics studied are vectors, kinematics, Newton's laws of motion, torques, momentum, work and energy, rotation and torques, fluids, and oscillations. Although Physics 0251 often takes a conceptual approach to its topics, a quantitative treatment of the subject is maintained throughout with example problems being demonstrated by the instructor and homework problems being assigned. Instructional activities consist of lectures, class discussions, demonstrations and some use of audio-visual materials. (F)(SU)

### **PHY 0252            GENERAL PHYSICS:            2** **MECHANICS** **(Laboratory)**

**Prerequisite:** MATH 0135 or MATH 0165

Concurrent enrollment: PHY 0251

This course is the laboratory component for PHY 0251. Small group experiments are performed on selected topics, which are related to those covered in PHY 0251. Instructional activities consist primarily of small-group laboratory experiments, which involve students in hands-on experience with apparatus. Prior to experimental work, students are given introductory explanations regarding laboratory techniques, use of apparatus and the topic(s) to be investigated. (F)(SU)

### **PHY 0253            PHYSICS I: Mechanics            3** **(Lecture)**

**Prerequisite:** MATH 0170

Concurrent enrollment: PHY 0252

PHY0253 is a general, Calculus-based, physics course which has its main emphasis on mechanics. Among the topics studied are vectors, kinematics, Newton's laws of motion, momentum, work, and energy, rotation and torques, equilibrium, waves and oscillations, fluids, and basics of heat and thermodynamics. The objective of this course is to learn the principles of mechanics and to develop the problem solving skills needed to apply these principles to physical systems. These will include physical systems with continuous distributions of mass that require the use of calculus. (F)(SU)

### **PHY 0311            SCIENCE OF ENERGY            3** **(Lecture and Lab)**

Pre-requisites: PHY 0251 or PHY0253 and MATH 0170 or MATH 0170

This course discusses energy sources and their use in biological and physical processes, energy efficiency and design. The students will be introduced to the nature of light and , ultra violet, and infrared radiation, photosynthesis, biofuels, and fossil fuel energy production, solar photovoltaic cells, the laws of thermodynamics, heat engines, and heat pumps, efficiency, climate change processes, resource and space usage, structure, transportation, and design concepts.

### **PHY 0301            GENERAL PHYSICS:            3** **ELECTRICITY AND MAGNETISM** **(Lecture)**

**Prerequisite:** MATH 0135 or MATH 0165, PHY 0251 and PHY 0252 (or their equivalents)

Concurrent: PHY0302 (lab optional for Pre-Medicine Biology Majors

PHY 0301 is a general physics course, which has its main emphasis on electricity and magnetism. Among the topics studied are Coulomb's law, electric fields, electric potential, capacitance, current, resistance, magnetic fields, inductance and electromagnetic radiation. Although Physics 0301 often takes a conceptual approach to its topics, a quantitative treatment of the subject is maintained throughout with example problems being demonstrated by the instructor and homework problems being assigned. Instructional activities consist of lectures, class discussions, demonstrations and possible use of audio-visual materials. (S)

### **PHY 0302            GENERAL PHYSICS:            2** **ELECTRICITY AND MAGNETISM** **(Laboratory)**

**Prerequisite:** MATH 0135 or MATH 0165, PHY 0251 and PHY 0252 (or their equivalents) Concurrent: PHY0301

This course is the laboratory component for PHY 0301. Experiments are performed on electricity and magnetism related what is covered in PHY 0301. Instructional activities consist primarily of small- group laboratory experiments with hands-on experience. Prior to experimental work, students are given introductory explanations regarding laboratory techniques, use of apparatus and the topic(s) to be investigated. This lab is recommended but not required for Pre-Medicine Biology majors enrolled in PHY 0301. (S)



**PHY 0304 ENERGY SCIENCE 3**  
**(Lecture)**

*Prerequisite:* PHY 0251, PHY 0252

This course discusses energy sources and their use in biological and physical processes. The students will be introduced to photosynthesis, respiration, nutrition, thermodynamics, efficiency, resources, resource and space usage, transportation, and design concepts. It includes a study of the science of materials and shapes as well.

**PHY 0305 ENERGY SCIENCE 2**  
**(Laboratory)**

Concurrent enrollment: PHY 0304

This course complements the lecture component of Energy Science, PHY 0304, which must be taken concurrently. It includes experiments and projects that deal with scientific processes, data collection, interpretation of results, and presenting findings.

**NOTE:** From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.

**POLITICAL SCIENCE**  
**(POSC)**

**POSC 0103 INTRODUCTION TO POLITICAL SCIENCE 3**

This course provides an overview of the discipline of political science and introduces the student to the major themes and subfields in the scientific study of politics.

**POSC 0200 AMERICAN GOVERNMENT SURVEY 3**

This course is an introductory explanation of how American government works. It covers the legislative, executive and judicial branches of both national and state government. It also discusses elections, political parties and interest groups. The United States and Missouri Constitutions are included.

**POSC 0201 II MISSOURI CONSTITUTION 1**

This course is designed to familiarize the student with the Constitution of the state of Missouri.

The course is intended for students who have not completed the state requirement concerning the

**POSC 0203 INTRODUCTION TO COMPARATIVE POLITICS 3**

This course introduces students to western and non-western systems of governance, political structures

and institutions. It also provides frameworks for understanding the cultures of the world that are the basis for formal economic and political institutions as well as the role of informal mechanisms that exist in other parts of the world that societies utilize to structure their polities.

**POSC 0312 GEOGRAPHIC INFORMATION SYSTEMS 3**

*(Same course as GEOG 0401 and CRJ 0361)*

Analysis of geospatial data relating to a variety of social phenomena using geographic information systems (GIS) software. Students will learn how geospatial analysis can be integrated into research projects and presentations (e.g., creating maps to present and analyze social, political, and economic data).

**POSC 0313 STATE AND REGIONAL POLITICS 3**

This is an examination of contemporary state and regional politics in the United States and it covers the social, economic and political determinants of federal-state and local relations by developing an appreciation of the unique system of American Federalism.

**POSC 0314 POLICY ANALYSIS 3**

This course is an analytical study of the systematic development of public policy.

**POSC 0323 THE AMERICAN PRESIDENCY 3**

*Prerequisite:* POSC 0200

This course examines the executive branch of the United States government through a detailed examination of its principal office - that of the President of the United States. Study of the presidency will cover access to the office (elections), its current complex structure and its principal activities; it will also expand the view of the American presidency by studying the various individuals who have recently held the office.

**POSC 0370 WORLD AFFAIRS (INTERNATIONAL RELATIONS) 3**

*Prerequisite:* POSC 0200 and HIST 0214

Students discuss and analyze and contemporary relations and problems among nation-states and the major factors which influence these relations.

**POSC 0380 PUBLIC POLICY 3**

This course is an analysis and discussion of urban political resource allocations. The course is concerned with the study of the social, political, and economic factors affecting the development and implementation

of public policies. The course is constructed with three focal points or stages of policy creation: pre-policy conditions; policy design; and, policy implementation. Particular attention is given to the policy actors, their interests and values, their actions that affect the course of policy creation. In the pre-policy stage, attention is directed at the analysis of the issues and conditions that establish the need for a public policy, the conflict over access to, or redistribution of, desired resources and the role of various interest groups in defining this scenario. In the policy design stage attention is directed at an identification of the value basis of policy, an assessment of the impact of interest groups and established laws on policy and implementation, a relating of the constraints imposed by tax dollars on policy design and alternatives, and an analysis of the workings of the community power structure as it relates to these issues in the creation of a policy. The implementation stage is concerned with the evaluation of the policy as it is established in the public program constructed to deliver the intentions of the policy.

**POSC 0390 URBAN POLITICS 3**

This course is an analysis and discussion of the urban political structures in the U.S. It emphasizes political processes and policy implementation in a number of contemporary urban issues.

**POSC 0402 POLITICAL THEORY 3**

*Prerequisite:* POSC 0200

A review of current and recent political ideologies and their historical roots: communism, socialism, democracy, fascism, etc.

**POSC 0403 STUDIES IN GLOBALIZATION 3**

The course focuses on the relationships between nation-states “nonstate” actors, global institutions and the development of transnational economies within a rapidly integrated globalized world.

**POSC 0404 POLITICS OF DEVELOPMENT 3**

This course introduces students to the changing faces of international development, foreign aid, international assistance programs, poverty alleviation, market driven solutions in a world with enormous variations in resources and opportunities.

**POSC 0405 INTERNATIONAL POLITICAL ECONOMY 3**

This course provides an introduction to international political economy by examining the politics of international trade, finance, and investment.

Students will be exposed to the changing dynamics of the global economy and the role of global actors in facilitating the development of institutions that have built the world they will soon face.

**POSC 0480 POLITICAL SCIENCE 3  
INTERNSHIP**

*Prerequisite:* RM 0301 and RM 0302 and admission to the Political Science degree program and have completed at least 90 credit hours of course work (including the required courses in Research Methodology) within the Political Science degree program.

The Political Science Internship is required and designed to assist the student in understanding the praxis of Political Science and Public Policy in society. The Internship requires a completion of 140 hours of field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies and social service agencies/organizations. The professor of the internship course approve the internship site.

**POSC 0485 POLITICAL SCIENCE 3  
SENIOR THESIS**

*Prerequisite:* Last two (2) semesters of the student’s senior year.

One of the primary purposes of offering a senior synthesis course is for the student to demonstrate a sufficient familiarity and knowledge base of those historical, philosophical, social, political and legal theories, concepts, practices and events which affect the political system, its agencies and components in a democratic, pluralistic society.

**POSC 0490 TOPICS IN 1-3  
POLITICAL SCIENCE**

From time to time, other courses are offered on topics of current interest within the field of Political Science. These are in addition to the core of courses identified above; when offered this course will be listed in the University’s Course Schedule.

## PROFESSIONAL INTERDISCIPLINARY STUDIES (PRIS)

### PRIS 0480 PROFESSIONAL INTERDISCIPLINARY STUDIES Internship 3

**Prerequisite:** Admission to the Professional Interdisciplinary Studies degree program and have completed at least 90 credit hours of course work within the degree program

The Professional Interdisciplinary Studies Internship is designed to assist the student in understanding the praxis of the student's areas of studies. The internship requires a completion of 140 hours of field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies and social service agencies/organizations. The professor of the internship course must approve the internship site.

### PRIS 0485 PROFESSIONAL INTERDISCIPLINARY STUDIES SENIOR SYNTHESIS 3

**Prerequisite:** PRIS 0480 and must be a graduating senior in the semester registered

This course is a senior synthesis course that enables the student to demonstrate a sufficient familiarity with and knowledge of student's fields of study, including historical, philosophical, social and political theories.

### PRIS 0490 TOPICS IN PROFESSIONAL INTERDISCIPLINARY STUDIES 1-3

From time to time, other courses are offered on topics of current interest within the field of Professional Interdisciplinary Studies. These are in addition to the core of courses identified above and when offered will be listed in the University's Course Schedule.

## PSYCHOLOGY (PSY)

**PSY 0100 GENERAL PSYCHOLOGY 3**  
This is an introductory survey of the basic concepts, principles and methods in the scientific study of behavior. Some appropriate application to one's personal growth and development will be provided.

**PSY 0302 ABNORMAL PSYCHOLOGY 3**  
This course is an examination of forms of personality maladjustment, the factors which contribute to the

development of abnormal behavior, its diagnosis and treatment and prevention of neurotic, psychotic and sociopathic behavior. The role of maladaptive reaction and overall mental health is studied in lieu of DSM-IV classifications.

### PSY 0305 EDUCATIONAL PSYCHOLOGY 3 *Program admission not required.*

This course is a study of human learning and development as applied to the school environment. Emphasis will be placed on interpretation of educational tests and measurements based on cognitive and behavioral processes of learning. Classroom application of developmentally appropriate assessment and evaluation will be covered. (F-SP)

### PSY 0307 HUMANISTIC PSYCHOLOGY 3

The focus of this course is a study of human relations skills and the use of varying techniques dealing with intra- and interpersonal awareness. Emphasis is placed on self-knowledge, communication skills, nonverbal behavior, group dynamics, transactional analysis. It includes a study of leaders in the contemporary humanistic psychology movement.

### PSY 0310 CHILD PSYCHOLOGY 3 *Program admission not required.*

This course is an in-depth investigation of the major theories of human development (cognitive, psychological, social and emotional) and the inter-relationship across developmental areas (conception to death) with an opportunity for first-hand observation and application of behavioral techniques with children. (F-AE)(SP-A/E)(SU-A/E)

### PSY 0311 ADOLESCENT PSYCHOLOGY 3 *Program admission not required.*

This course is a study of the psychological, biological and social bases of adolescence as a transition state of development. Included will be an examination of the emotional, mental, physical, and personal-social factors influencing adolescent personality and behavior. Substance abuse, sexuality and peer pressure concerns will also be addressed.

F-E/S) (SP-E/S) (SU-E/S)

### SPE 0312 PSYCHOLOGY AND EDUCATION OF THE EXCEPTIONAL CHILD 3 *Program admission not required.*

A study of and the remediation/treatment of the nature, characteristics and categories of the exceptional child, including understanding of the conditions and risk

factors that affect children's development and learning. Consideration will be given to the psychological problems of the gifted, intellectually deficient, hearing impaired, visually impaired, orthopedically disabled, learning impaired, socially/emotionally and or behaviorally maladjusted. (F-A/E)(SP-A/E)(SU-A/E)

**PSY 0319 BEHAVIOR MANAGEMENT 3**

Co-requisite: PSY 0321

This course is an investigation of major theories and principles of behavior management and self-control techniques. Included are operant conditioning, socialization, reality therapy and crisis intervention along with the development of behavioral prescriptions. Current research is examined.

**PSY 0320 PSYCHOLOGY OF PERSONALITY 3**

This course is a study of the nature, theories, types and improvements of personality. Both traditional and current research are examined and evaluated. Consideration is given to the usage of variables that influence development, function and assessment of personality.

**PSY 0321 PRACTICUM IN BEHAVIOR MANAGEMENT 2**

Co-requisite: PSY 0319

This course will provide 30 hours of one-to-one experience within an educational setting in which the student designs and implements one or more workable behavior management techniques. Students will have an opportunity to work directly with children in the application of behavior management techniques.

**PSY 0407 INDIVIDUAL INTELLIGENCE AND ACHIEVEMENT TESTS 3**

This course is the study of theory and application of standardized individual intelligence tests and achievement tests. The course includes instruction in interpretation of the individual intelligence tests and achievement tests, formal and informal diagnostic procedures, and in prescriptive instruction.

**PSY 0450 COUNSELING ASPECTS OF CLINICAL PSYCHOLOGY 3**

This course focuses on dealing with adjustments and clinical techniques, application of various therapeutic evaluations for assessment and treatment of personal, social, emotional and behavioral problems. The literature and current research in psychotherapy are examined.

**RESEARCH METHODOLOGY (RM)**

**RM 0300 RESEARCH WRITING 3**

*Prerequisite:* ENG 0110I, ENG 0110II

The main objectives of this course are to inform the students of the common steps and formats in writing a university-level research paper: how to write and submit proposals and literature reviews, how to follow general research paper formats using an annotated bibliography and to introduce students to other research skills. Students will master the various research-writing guidelines of their own departments or professors.

**RM 0301 RESEARCH METHODS AND STATISTICS 3**

*Prerequisite:* MATH 0150

The purpose of this course is the application of the elements of research methodology and statistical analysis to social and behavioral sciences. The course will develop the student's understanding of the research and statistical techniques toward judging the legitimacy of a researcher's claims and the results reported. Focus will be given to the application of statistical tests and what these given techniques accomplish statistically, the conclusions that can be reached using such techniques and how the results are reported.

**RM 0302 RESEARCH DESIGN AND STATISTICAL ANALYSIS 3**

*Prerequisite:* RM 0301

This course emphasizes research methodology and research statistics. Students are introduced to methods of researching social issues and to elements of qualitative methodology for various kinds of data.

**RM 0400 EVALUATION RESEARCH 3**

*Prerequisite:* RM 0301

This course develops the student's understanding of the issues, techniques, design, application and ethics of evaluation research. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of evaluation research.

**RM 0410 SURVEY RESEARCH 3**

*Prerequisite:* RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, design, application and ethics of survey research.

Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of survey research.

**RM 0420 EXPERIMENTAL DESIGN 3**

*Prerequisite:* RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, application and ethics of experimental design. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of experimental design.

**RM 0430 FIELD RESEARCH 3**

*Prerequisite:* RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, design, application and ethics of field research. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of field research.

**RM 0432 GRANT WRITING AND ADMINISTRATION 3**

*Prerequisite:* ENG 0110I, ENG 0110II

RM 0432 examines the problem of identifying funding sources, the grant-writing process and the management of grant finding.

**RM 0440 COMPUTER SIMULATION AND MODELING 3**

*Prerequisite:* RM 0301

This course is designed to continue the development of the students' understanding of the issues, techniques, design, application and ethics of computer simulation and modeling in social science research. Major issues examined will include the theoretical underpinnings and methodological consequences of the major traditions of computer simulation and modeling in social science research.

**RM 0490 TOPICS IN RESEARCH METHODOLOGY 3**

From time to time, other courses are offered on topics of current interest within the field of Research Methodology. These are in addition to the core of courses identified above and when offered will be listed in the University's Course Schedule.

**SOCIOLOGY  
(SOC)**

**SOC 0100 INTRODUCTION TO SOCIOLOGY 3**

This course surveys the range of human cultural variation and differing patterns of human social relationships. The perspectives and concepts of anthropology and sociology presented in this course will prepare the student to recognize and appreciate the variety of social and cultural situations encountered in life.

**SOC 0200 SOCIAL INQUIRY 3**

*Prerequisite:* SOC 0100

This course is an introduction to the research process used in social science, with a specific focus on the ways in which sociologists turn social issues, interests, theories and debates into social research. Students will focus on probing questions which are of a social nature; for example: social arrangements, human behavior and forms of social, political and economic organization.

**SOC 0300 SOCIAL JUSTICE 3**

*Prerequisite:* SOC 0100

Students will analyze issues of distribution of resources, conflicting claims to resources and the concepts of fairness reflected against the concept of need or entitlement. They will evaluate the issues against the concerns of public policy.

**SOC 0303 SOCIAL PSYCHOLOGY 3**

*Prerequisite:* SOC 0100 and PSY 0100

SOC 0303 is an introduction to a variety of social-psychological orientations and research in the study of individuals and their relations to groups of individuals. Emphasis will be placed on the development of an individual and his or her socialization through the reciprocal relationship between himself or herself and other individuals.

**SOC 0310 URBAN SOCIOLOGY 3**

*Prerequisite:* SOC 0100

This course is designed to be a survey of contemporary urban social issues. Students will investigate urban life, urban social interactions, urban patterns, urban institutions and the strategies that people use to create community and the transformation of such a community into an epi-community—a community that is secondary to another social issue or phenomenon.

**SOC 0340 SOCIAL PROBLEMS 3**

**Prerequisite:** SOC 0100

The purpose of this course is to introduce students to the elements of social problems and issues from a sociological perspective. The class will use the concepts, theories, models and investigative techniques of the sociologist to focus on a series of contemporary issues and problems characteristic of today's American society.

**SOC 0350 CRIMINOLOGY 3**

**Prerequisite:** SOC 0100

The first part of the course will examine the various theories that comprise the three broad groups of theory in criminology: criminal behavior as freely chosen, criminal behavior as caused by conditions beyond the control of the individual and the behavior of criminal law. The second part is concerned with the responses of society as reflected in public policy to the issue of crime and criminal behavior.

**SOC 0355 SOCIAL DEVIANCE 3**

**Prerequisite:** SOC 0100

Deviance, in a sociological context, describes actions or behaviors that violate social norms, including formally-enacted rules (e.g. , crime), as well as informal violations of social norms ( e.g. , rejecting folkways and mores). It is the purview of sociologists, psychologists, psychiatrists, and criminologists, to study how these norms are created, how they change over time and how they are enforced.

**SOC 0360 SOCIOLOGY OF LAW 3**

**Prerequisite:** SOC 0100

This course will examine and evaluate the origins of the law, the philosophy of law and legal rights and the role of law in modern society. Focus will be given to the issues of legal reasoning and the rule of law, politics and morality; whether the law as it exists provides determinate answers to legal problems; whether the law treats, or should treat, people in an objective manner according to some abstract rule; how far law is anchored in something external to itself such as social morality, social or political justice, economic efficiency, etc.; the process of law; the actors within the legal system and law as an instrument of conflict resolution and social change.

**SOC 0370 SOCIAL CHANGE 3**

**Prerequisite:** SOC 0100

The purpose of this course is to introduce the student to the elements and theories of social change from

a sociological perspective. The class will use the concepts, theories, models and investigative techniques of the sociologist to examine the concept of change: the identity of what is changing, the rate of change, the magnitude of change, the direction of change, the duration and the level of change.

**SOC 0411 HISTORY OF SOCIAL THOUGHT 3**

This course is concerned with the development of sociological perspectives and the theories which have contributed to its present state of sociological thought. The course will focus on the evolution of social thought from a state of social philosophy to the current definitions of the form and content of sociology as a distinct analytic discipline.

**SOC 0450 SOCIAL STRATIFICATION 3**

**Prerequisite:** SOC 0100

SOC 0450 is a study of social differences in the United States. The course focuses on the effects of social structure on the lives and life chances of individuals in society. Topics of discussion will include the distribution of power in society; social inequality; class, race, gender and age differences; relations among categories of people and social ranking.

**SOC 0460 ECONOMIC SOCIOLOGY 3**

**Prerequisite:** SOC 0100

The objective of this course is to identify the theories, models and concepts applicable to the economic analysis of social and political issues of the urban and regional environment. Central to this analysis is the apparent contradiction between the economist's concern about efficiency and the political concern about equity in the creation of public policy. This course reviews changes in how various social science disciplines have explained the economy over the last several hundred years and then zeroes in on the sociological approach. The fundamental premise is that a deep understanding of the economy requires attention to how social structure and institutions shape information flow, trust, cooperation, norms, morality, power and domination in economic action and interaction.

**SOC 0470 SOCIAL POWER, COALITIONS AND DECISION MAKING 3**

**Prerequisite:** SOC 0100

This course is designed to be an intensive analysis of various models of the social phenomena of power coalitions and decision-making. Students will analyze of these phenomena as major elements in social

interaction. This course will present several models of social-power analysis, coalition behavior and the application of social power and coalitions in decision-making.

**SOC 0480 CRITICAL THEORY 3**

*Prerequisite:* SOC 0100

This course will examine and evaluate the assumptions and methodology of a sociological theory termed critical theory. Critical theory as informed by a supra-disciplinary research which attempts to construct a systematic, comprehensive social theory that can confront social, economic and political issues from an encompassing perspective rather than the traditional single discipline, interdisciplinary or multidisciplinary approaches which tend to maintain the traditional boundaries of academic disciplines in the analysis and abstractions of contemporary issues.

**SOC 0481 SOCIOLOGY INTERNSHIP 3**

*Prerequisite:* RM 0301 and RM 0302 and admission to the Sociology degree program and have completed at least 90 credit hours of course work (including the required courses in Research Methodology) within the sociology degree program.

The Sociology Internship is designed to assist the student in understanding the praxis of Sociology. The Internship requires a completion of 140 hours of field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies and social service agencies/organizations. The professor of the internship course approve the internship site.

**SOC 0485 SOCIOLOGY SENIOR SYNTHESIS 3**

*Prerequisite:* SOC 0481

The primary purpose of this course is for the student to demonstrate a sufficient familiarity and knowledge base of those historical, philosophical, social, political and legal theories, concepts, practices and events that affect the field of sociology in a democratic, pluralistic society.

**SOC 0490 TOPICS IN SOCIOLOGY 3**

From time to time, other courses are offered on topics of current interest within sociology. These are in addition to the core of courses identified above and when offered will be listed in the University's Course Schedule.

**SPANISH  
(SPAN)**

**SPAN 0160 I INTRODUCTION TO SPANISH LANGUAGE AND CULTURE 3**

This course is designed for students with no previous knowledge of Spanish. Students will develop communicative skills in Spanish, including listening, speaking, reading, and writing. They will also have an introduction to Spanish-Latin American culture through discussion of readings and visual media.

**SPAN 0160 II ESSENTIALS OF SPANISH LANGUAGE AND CULTURE 3**

*Prerequisite:* SPAN 0160I or equivalent

This course in the Spanish language program focuses on more advanced language skills to stress further rapid acquisition of spoken Spanish, listening comprehension, reading, and writing skills. It is designed to immerse students as much as possible into Spanish language and culture. The course is taught in Spanish to impart communicative competence through the acquisition of everyday grammar and vocabulary. Students will be exposed to native speakers of Spanish in an interactive CD ROM, tele-based program, and videos on Spain and Spanish-America.

**SPEECH  
(SPCH)**

**SPCH 0109 INTRODUCTORY PUBLIC SPEAKING 3**

In this basic course students will develop awareness and an appreciation of effective communication. The course requires the student to compose speeches, present various delivery methods and analyze formal speeches presented by others.

**SPCH 0200 ADVANCED PUBLIC SPEAKING 3**

*Prerequisite:* SPCH 0109

This course builds upon the skills developed in SPCH 0109. Further emphasis is given to the understanding and practice of effective communication theory, organizational techniques, interpersonal skills and analytical skills. (F-A/E)(SP-A/E)

**SPCH 0210 ARGUMENTATION 3**

*Prerequisite:* SPCH 0109

Utilizing the fundamental research and organizational skills developed in Speech 0109, this course focuses

on the role of formal argumentation and debate as well as techniques in contemporary problem-solving situations. Course requirements include participation in class debates, panel discussions and group discussions. **NOTE:** Although SPCH 0200 is not an official prerequisite for this course, the experiences provided in that course will better prepare the student for argumentation and debate.

**SPCH 0300 INTERPERSONAL COMMUNICATION 3**

**Prerequisite:** SPCH 0109

In this course the student will gain an understanding of speech psychology, behavior, the verbal and nonverbal message, and intention in interpersonal relations. Both theory and practice are combined to present students with feasible approaches to effective communication in such interpersonal situations as the family setting, the classroom, business situations and social gatherings and groups.

**SPCH 0301 ORAL INTERPRETATION 3**

**Prerequisite:** SPCH 0109

This course introduces students to the art of reading literature aloud to enhance their appreciation of both literature and oral performance. Fundamental communication skills developed in Speech 0109 are applied to the oral reading of poetry, prose and drama. Attention is also given to verbal and nonverbal aspects of delivery that enhance reading and to presentation techniques that enable students to share various literary works with audiences. Course requirements include preparing and performing a variety of literary works.

**SPCH 0302 SMALL GROUP COMMUNICATION 3**

**Prerequisite:** SPCH 0109

The small group, whether its goal is information gathering, information sharing or problem-solving, can be an efficient, creative means of accomplishing tasks in academic and other professional settings. This course presents principles and methods that encourage effective communication when collaborative effort can successfully achieve a goal. The course explores such issues as functions, roles and characteristics of small-group participants and strategies for problem-solving. Course requirements include student participation in several types of task-oriented small discussion groups and performing a variety of literary works.

**SPCH 0310 BUSINESS COMMUNICATION 3**

**Prerequisite:** SPCH 0109, SPCH 0200

This course stresses practical application of the effective speaking theory and skills developed in

Speech 0109 and Speech 0200 to business and professional communication situations. Interviewing techniques, product and proposal presentations and employer-employee communication form the core of the business study; occasional speeches, reporting techniques and decision-making and problem-solving simulations comprise the focus of the professional emphasis.

**SPCH 0400 PERSUASION 3**

**Prerequisite:** SPCH 0109, SPCH 0200

In this course the focus will be upon techniques of convincing and motivating others to action. Reinforcements will be made to the principles and skills introduced in SPCH 0109 and SPCH 0200, with emphasis upon the role of logical thinking, audience analysis and careful preparation in the development of effective persuasive speech strategies. Some attention will be given to the use of visuals in the development of such strategies.

**NOTE:** From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.

**SUSTAINABILITY AND URBAN ECOLOGY (SUE)**

**SUE 0324 ENVIRONMENTAL POLICY 3**

*(This course is the same as BIO 0324 and cannot both be taken for credit.)*

This course deals with the politics of managing human activities to prevent, reduce or mitigate harmful effects on nature and quality of life. Environmental issues such as protection of natural resources and biodiversity, air and water pollution, climate change, and waste management are among the topics addressed. Formulation of policies on the basis of sustainability, equity, human rights, risk assessment, and polluter accountability is discussed.

**THEATER (THR)**

**THR 0100 THEATER APPRECIATION 3**

**Prerequisite:** SPCH 0109 or permission of the instructor

This course introduces the student to the literary aspects of drama, theater history and the fundamental processes with an emphasis on contemporary American theater.



**THR 0125                    ACTING UP:                    3**  
**A BEGINNER'S WORKSHOP**

*Prerequisite:* SPCH 0109 and SPCH 0301 or permission of the instructor

In this course, the novice actor is both creator and performer. Beginners learn how to shape literature for reader's theater and or chamber theater and how to use presentational or representational performance styles to deliver text. Skills and content acquired in oral interpretation serve this course as well as evidence of the student's prior experiences with performance, literary study and or creative writing. Course requirements include creating scripts for performance and the performance of students' original scripts.

**THR 0200    FUNDAMENTALS OF ACTING    3**  
*Prerequisite:* SPCH 0109 or permission of the instructor

In this course the beginning actor or actress will develop his or her "tools" - voice, body and body movements. The student will become familiar with the techniques of acting including movement, characterization, improvisation and pantomime. Attention will also be given to theater history, interpretation of scripts and approaches to the use of the physical theater.

**THR 0201            THEATER PRACTICUM            3**  
*Prerequisite:* SPCH 0109 and THR 0100 or permission of the instructor

In this practicum, the student will acquire a wide range of theatrical skills while fulfilling significant acting and technical responsibilities in a major theatrical production. Students may enroll in this course as many times as they wish in "audit" status, after receiving a passing grade in the initial enrollment.

**THR 0300            ADVANCED ACTING            3**  
*Prerequisite:* SPCH 0109, SPCH 0200, THR 0100 or permission of the instructor

In this course, students will continue to explore the actor's responsibilities in theater. Methods of acting, theatrical styles, stage business, imagination and aim provision will be stressed. Further attention will be given to theater history, theory and criticism from Greek to contemporary theater.

**THR 0310            PLAY DIRECTING            3**  
*Prerequisite:* THR 0100 or permission of the instructor

This course explores the role of the director in a unified theatrical production. Strong emphasis will be placed on cooperative group management in such productions. The relationship of the director to the

actor, the crew and to others in a theatrical company will be examined. A one-act play will be directed along with scene production and use.

**THR 0320            STAGECRAFT            3**  
In this course, the student will explore the technical work of the theater. Attention will be given to designing the set, painting, constructions, mounting and changes in a major production.

**THR 0330            CHILDREN'S THEATER            3**  
**AND CREATIVE DRAMATICS**  
*Prerequisite:* SPCH 0109 and THR 0200 or permission of the instructor

This course gives students an introduction to several theories of children's theater and creative dramatics. It encourages students to explore these theories as they create and perform scripts with children as the audience and participants in the theatrical experience. Basic audience analysis, performance and staging techniques learned in Introductory Public Speaking and Fundamentals of Acting will be useful to students wanting to create children's theater for enrichment and instruction. Course requirements include preparing and performing various types of children's drama.

**NOTE:** Although Oral Interpretation (SPCH 0301) and Play Directing (THR 0310) are not prerequisites, mastery of principles taught in those courses will enable students to be better prepared for Children's Theater and Creative Dramatics.

**THR 0401            STORYTELLING            3**  
*Prerequisite:* SPCH 0109, SPCH 0301 or permission of the instructor

The principles, techniques and skills of storytelling are presented along with the art of storytelling using various literary forms. Course requirements may include performance of original stories, folklore and myth as well as stories by published authors.

**NOTE:** From time to time, other courses are offered on topics of current interest. These are in addition to the core of courses identified above.

## URBAN STUDIES (URST)

### URST 0100 INTRODUCTION TO URBAN STUDIES 3

The purpose of this course is to acquaint students to the study of the city. Topics to be covered include the role of the city in human history, methods and approaches for studying the city, the impact of urbanization on contemporary society, the relationship between globalization and urbanization, the changing form of the city, current urban policy and an overview of urban design and urban planning.

**Prerequisites:** The completion of the social science course requirements in the General Education Curriculum and the Pre-Professional Course Curriculum are requirements for all 0300 and 0400 level Urban Studies courses.

### URST 0301 THE CITY 3

**Prerequisite:** SOC 0100

This course is an overview of the evolution of urbanization and the current nature of cities. Topics include a discussion of what a city is, a description of forces leading to urbanization, early city cultures, an overview of major urban theorists and the impact of industrialization/post-industrialization on the city.

### URST 0302 THE URBAN AGENDA 3

**Prerequisite:** URST 0301

This course surveys contemporary urban research methods. Topics include primary data collection, census analysis, and introduction to geographic information systems.

### URST 0309 SEGREGATION BY DESIGN 3

**Prerequisite:** Junior status or above

This transdisciplinary seminar, bridging humanities and architecture, introduces students to research, theories, and debates currently being conducted on issues of segregation, city planning, urban policy and sustainability. By placing these debates in a historical and local context students will discover how policy and decisions are entrenched with racial, cultural physical and socio-economic segregation, and create the spatial transformation of America's divided cities. Students will learn to evaluate and analyze policy and planning through the framework of Triple Bottom Line Sustainability to understand the physical manifestation of segregation during growth and decline.

### URST 0310 MEGATRENDS AND THE FUTURE OF THE CITY 3

**Prerequisite:** URST 0301

This course attempts to identify the most significant technological, social, economic and political movements shaping the world today and their consequences for the future of urbanization. Topics to be discussed include the global market economy and new urban networks; race, class and edge cities; the information revolution and the role of cities and the urban impact of the demise of communism and the rise of nationalism.

### URST 0400 URBAN PLANNING 3

**Prerequisite:** URST 0301

This course is concerned with the examination of the historical efforts to shape the city. Topics include the evolution of land use planning, urban revitalization and future directions in urban planning and development.

### URST 0401 URBAN DEVELOPMENT 3

**Prerequisite:** URST 0301

This course deals with the built and economic environments of the American city. It attempts to provide an overview of development needs facing contemporary cities and potential strategies. Topics include urban development policy, equity, financing and governmental programs.

### URST 0480 URBAN STUDIES INTERNSHIP 3

**Prerequisite:** : Admission to the Urban Affairs degree program and completion of at least 90 credit hours of course work (including the required courses in research methodology) within the Urban Affairs degree program.

The Urban Studies Internship is designed to assist the student in understanding the praxis of Urban Studies. The Internship requires a completion of 140 hours of field work in the assigned internship site. Students are required to complete a minimum of 10 hours per week toward the 140 hours requirement. Internship sites will include government agencies and social service agencies/organizations. The professor of the internship course must approve the internship site.

### URST 0485 URBAN STUDIES SENIOR SYNTHESIS 3

**Prerequisite:** URST 0480 and must be a graduating senior in the semester registered.

This is a senior synthesis course for the student to demonstrate a sufficient familiarity and knowledge

of those historical, philosophical, social, political and legal theories, concepts, practices and events that affect the Urban Studies field of study in a democratic, pluralistic society.

**URST 0490                      TOPICS IN                      1-3**  
**URBAN STUDIES**

From time to time, special topics dealing with urban issues or events will be offered.

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### OFFICE OF INSTITUTIONAL ADVANCEMENT

(314) 340-3575

Leslie Holloway  
*Special Assistant to the President  
and  
Executive Director of Institutional Advancement*

Pier Scott  
*Director  
of  
Marketing and Communications*

Camille Brooks  
*Director  
of  
Alumni Affairs and Special Events*

Jasmine Clay  
*Secretary*

### OFFICE OF ACADEMIC SUCCESS

(314) 340-3307

Marion Berry  
*Director*

Brittany O'Bryant  
*Student Success Coach*

Shannon Soto  
*Student Success Coach*

Aline Phillips, Ed.D.  
*Director of Hornet Summer Bridge Program*

### ACADEMIC RESOURCE CENTER (ARC)

(314) 340-3650

Anne Prograis Grice  
*Director*

Deborah Carter  
*University Test Coordinator*

Helen J. Washington  
*Secretary*

## **OFFICE OF ACCOUNTING**

(314) 340-3330

Brian Huggins  
*Comptroller*

Mary Ellen Dee  
*Accounting Clerk*

Donna Dorsey  
*Accounts Payable Clerk*

Ida LeNoir  
*Senior Accounting Clerk/Payroll*

Marva McKinney  
*Accounts Payable Clerk*

## **OFFICE OF ADMISSIONS**

(314) 340-3300

Loretta McDonald  
*Director*

Vacant  
*Assistant Director*

Miguel Adaujo  
*Admissions Officer*

Rueben Rifin  
*Admissions Officer*

Vacant  
*Admissions Officer*

Vacant  
*Student Experience Coordinator*

Tammy Clubbs  
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## **OFFICE OF INTERCOLLEGIATE ATHLETICS**

(314) 340-5721

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Tim Fuller  
*Special Assistant to the Director*

Shontele Allen  
*Assistant AD of Internal Operations*

CJ Bilbrey

*Sports Information Director*

Tim Herlihy  
*Athletic Trainer*

Carla Allen  
*Faculty Athletic Representative*

Valerie Beeson  
*American Midwest Conference  
Eligibility Chair*

Marilyn Williams  
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## **OFFICE OF CAREER ENGAGEMENT AND EXPERIENTIAL LEARNING**

(314) 340-3512

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Dania Churovich  
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## **OFFICE OF FINANCIAL ASSISTANCE**

(314) 340-3500

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*Director*

Benjale Bailey  
*Default Prevention Coordinator*

Ashley Byington  
*Financial Aid Counselor*

Kiara Harmon  
*Financial Aid Counselor*

Mikia Wright  
*Financial Aid Counselor*

Heather O'Fallon  
*Verification Specialist*

## **OFFICE OF HUMAN RESOURCES**

(314) 340-3340

Rodney Gee  
*Interim Director*

Stephanie Coleman  
*Human Resources Assistant*



**OFFICE OF THE REGISTRAR**

(314) 340-3600

Chauvette Green  
*Registrar*

Vacant  
*Assistant Registrar*

Elizabeth Speckman  
*Records Clerk*

Vacant  
*Administrative Assistant*

**DIVISION OF STUDENT AFFAIRS**

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Shawn Baker  
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Keri Wright  
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**OFFICE OF STUDENT SUPPORT SERVICES**

(314) 340-5204

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Alandrea Stewart  
*Student Success Coach*

**OFFICE OF RETENTION AND INTERNATIONAL PROGRAMS**

(314) 340-3675

Sabrina Brown  
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**OFFICE OF SPONSORED PROGRAMS**

(314) 340-5747

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Kevin Christeson

*Director of Planning and Campus Expansion*

Marc Dorfman, Ph.D.

*Manager of Grants and Sponsored Programs*

Alice Robinson  
*Secretary*

**CAMPUS PUBLIC SAFETY**

(314) 340-3333

Hiram Cruise  
*Public Safety Officer*

Mary Dale  
*Public Safety Officer*

Gary Davis  
*Public Safety Officer*

Antonette Glast  
*Public Safety Officer*

Tina Harris  
*Public Safety Officer*

Dwayne Key  
*Public Safety Officer*

Harvey Price  
*Public Safety Officer*

Jeff Robertson  
*Sergeant*

Nolan Rogers  
*Sergeant*

Ashley Ross  
*Public Safety Officer*

Serba Ward  
*Sergeant*

Scott Williams  
*Public Safety Officer*

**BURSAR'S OFFICE**

(314) 340-3573

Almaze Austin  
*Bursar*

Robert Arbuthnot  
*Assistant Bursar*

Kisha Lumsden  
*Cashier/Billing Clerk*

## **EDUCATIONAL TALENT SEARCH**

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## **DEPARTMENT OF INFORMATION TECHNOLOGY**

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Scott Hartwig  
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Jeffrey Harris  
*Manager of Digital Media Technology and Training*

Tahir Younas  
*Manager  
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Network Security and Operations Lab*

Keeva Bailey-Mosby  
*Manager of ERP/SIS J.*

Bill Griffin  
*Senior Helpdesk Support Specialist*

Vacant  
*Administrative Secretary*

Bill Dyer  
*Business Intelligence Analyst*

Vacant  
*Coordinator of Institutional Research*

Christopher Carter  
*Computer Technician*

Centennial Day  
*Team Lead*

Brianna Harrell  
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Tyron Day  
*Media Technician*

## **AT&T LIBRARY AND TECHNOLOGY RESOURCE CENTER**

(314) 340-3622

Barbara Noble  
*Director of Library Services*

Linda Orzel  
*Librarian / Coordinator of Special Services*

Ronn Nichols  
*Curator of the Don and Heide Wolff Jazz Institute*

Christopher Carter  
*Library Computer Technician*

Chicana Cook  
*Library Computer Technologist*

Steven Holland  
*Serials Coordinator*

Christine Schone  
*Library Technician Serials*

Jonetta Davis  
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## **MAILROOM/PRINT SHOP**

(314) 340-3355

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## **PHYSICAL PLANT/SHIPPING AND RECEIVING**

(314) 340-3350 / (314) 340-3642

Stephen Mudd  
*Director of Physical Plant*

Van McGilberry  
*Assistant Director*

Bill Allen  
*Maintenance Mechanic*

Samuel Beach  
*Groundskeeper*

Johnny Brooks  
*Maintenance Mechanic*

Derek Gardner  
*Maintenance Mechanic*

Richard Sanders  
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Douglas Webb  
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**SWITCHBOARD**

(314) 340-3366

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**ACADEMIC DEPARTMENTS**

**COLLEGE OF ARTS & SCIENCES**

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(314) 340-5000

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