

# ACADEMIC CATALOG

## FALL 2020

### ONLINE PROGRAMS



Online Programs  
**Table of Contents**

Table of Contents	2
Welcome	13
Message from the President	13
University Mission	14
COCE Mission	14
The Purpose of a University Catalog	14
Catalog Content Subject to Change	14
History of the University	15
Overview of College for America Programs	16
Special Programs	16
Student Handbook	17
Executive Directors and Associate Deans 2020-2021	17
University Directory	19
2016-2017 COCE General Education Program	33
Financial Aid Eligibility and Enrollment Criteria	33
Minimum Technical Hardware Requirements	36
Policies	37
About SNHU	37
Academic Program Improvement	37
Accreditations, State Authorization and Program Approvals	37
Required Written Arrangements	40
Academic Calendars	40
Academic Calendar	40
Academic Program Policies	41
Academic Progression Requirements for Nursing Programs	41
Graduate Nursing Admission and Academic Requirements	41
MA Clinical Mental Health Counseling Program Progression	42
Professional Standards for Nursing and Counseling Programs	42
RN to BSN Nursing Admission and Academic Requirements	44
SNHU-501 Provisional Policy, Master's of Arts	45
Academic Standards	45
Academic Honors	45
Academic Renewal	47
Amendment of Degree Requirements	47
Ceremonial and Latin Honors	47
Credit Hour Definition	48
Scholastic Standing	49
SNHU-107 Required Course	51
Admissions	51
Academic Articulation Agreements	51
Admission Requirements, Graduate	51
Admission Requirements, International Students	53
Admission Requirements, Undergraduate	54
Admission Statuses	55
Homeschool Admission Policy	55
Limited Graduate Admissions	56
Non-Matriculated, Course Work Only	56
Provisional Acceptance	56

## Online Programs

Readmission	57
Readmission for Military Students	57
<b>College for America (CfA) Program</b>	<b>58</b>
CfA Attempted Competencies	58
CfA Enrollment Status	59
CfA Evaluation of Student Work	59
CfA Scholastic Standing	59
CfA Student Evaluation Appeal Policy	60
CfA Transcript and Competency Statement Policy	60
CfA Transfer out of Competencies Mastered or Credit Equivalencies to Other Educational Institutions	61
CfA Trial Period of Enrollment	61
CfA Tuition and Billing	61
Dropping and Adding Competencies in CfA Programs	61
<b>Course and Program Enrollment</b>	<b>61</b>
Academic Year	61
Change of Program or Major and Second Major	61
Concurrent Program Enrollments	62
Course Add and Late Enrollment	62
Course-by-Arrangement	62
Course Drop and Withdrawal	63
Course Load and Restrictions, International Students	66
Course Participation Requirement and Unearned F	67
Credit Load	67
Criminal Background Check	68
Freshman Course Requirements	68
Leave of Absence	68
Nurses Enrolling in Nursing Courses as Non-degree Seeking Students	68
Registration	69
Religious Observance	69
Transfer Among SNHU Colleges	69
Undergraduates Taking Graduate Courses	69
Withdrawal from SNHU	70
<b>Financial Aid and Resources</b>	<b>70</b>
Applying for Financial Aid	70
Awarding Financial Aid	72
CfA Standards for Satisfactory Academic Progress (SAP)	72
Disbursement of Financial Aid Funds	74
Educational Loans	74
Federal Work-Study (FWS)	75
Financial Aid Enrollment Status Criteria	75
Grants	76
Loan Counseling and Federal Student Loan Repayment Options	76
Military Benefits	81
Return of Title IV Funds	82
Scholarship Opportunities	84
Standards for Satisfactory Academic Progress (SAP)	85
Student Rights and Responsibilities	87
<b>Grades and Credits</b>	<b>88</b>
Audit a Course	88
Awarding of Credit by Examination	88
Capstone	88
General Education Transfer Policy	88
Grade Appeal	88
Grade Change	89

## Online Programs

Grade Scale and GPA	90
Incomplete Grades	91
IP Grade	92
Late Assignments	92
Pathways to Math Success	92
Repeating Courses	93
Transfer Credit	93
<b>Graduation and Commencement</b>	<b>96</b>
Academic Record and Degree Revocation	96
Commencement Participation	98
Degree and Certificate Conferral	100
Degree and Certificate Requirements	101
Institutional Credit Requirements	102
Non-Conferred Completer (NCC)	103
Posthumous Degree	103
<b>Miscellaneous</b>	<b>103</b>
Class Cancellations	103
Definition of Terms	104
Institutional Review Board	108
<b>Records and Right to Privacy</b>	<b>109</b>
Academic Record Retention	109
Change of Student Name, SSN or DOB	114
FERPA Student Right to Privacy	114
Releasing Academic Records of Deceased Students	116
Request for Transcript	116
Students Forwarding SNHU Email to Personal Email	116
Transcripts from Other Institutions	116
<b>Rights and Responsibilities</b>	<b>116</b>
Disability Access Statement	116
Non-Discrimination, Equal Access & Equal Opportunity	116
Sexual Misconduct	117
Student Academic Complaint	130
<b>Student Account and Fees</b>	<b>130</b>
Course Withdrawal Refund	130
Payment Information	131
Printing on Campus (PenmenPrint)	134
Refund Policy	134
Tuition and Fees	135
Withdrawal and Proration of Fees	137
<b>Student Code of Conduct</b>	<b>138</b>
Academic Honesty Policy	138
Acceptable Use Policy	139
Administrative Dismissal	141
Copyright Guidelines	142
Copyright Policy	142
Disciplinary Dismissal	144
Disciplinary Suspension	144
File Sharing	144
Online Course Etiquette	145
Online Services	145
Personal Computer Software	145
<b>Support Services</b>	<b>145</b>
ADA/504 Grievances	145

Online Accessibility Center	149
<b>Programs</b>	<b>150</b>
<b>Advantage</b>	<b>150</b>
Liberal Arts - Advantage	150
<b>Business (Graduate)</b>	<b>151</b>
Accounting and Finance (MS)	152
Accounting (Graduate Certificate)	153
Accounting (MS)	153
Accounting (MS) - Auditing (Concentration)	154
Accounting (MS) - Forensic Accounting (Concentration)	155
Accounting (MS) - Management Accounting (Concentration)	155
Accounting (MS) - Taxation (Concentration)	156
Applied Economics (MS)	156
Athletic Administration (Graduate Certificate)	158
Business Administration (MBA)	158
Business Administration (MBA) - Accounting (Concentration)	160
Business Administration (MBA) - Business Intelligence (Concentration)	160
Business Administration (MBA) - Engineering Management (Concentration)	161
Business Administration (MBA) - Entrepreneurship (Concentration)	161
Business Administration (MBA) - Finance (Concentration)	162
Business Administration (MBA) - Healthcare Management (Concentration)	162
Business Administration (MBA) - Human Resources (Concentration)	163
Business Administration (MBA) - Information Technology Management (Concentration)	163
Business Administration (MBA) - International Business (Concentration)	164
Business Administration (MBA) - International Finance (Concentration)	164
Business Administration (MBA) - International Supply Chain Management (Concentration)	165
Business Administration (MBA) - Leadership (Concentration)	165
Business Administration (MBA) - Marketing (Concentration)	166
Business Administration (MBA) - Music Business (Concentration)	166
Business Administration (MBA) - Operations and Supply Chain Management (Concentration)	167
Business Administration (MBA) - Project Management (Concentration)	167
Business Administration (MBA) - Public Administration (Concentration)	168
Business Administration (MBA) - Quantitative Analysis (Concentration)	168
Business Administration (MBA) - Sport Management (Concentration)	169
Business Administration (MBA) - Sustainability and Environmental Compliance (Concentration)	169
Finance (Graduate Certificate)	170
Finance (MS)	170
Finance (MS) - Corporate Finance (Concentration)	172
Finance (MS) - Investments (Concentration)	172
Forensic Accounting and Fraud Examination (Graduate Certificate)	173
Human Resource Management (Graduate Certificate)	173
Human Resource Management (MS)	174
Leadership of Nonprofit Organizations (Graduate Certificate)	175
Management (MS)	175
Management (MS) - Construction Management (Concentration)	176
Management (MS) - Emergency Management (Concentration)	177
Management (MS) - Healthcare (Concentration)	177
Marketing (Graduate Certificate)	178
Marketing (MS)	178
Marketing (MS) - Digital Marketing (Concentration)	179
Marketing (MS) - Marketing Research Analytics (Concentration)	180
Marketing (MS) - New Media and Communications (Concentration)	180
Marketing (MS) - Social Media Marketing (Concentration)	181

## Online Programs

Operations and Supply Chain Management (Graduate Certificate)	181
Organizational Leadership (MS)	182
Project Management and Operations (MS)	183
Project Management (Graduate Certificate)	184
Public Administration (Graduate Certificate)	184
Six Sigma Black Belt (Graduate Certificate)	185
Social Media Marketing (Graduate Certificate)	185
Sport Management (MS)	186
<b>Business (Undergraduate)</b>	<b>186</b>
Accounting and Finance (BS)	187
Accounting (AS)	187
Accounting (BS)	188
Accounting (BS) - Forensic Accounting and Fraud Examination (Concentration)	190
Accounting (Certificate)	190
Accounting (Minor)	190
Agile Project Management (Certificate)	191
Business Administration (AS)	191
Business Administration (BS)	192
Business Administration (BS) - Accounting (Concentration)	194
Business Administration (BS) - Entrepreneurship (Concentration)	194
Business Administration (BS) - Finance (Concentration)	195
Business Administration (BS) - Healthcare Administration (Concentration)	195
Business Administration (BS) - Human Resource Management (Concentration)	196
Business Administration (BS) - Industrial Organizational Psychology (Concentration)	196
Business Administration (BS) - International Business (Concentration)	197
Business Administration (BS) - Management Information Systems (Concentration)	197
Business Administration (BS) - Marketing (Concentration)	198
Business Administration (BS) - Nonprofit Management (Concentration)	198
Business Administration (BS) - Organizational Leadership (Concentration)	199
Business Administration (BS) - Project Management (Concentration)	199
Business Administration (BS) - Public Administration (Concentration)	200
Business Administration (BS) - Sport Management (Concentration)	200
Business Core	201
Business Process Improvement (Certificate)	201
Business Writing (Minor)	202
Economics (Minor)	202
Fashion Merchandising and Management (BS)	202
Fashion Merchandising (AS)	204
Fashion Merchandising (Minor)	207
Finance (BS)	207
Finance (BS) - Financial Planning (Concentration)	209
Finance (Minor)	209
Human Resource Management (Certificate)	210
International Business (Minor)	210
Marketing (AS)	210
Marketing (BS)	211
Marketing (BS) - Digital Marketing (Concentration)	213
Marketing (BS) - Social Media Marketing (Concentration)	213
Marketing (Minor)	214
Operations and Supply Chain Management (Minor)	214
Operations Management (BS)	214
Operations Management (BS) - Logistics and Transportation (Concentration)	217
Operations Management (BS) - Project Management (Concentration)	217
Operations Management (Minor)	218

## Online Programs

Organizational Leadership (Minor)	218
Project Management (Minor)	218
Retailing (Minor)	219
Sport Management (BS)	219
Sport Management (Minor)	221
Technical Management II (BS)	221
Technical Project Management (Certificate)	223
<b>Competency Based - CfA</b>	<b>223</b>
Business Operations (Certificate)	224
Certificate in Healthcare Management Fundamentals	225
Communications (BA)	225
Communications (BA) - Business (Concentration)	227
Communications (BA) - Healthcare (Concentration)	227
General Studies (AA)	227
General Studies (AA) - Business (Concentration)	230
General Studies (AA) - Transforming the Customer Experience (Concentration)	230
Healthcare Management (AA)	230
Healthcare Management (BA)	231
Healthcare Management (BA) - Communications (Concentration)	234
Healthcare Management (BA) - Global Healthcare Perspectives (Concentration)	234
Management (BA)	234
Management (BA) - Insurance Services (Concentration)	236
Management (BA) - Logistics and Operations (Concentration)	236
Management (BA) - Public Administration (Concentration)	237
<b>Counseling</b>	<b>237</b>
Clinical Mental Health Counseling (MA)	237
<b>Education</b>	<b>239</b>
Curriculum and Instruction (MEd)	239
Curriculum and Instruction (MEd) - Dyslexia Studies and LBLD (Concentration)	241
Curriculum and Instruction (MEd) - Educational Leadership (Concentration)	241
Curriculum and Instruction (MEd) - Reading (Concentration)	242
Curriculum and Instruction (MEd) - Special Education (Concentration)	242
Curriculum and Instruction (MEd) - Technology (Concentration)	242
Dyslexia and LBLD (Graduate Certificate)	243
Higher Education Administration (MS)	243
<b>General Education</b>	<b>244</b>
General Education	244
General Studies (BA)	247
General Studies (BA) - Business Administration Essentials (Concentration)	248
General Studies (BA) - Civic Engagement (Concentration)	248
General Studies (BA) - Coding Basics (Concentration)	249
General Studies (BA) - Communication Essentials (Concentration)	249
General Studies (BA) - Creative Problem Solving (Concentration)	250
General Studies (BA) - Criminal Justice Essentials (Concentration)	250
General Studies (BA) - Digital Audiences and New Media (Concentration)	251
General Studies (BA) - Diversity and Cultural Awareness (Concentration)	251
General Studies (BA) - Environmental Studies Essentials (Concentration)	252
General Studies (BA) - Essentials of Entrepreneurship (Concentration)	252
General Studies (BA) - Essentials of Human Services (Concentration)	253
General Studies (BA) - Essentials of Information Technology (Concentration)	253
General Studies (BA) - Essentials of Narrative (Concentration)	254
General Studies (BA) - Essentials of Sport Management (Concentration)	254
General Studies (BA) - Ethics and Reasoning (Concentration)	255
General Studies (BA) - Exploring Liberal Arts (Concentration)	255

## Online Programs

General Studies (BA) - Exploring STEM (Concentration)	256
General Studies (BA) - Finance Essentials (Concentration)	256
General Studies (BA) - Human Resources Essentials (Concentration)	257
General Studies (BA) - Leadership Essentials (Concentration)	257
General Studies (BA) - Management Information Systems Essentials (Concentration)	258
General Studies (BA) - Mathematics (Concentration)	258
General Studies (BA) - Professional Writing Essentials (Concentration)	259
General Studies (BA) - Psychology (Concentration)	259
General Studies (BA) - Social Justice Essentials (Concentration)	260
General Studies (BA) - Society and Social Problems (Concentration)	260
General Studies (BA) - Understanding the Past (Concentration)	261
General Studies (BA) - Writing and Creative Expression (Concentration)	261
Liberal Arts (AA)	261
<b>Health Professions</b>	<b>263</b>
Community Health Education (BS)	263
Health Information Management (BS)	265
Health Information Management (MS)	266
Health Sciences (BS)	266
Healthcare Administration (BS)	267
Healthcare Administration (BS) - Health Information Management (Concentration)	269
Healthcare Administration (BS) - Patient Safety and Quality (Concentration)	270
Healthcare Administration (MS)	270
Master of Public Health (MPH)	272
Master of Public Health (MPH) - Global Health (Concentration)	273
Public Health (BS)	273
<b>Liberal Arts</b>	<b>274</b>
American Studies (Minor)	275
Art History (Minor)	275
Communication (BA)	275
Communication (BA) - Business Communication (Concentration)	278
Communication (BA) - New Media (Concentration)	279
Communication (BA) - Professional Writing (Concentration)	279
Communication (BA) - Public Relations (Concentration)	280
Communication (MA)	281
Communication (MA) - New Media and Marketing (Concentration)	282
Communication (MA) - Public Relations (Concentration)	282
Communication (Minor)	283
Creative Writing and English (BA)	283
Creative Writing and English (BA) - Fiction Writing (Concentration)	284
Creative Writing and English (BA) - Non-Fiction Writing (Concentration)	285
Creative Writing and English (BA) - Poetry (Concentration)	285
Creative Writing and English (BA) - Screenwriting (Concentration)	285
Creative Writing (MFA)	285
Creative Writing (Minor)	288
Digital Photography (AA)	288
Digital Photography (BA)	289
English and Creative Writing (MA)	291
English and Creative Writing (MA) - Fiction (Concentration)	292
English and Creative Writing (MA) - Non-Fiction (Concentration)	292
English and Creative Writing (MA) - Poetry (Concentration)	292
English and Creative Writing (MA) - Screenwriting (Concentration)	293
English Language and Literature (BA)	293
English Language and Literature (Minor)	294
English (MA)	294



## Online Programs

Graphic Design and Media Arts (BA)	296
Graphic Design and Media Arts (BA) - 3-D Modeling and Animation (Concentration)	298
Graphic Design and Media Arts (BA) - Web Design (Concentration)	298
Graphic Design (Minor)	299
History (BA)	299
History (BA) - American History (Concentration)	301
History (BA) - European History (Concentration)	301
History (BA) - Middle Eastern Studies (Concentration)	302
History (BA) - Military History (Concentration)	302
History (MA)	303
History (MA) - American History (Concentration)	304
History (MA) - Military History (Concentration)	304
History (MA) - Public History (Concentration)	305
History (Minor)	305
Online Teaching of Writing (Graduate Certificate)	306
Philosophy (Minor)	306
Professional Writing (Graduate Certificate)	307
Professional Writing (Minor)	307
<b>Nursing</b>	<b>307</b>
Clinical Nurse Leader (MSN)	308
Nurse Educator (MSN)	309
Nursing (BSN)	309
Nursing (MSN)	312
Patient Safety and Quality (MSN)	313
Patient Safety and Quality (Post Master's Graduate Certificate)	314
<b>STEM</b>	<b>314</b>
Applied Mathematics (Minor)	314
Computer Information Systems (BS)	314
Computer Information Systems (BS) - Data Validation and Decision Making (Concentration)	317
Computer Information Systems (BS) - Networking and Security (Concentration)	317
Computer Information Systems (BS) - Project Management (Concentration)	318
Computer Science	318
Computer Science (BS)	319
Computer Science (BS) - Data Analysis (Concentration)	322
Computer Science (BS) - Information Security (Concentration)	322
Computer Science (BS) - Project Management for STEM (Concentration)	323
Computer Science (BS) - Software Engineering (Concentration)	323
Cyber Security (MS)	323
Cyber Security (MS) - Information Technology Management (Concentration)	325
Cybersecurity (BS)	325
Cybersecurity (BS) - Data Analytics (Concentration)	327
Cybersecurity (BS) - Project Management for Cybersecurity (Concentration)	327
Data Analytics (AS)	327
Data Analytics (BS)	328
Data Analytics (BS) - Project Management for STEM (Concentration)	331
Data Analytics (MS)	331
Data Driven Decision Making (Certificate)	332
Environmental Science (BS)	332
Environmental Science (BS) - Data Analytics in Science (Concentration)	334
Environmental Science (BS) - Natural Resources and Conservation (Concentration)	335
Game Art and Development (BA)	335
Game Programming and Development (BS)	336
Geosciences (BS)	337
Geosciences (BS) - Data Analytics in Science (Concentration)	339

## Online Programs

Geosciences (BS) - Natural Resources and Conservation (Concentration)	339
Information Technologies (AS)	339
Information Technologies (BA)	340
Information Technologies (BS)	342
Information Technologies (BS) - Business Management for IT (Concentration)	344
Information Technologies (BS) - Cybersecurity (Concentration)	344
Information Technologies (BS) - Data Analytics (Concentration)	345
Information Technologies (BS) - Project Management for IT (Concentration)	345
Information Technologies (BS) - Software Development (Concentration)	346
Information Technology (Minor)	346
Information Technology (MS)	347
Information Technology (MS) - Data Analytics (Concentration)	348
Information Technology (MS) - Database Design (Concentration)	348
Information Technology (MS) - Healthcare Informatics (Concentration)	349
Information Technology (MS) - IT Management (Concentration)	349
Information Technology (MS) - Information Security (Concentration)	350
Information Technology (MS) - Software Application Development (Concentration)	350
Information Technology (MS) - Web Design (Concentration)	351
Mathematics (BA)	351
Mathematics (BA) - Applied Mathematics (Concentration)	353
Mathematics (Minor)	353
<b>Social Sciences</b>	<b>353</b>
Advanced Counterterrorism and Homeland Security (Graduate Certificate)	354
Anthropology (BA)	354
Anthropology (BA) - Environmental Sustainability (Concentration)	356
Criminal Justice (AS)	356
Criminal Justice (BS)	357
Criminal Justice (BS) - Corrections (Concentration)	360
Criminal Justice (BS) - Criminology (Concentration)	360
Criminal Justice (BS) - Homeland Security and Counterterrorism (Concentration)	361
Criminal Justice (BS) - Human Services and Advocacy (Concentration)	361
Criminal Justice (BS) - Police Administration and Operations (Concentration)	362
Criminal Justice (BS) - Substance Abuse (Concentration)	362
Criminal Justice Communication (Certificate)	363
Criminal Justice (Minor)	363
Criminal Justice (MS)	364
Criminal Justice (MS) - Advanced Counterterrorism and Homeland Security (Concentration)	365
Criminal Justice (MS) - Public Safety Administration (Concentration)	365
Data Literacy in Psychology (Certificate)	366
Human Services (BA)	366
Human Services (BA) - Child and Family Services (Concentration)	368
Human Services (BA) - Gerontology (Concentration)	368
Human Services (BA) - Substance Abuse (Concentration)	369
Political Science (BA)	369
Political Science (Minor)	371
Psychology (BA)	371
Psychology (BA) - Addictions (Concentration)	373
Psychology (BA) - Applied Psychology (Concentration)	374
Psychology (BA) - Child and Adolescent Development (Concentration)	375
Psychology (BA) - Forensic Psychology (Concentration)	375
Psychology (BA) - Mental Health (Concentration)	376
Psychology (BA) - Social Psychology (Concentration)	376
Psychology (Minor)	377
Psychology (MS)	377

## Online Programs

Psychology (MS) - Child and Developmental Psychology (Concentration)	378
Psychology (MS) - Forensic Psychology (Concentration)	379
Psychology (MS) - Industrial and Organizational Psychology (Concentration)	379
Sociology (BA)	379
Sociology (BA) - Community Health (Concentration)	381
Sociology (Minor)	381

## Courses 382

Accounting	382
Advertising	395
Anthropology	396
Berklee Music Business	398
Biology	400
Business	403
Chemistry	405
Communication	406
Community Economic Development	425
Community Health Education	427
Computer Science	430
Corporate Social Responsibility	439
Counseling	439
Criminal Justice	447
Customer Experience	461
Cybersecurity	462
Data Analytics	467
Database Administration	475
Development	476
Economics	477
Education	483
Engineering Management	494
English	495
Environmental Studies	515
Esport	517
Fashion Merchandising	517
Fashion Merchandising Management	518
Finance	520
Fine Arts	531
Fine Arts-Masters	536
Game Design & Development	544
Geography	547
Graduate Business Administration	548
Graphics	553
Health Information Management	561
Healthcare Management	569
Higher Education Administration	576
History	580
Human Resource Management	595
Human Services	596
Humanities	601
Individually Designed	602

## Online Programs

Information Security	603
Information Technology	604
Integrated Health Profession	629
Interdisciplinary Studies	636
International Business	640
Justice Studies	648
Literature	652
Management	667
Management Information Systems	674
Marketing	675
Mathematics	691
Mental Health Counseling	701
Music	703
Nursing	703
Organizational Leadership	714
Philosophy	727
Physics / Atomic Physics	729
Political Science	732
Psychology	739
Public Administration	760
Public Health	763
Quantitative Studies & Operations Management	770
Reading	782
Science	784
Social Science	789
Society Human Resources Management	792
Sociology	793
Southern New Hampshire University	796
Spanish	798
Special Education	799
Sport Management	802
Sustainability & Environmental Compliance	811
Taxation	812
Workplace Conflict Management	814

# Welcome

## Message from the President



It gives me great pleasure to present to you the Southern New Hampshire University catalogs. A university catalog offers a comprehensive overview of the variety of programs and classes offered both on campus and online. These catalogs contain information about our history and mission, our services and outreach, our facilities and the many opportunities we provide students for meeting their life and career goals.

It's certainly an exciting time to be a student at SNHU. Since our founding in 1932, the University has transformed from a school of accounting and secretarial science into an institution offering over 200 programs, from certificates to doctoral level degrees including business, education, liberal arts, social sciences and STEM. Recognized by *U.S. News and World Report*, *Forbes* and *Fast Company*, SNHU is committed to providing exceptional student experience and programs that fit the needs of today's students.

SNHU continues to give you more options to complete your degree than almost any other institution. You can blend traditional on campus courses with wholly online courses or take a mix in one of our hybrid courses. With a number of centers besides the main campus, you can access courses in a place most convenient to home or work and at a competitive cost.

We welcome you to explore all that we have to offer. We think that you'll find us to be an exciting institution that is dedicated to helping you make the most of your potential and committed to providing the types of programs that make all of your career aspirations possible. We hope that you will be part of the SNHU Community.

A handwritten signature in black ink that reads "Paul J. LeBlanc". The signature is written in a cursive, flowing style.

Sincerely,  
Paul J. LeBlanc  
President

### **University Mission**

Southern New Hampshire University transforms the lives of learners. Our success is defined by our learners' success. By relentlessly challenging the status quo and providing the best support in higher education, Southern New Hampshire University expands access to education by creating high quality, affordable and innovative pathways to meet the unique needs of each and every learner.

### **COCE Mission**

The College of Online and Continuing Education exists to make high-quality education accessible and affordable for all. Through our innovative culture and unwavering commitment to student success, we empower students to transform their lives and the lives of those around them.

### **The Purpose of a University Catalog**

The purpose of a university catalog is to be of use to present or potential students and family members, to serve as a historical document and to let others know the nature and scope of programs available, as well as university policies. Every effort has been made to ensure accuracy at the time of publication.

The online catalog contains the most current information. Sections of the online catalog may be printed as needed. Archived versions of catalogs (PDF format) are also available.

Students have the responsibility to become familiar with catalog content as they pursue their educational goals. The students, administration, faculty and staff have the mutual responsibility of bringing the words to life by making the learning experiences as pleasant and productive as possible. The catalog should be used as a guide in conjunction with the student's program evaluation and academic advisor in ensuring that the necessary requirements are met for graduation.

The university reserves the right to change any part of the catalog and to make any changes retroactive for students currently enrolled.

### **Catalog Content Subject to Change**

These publications are certified as true and correct in content and policy as of the date of publication. The university however reserves the right to make changes of any nature in programs, calendar, or academic schedules whenever these are deemed necessary or desirable including changes in policies and procedures, course content, class rescheduling, and the cancelling of scheduled classes or other academic activities.

### History of the University

Southern New Hampshire University is a private, nonprofit institution and was founded in 1932 by Harry Alfred Benjamin "H.A.B." Shapiro as the New Hampshire School of Accounting and Secretarial Science. The school remained relatively small until 1961, when it was incorporated and renamed New Hampshire College of Accounting and Commerce.

In 1963, the state of New Hampshire granted the university its charter, which gave it degree-granting authority. The first associate degrees were awarded that year, and the first bachelor's degrees were conferred three years later. The college became a nonprofit institution under a board of trustees in September 1968, and the name was shortened to New Hampshire College in 1969.

The 1970s were a time of growth and change. The college moved from its downtown Manchester site to the now 300-acre campus on the Merrimack River in 1971. In 1974, the college introduced a Master of Business Administration program, and, in the spring of 1981, the university purchased the former Mount Saint Mary College in Hooksett, which served as the "north campus" for many years. Operations have since been reconsolidated on the main campus.

The college continued to expand academic offerings throughout the 1980s and 1990s. New liberal arts and education majors were added in the early 1990s. The one-of-a-kind 3Year Honors Program in Business Administration was launched in 1997 and has since inspired the Degree in Three programs which makes it possible for those entering the School of Business to graduate in just three years with no evening, weekend or summer courses.

SNHU was an early pioneer in online education, launching its first programs in 1995. The idea of having 24-hour-per-day access to course materials and the use of online bulletin boards for discussion enabled more nontraditional learners to pursue education. The online programs were revamped, starting in 2003, and in 2008, SNHU set out to reach a national audience.

Expansion and program development led to a momentous event in the institution's history in 2001, when New Hampshire College became Southern New Hampshire University (SNHU). Several new degrees were added in the 2000s, including specialized M.B.A. degrees, the M.F.A. in fiction and nonfiction writing, game design and development, Master of Education programs and many more.

In 2012 with support from an EDUCAUSE Next Generational Learning Challenge grant, funded by the Bill & Melinda Gates Foundation, SNHU founded its College for America. CfA is a nonprofit, competency-based program built specifically to work for working adults and their employer, and designed to strengthen the American workforce. It offers self-paced, online degrees based on definable skills and measurable results. SNHU also sought and received approval from the U.S. Department of Education under the direct assessment provision of Title IV to offer federal financial aid to eligible students. The AA in General Studies was the first program in the nation to receive approval from the U.S Department of Education under the direct assessment provision of Title IV to offer federal financial aid to eligible students. The AA in General Studies was the first program in the nation to receive approval under the direct assessment provision.

Named the Most Innovative University in the North since 2014 by U.S. News and World Report, SNHU continues to expand the boundaries of higher education to serve students for whom a college degree often seems out of reach. Since 2012, SNHU has been working in Rwanda to help deliver online, competency-based, U.S.-accredited degrees to Rwandan students and refugees. In 2017, SNHU received a \$20 million grant from a group of anonymous donors to expand its work with refugees and now has a presence in four other locations including South Africa, Kenya, Malawi, and Lebanon. In addition, SNHU was named a partner in the XQ Institute "Super School" prize with RISE and Da Vinci Schools to deliver high quality education and support to homeless and foster youth in Los Angeles, and in 2018 SNHU announced an initiative to provide full scholarships to 1,000 DREAMers in the U.S.

Since 2003, SNHU has grown from 2,500 students to more than 135,000 learners. SNHU serves students in all 50 states and in 137 countries around the world and has a global network of more than 100,000 alumni. SNHU is now the largest nonprofit provider of higher education in the country and was listed by Fast Company as the 12th most innovative organization in the world in 2012. SNHU continues to expand access to education by continuously investigating new pathways to make education more affordable and accessible to those who have faced persistent barriers to higher education.

To learn more about SNHU's history, visit: <https://www.snhu.edu/about-us/leadership-and-history/history>

# Overview of College for America Programs

SNHU's College for America academic programs include Certificate, Associate, and Bachelor's degree programs which use a competency-based approach that is low-cost, flexibly-paced, and designed to enhance applicability in the workplace. These programs are only offered through partnerships with employers, nonprofits, and other community partners who work with SNHU to make them available to their employees, members and communities.

In this competency-based learning model, students master competencies through project-based work, rather than completing traditional courses.

Examples competencies: Graduates can...

- Evaluate time management, goal-setting, and planning approaches for independent and collaborative work
- Use spreadsheet applications to interpret information and draw conclusions
- Address challenges in group collaboration through various approaches to leadership
- Formulate strategies to promote and protect a brand

Students demonstrate mastery of competencies by completing projects. Projects include learning and skill-building resources as well as rubrics with which students' work is assessed.

This competency-based approach focuses on learning, not seat time or credit hours. Students progress through their program at a flexible pace, which allows them to move more quickly through areas in which they have strong preparation and spend more time in areas in which they do not. No matter what educational background students bring, all graduates leave having demonstrated mastery of the same set of competencies in the most critical areas, including communication, critical and creative thinking, and collaboration and teamwork. The curricula in SNHU's College for America academic programs are grounded in well-regarded frameworks for higher education, rests on the building blocks of the Lumina Foundation's Degree Qualifications Profile (DQP), the U.S. Department of Labor competency models, SNHU's general education curriculum, and others.

Students in SNHU's College for America programs receive an official transcript from SNHU, including documentation of the competencies and credit equivalencies earned, and graduates earn a full degree from Southern New Hampshire University.

## Special Programs

### SNHU Advantage

The SNHU Advantage program is a full-time undergraduate program offered exclusively at our Salem Center. This program is offered as a morning cohort model, allowing students to earn up to 60 credits towards a bachelor degree in more than 40 majors, without giving up a job, or paying full-time tuition rates. At the SNHU Advantage program students pay a tuition price that is under \$10,000.00 a year. Students can earn up to 30 credits per year, leading to an Associate of Arts degree in Liberal Arts. Each student works closely with an advisor and a dedicated team of faculty to support their success, with an eye on transitioning to a bachelor's degree program. If students do not find a program within COCE or UC that meets their individual needs for a bachelor's degree option, students are given the option to remain in the Advantage Program and enroll in a BS in Business Studies to finish their final two years.

SNHU Advantage features 2 semesters a year, in which students are registered for only 5 classes. The small class size – no more than 24 students, and a more manageable class load, make for an ideal situation for students to achieve academic success! Services and opportunities included in the program are on-site academic advising, daily office hours with faculty members and online access to the library. The Advantage Program offers an onsite Academic Support Center staffed with an Academic Coach that offers individual and peer tutoring, as well as study skills and academic guidance.

For more detailed information about the program, please go to <http://www.snhu.edu/7212.asp?vdir=advantage>, or contact Nicole Monahan, Senior Program Director at 603.893.9600, or at [advantage@snhu.edu](mailto:advantage@snhu.edu).



## Student Handbook

The Student Handbook is a critical document for SNHU students, as it contains many of the institution's policies, expectations, and student rights and responsibilities, as well as important federal compliance information regarding the use of substances. The handbook includes information on the discipline system, expectations, and university conduct policies.

Students may access the handbook by going to [my.snhu.edu](http://my.snhu.edu), or through searching within the university's website [www.snhu.edu](http://www.snhu.edu). All members of the university community are expected to take the necessary time to review the handbook, familiarize themselves with the content, and seek clarification of information that is not clear to them.

## Executive Directors and Associate Deans 2020-2021

<b>Business Programs</b>		
Jan Wyatt, PhD	Associate Vice President of Business, Education & Health Professions	603-314-3477
Kim Blanchette, EdD	Executive Director, Online Business Programs	603-314-7944
Bernice Bain, PhD	Associate Dean	Remote
Zuzana Buzzell	Associate Dean	Remote
Michelle Caron, PhD	Associate Dean	603-314-7721
Kathryn Carpen, PhD	Associate Dean	Remote
Christina Dumeng, MS	Associate Dean	603-314-7983
Meleena Eaton, MS	Associate Dean	Remote
Mark Hobson, PhD	Senior Associate Dean	603-314-7538
Rick Mask, PhD	Associate Dean	800-668-1249 ext.4817
Jessica Rogers, PhD	Associate Dean	Remote
Jen Varney, PhD	Senior Associate Dean	603-314-1418

<b>Counseling</b>		
Jan Wyatt, PhD	Associate Vice President of Business, Education & Health Professions	603-314-3477
Marc Wilson, PhD	Executive Director, Counseling Programs	603-629-3465
Earl Grey, PhD	Associate Dean	Remote
Franc Hudspeth, PhD	Associate Dean	Remote
Metoka Welch, PhD	Associate Dean	603-314-7617

## Online Programs

<b>Nursing &amp; Healthcare Programs</b>		
Jan Wyatt, PhD	Associate Vice President of Business, Education & Health Professions	603-629-3477
Peggy Moriarty-Litz, EdD (c), MS, RN, CNE	Chief Nurse Administrator, Nursing & Health Professions	603-629-3493
Denise Bisailon, EdD	Executive Director, Health Professions	603-314-7869
Lisa Urban, PhD	Associate Chief Nursing Administrator	Remote
Will Brooke-deBock, MISM	Senior Associate Dean	603-314-4845
Toni Clayton, PhD	Associate Dean	Remote
Debra Murray, DNP, RN PHCNS-BC, CPNP-PC	Associate Dean	Remote
Stacey Rosenberg, DNP	Associate Dean	Remote
Gail Tudor, PhD	Associate Dean	603-626-9030
Pam Varhol, EdD, MBA, MS, RHIA, CAHIMS	Associate Dean	603-722-9153
Lynn Ward, EdD, RHIA, CP-EHR	Associate Dean	Remote

<b>General Education, FYE and Special Programs</b>		
Anthony Siciliano, MFA	Assistant Vice President of General Education, FYE and Special Programs	603-637-4387
Priscilla Hobbs-Penn, PhD	Associate Dean	603-314-1456
Jasmeial Jackson, EdD	Associate Dean	603-629-3421
Kimberly Salgado, MBA	Associate Dean	Remote
Nicole Soto, MA	Associate Dean	Remote
Tara Stabile, EdD	Associate Dean	Remote
Daniel Tanguay, PhD	Senior Associate Dean	Remote

<b>Liberal Arts</b>		
Ruth Lahti, PhD	Associate Vice President of Liberal Arts and Social Sciences	603-629-3581
Carole Beauchemin, EdD	Executive Director of Liberal Arts	603-314-7829
Derrick Craigie, MFA	Associate Dean	603-314-7844
Robert Denning, PhD	Associate Dean	Remote
Amanda Groves, MA	Associate Dean	Remote
Sloan Kelly, MFA	Associate Dean	603-314-7466
Christopher Lee, PhD	Associate Dean	Remote
Julie Minnaugh, MA	Associate Dean	603-629-3494
Jacob Powers	Associate Dean	Remote
Joan Smith, MFA	Associate Dean	Remote
Hannah Thompson, MA	Associate Dean	Remote
Jonathan Wesley, MEd	Associate Dean	Remote
Karen Wilkinson, MA	Associate Dean	Remote

## Online Programs

<b>Science, Technology, Engineering, Math</b>		
Gwen Britton, PhD	Associate Vice President of STEM Programs	603-314-7529
Susan McKenzie, EdD	Senior Associate Dean	603-626-3574
Max Callahan	Associate Dean	Remote
Cheryl Frederick, MS	Associate Dean	Remote
Dan Gannon, MEd	Associate Dean	603-626-3583
Mark Gruen, MEd	Associate Dean	603-314-7464
Jon Kamyck, MS	Associate Dean	603-645-9728
Sharon Kibbe	Associate Dean	Remote
Mark LePage, MS	Senior Associate Dean	603-314-4837
Jane Morgan, PhD	Associate Dean	Remote
Ann Marie Moynihan, PhD	Associate Dean	Remote
Jill Nugent, MS	Associate Dean	Remote
David Numme, MBA	Associate Dean	603-314-7629
Scott Overmyer	Associate Dean	Remote

<b>Social Science</b>		
Ruth Lahti, PhD	Associate Vice President of Liberal Arts and Social Sciences	603-629-3581
Michelle Hill, PhD	Executive Director, Social Sciences	603-314-1441
Jeff Czarnec, PhD	Associate Dean	603-314-7805
Nick Dominello, PhD	Associate Dean	319-343-7366 (Remote)
Elizabeth Johnson, PhD	Associate Dean	Remote
Barb Lesniak PsyD	Associate Dean	603-814-9220 (Remote)
Thomas MacCarty, PhD	Associate Dean	Remote
Seth Matthews	Associate Dean	603-400-0953
Laman Tasch, PhD	Associate Dean	603-314-7998

## University Directory

### Campus

2500 North River Road  
Manchester, NH 03106  
603.668.2211

### Online

33 South Commercial St., Suite 203  
Manchester, NH 03101  
Online Programs: [online@snhu.edu](mailto:online@snhu.edu)  
Current students: [onlinestudent@snhu.edu](mailto:onlinestudent@snhu.edu)  
888.327.SNHU

## Online Programs

<b>On Locations</b>				
<b>Locations</b>	<b>Address</b>	<b>Email</b>	<b>Phone Number</b>	<b>Fax</b>
SNHU Manchester	2500 North River Road Robert Frost Hall, Suite 101 Manchester, NH 03106	manchester@snhu.edu	603.645.9624	
SNHU Salem	25 Pelham Road, Suite 300 Salem, NH 03079	advantage@snhu.edu	603.893.9600	
SNHU Seacoast - Administrative Office Only	231 Corporate Drive Portsmouth, NH 03801	seacoast@snhu.edu	603.436.2831	
SNHU Vermont	463 Mountain View Drive, Suite 101 Colchester, VT 05446		1.800.730.5542	
SNHU Southwest Operations Center	97 E Congress St. Tuscon, AZ 85701			

<b>Admission</b>				
<b>Locations</b>	<b>Address</b>	<b>Email</b>	<b>Phone Number</b>	<b>Fax</b>
Undergraduate Day Office	2500 North River Road Manchester, NH 03106	admission@snhu.edu	800.668.1249 603.645.9611	603.645.9693
College of Online and Continuing Education	33 South Commercial St., Suite 203 Manchester, NH 03101	enroll@snhu.edu	888.327.SNHU	
International Admission	2500 North River Road Manchester, NH 03106 USA	international@snhu.edu	603.645.9629	
Military Admission		military@snhu.edu	888.327.SNHU	
Transfer Admission		transfer@snhu.edu	603.645.9687	603.645.9708

## Online Programs

Trustees of the University			
Name	Title	Organization	City/State
Mark A. Ouellette '77	Chairman of the Board of Trustees Senior Vice President, Global Operations	Pitney Bowes	Stamford, CT
Paul J. LeBlanc (Dr.)	President and CEO	Southern New Hampshire University	Manchester, NH
Ralph Richard Banks	Professor	Stanford Law School	Stanford, CA
Howard Brodsky	Chairman and CEO	CCA Global Partners	Manchester, NH
Maribel Duran '16	Board Secretary  Managing Director and Chief of Staff for the Leadership Division	The Aspen Institute	Washington, DC
Janiece Y. Evans-Page	Vice President, Global Philanthropy and Sustainability	Fossil Group	Richardson, TX
Matthew A. Greenfield	Managing Partner	Rethink Education	White Plains, NY
Lisa M. Guertin	President	Anthem Blue Cross Blue Shield	Manchester, NH
André Hawaux '92			Westport, CT
Winifred Lerner	Managing Partner and Deputy CEO	Finsbury	New York, NY
Dr. MaryEllen C. McGuire	President	Postsecondary National Policy Institute	Washington, DC
Lisa Marsh Ryerson	President	AARP	Washington, DC
Arthur W. Sullivan	Principal Owner	Brady Sullivan Properties	Manchester, NH
Melanie Whelan		Summit Partners	New York, NY
Ed Wolak	President/CEO	The Wolak Group	Falmouth, ME

Representatives to the Board			
Name	Title	Organization	City/State
Kenneth Nivision	SNHUPEA Representative Professor, General Education, Humanities Department	Southern New Hampshire University	Manchester, NH
Timothy Gerardi '04	Alumni Representative Senior Director, Sales Operations	Skillssoft	Nashua, NH
Charlotte Webb '20	SGA Student Observer	Southern New Hampshire University	Manchester, NH

Trustee Emeriti			
Name	Title	Organization	City/State
Richard Courtemanche '73	Retired Executive Consultant - IBM		Hampton, NH
John Miles	Retired - VP of Finance	Southern New Hampshire University Chester College of New England	Chester, NH
Raymond Truncellito, C.L.U.		Truncellito Life Insurance Planning	Manchester, NH

University Leadership Council		
Name	Title	Credential(s)

## Online Programs

Paul J. LeBlanc (Dr.)	University President and Chief Executive Officer	B.A., Framingham State College M.A., Boston College Ph.D., University of Massachusetts
Kimberly Bogle Jubinville (Dr.)	Senior Vice President and University Chief Academic Officer	B.S., Skidmore College M.S., Florida State University Ph.D., Florida State University
Donald Brezinski	Senior Vice President and University Chief of Staff	B.A., Boston College M.A., American University
R. Yvette Clark	Senior Vice President and General Counsel	B.A., Yale University J.D., University of Texas School of Law
Thomas Dionisio	Executive Vice President, Technology and Transformation	B.S., Southern New Hampshire University M.S. Brandeis University
Gregory W. Fowler (Dr.)	President, SNHU Global Campus	B.A., Morehouse College M.A., George Mason University M.B.A., Western Governors University Ph.D., State University of New York-Buffalo
Adrian Haugabrook (Dr.)	Executive Vice President and Managing Director, Horizon Group	B.S., University of West Georgia M.S. Georgia Southwestern State University Ed.D., University of Massachusetts Boston
Jada Keye Hebra	Senior Vice President and Chief Diversity & Inclusion Officer	B.A., Vassar College M.S., Columbia University
Kirk D. Kolenbrander (Dr.)	Executive Vice President, College of Engineering, Technology and Aeronautics	B.A., Central College Ph.D., University of Illinois at Urbana-Champaign
Kenneth Lee	Executive Vice President, Finance & Administration, Chief Financial Officer and Treasurer	B.A., Harvard University M.B.A., Harvard University
Megan Stiles Madel	Executive Director, LRNG	B.A., International Relations and Spanish, University of Illinois at Urbana-Champaign M.S., Urban Planning, University of Illinois at Chicago
Amelia Manning	Chief Operating Officer	B.A., St. Michael's College M.A., University of New Hampshire
Libby May	Senior Vice President, External Affairs and Communications	B.A., Ohio Wesleyan University Graduate Certificate, University of Virginia
Susan Nathan	Chief Experience Officer	B.S., International Relations, Brown University
Sarah Normand	Senior Vice President and Executive Director, Workforce Partnerships	B.A., University of New Hampshire M.S. Southern New Hampshire University
Chrystina Russell (Dr.)	Senior Vice President, Global Education Movement	B.A., University of Michigan M.S. Mercy College Advanced Certificate, Baruch College Ph.D., City University of New York Graduate Center
Danielle Stanton	Executive Vice President and Chief Human Resources Officer	B.A., Notre Dame College M.S., Villanova University
Connie Yowell (Dr.)	Executive Vice President, Learner Studio	B.A., Yale University Ph.D., Stanford University
William Zemp (Dr.)	Executive Vice President, Education and Business Transformation	B.A., The Citadel M.S., Ph.D., American Catholic University

## Online Programs

Administration Emeriti		
Name	Title	Organization
Richard A. Gustafson	President Emeritus	Southern New Hampshire University

Faculty Emeriti			
Name	Title	Credential(s)	Year
Robert Begiebing	Professor emeritus of English	B.A., Norwich University M.A., Boston College Ph.D., University of New Hampshire	1977
Pamela Cohen	Professor emeritus of mathematics	B.A., Boston College, M.A., Teachers College, Columbia University	1984
Robert R. Craven	Professor emeritus of English and humanities	B.A., M.A., City College of New York Ph.D., University of Rhode Island Diploma (Art History), University of New Hampshire	1977
Eleanor Dunfey-Freiburger	University professor emeritus of ethics and engagement	B.A., Emmanuel College M.A., University of San Francisco	1984
Robert H. Fleeson	Professor emeritus of English	B.A., Yale University M.A., University of New Hampshire	1967
James Freiburger	Professor emeritus of organizational leadership	B.S., Loras College M.S., University of Notre Dame C.A.S. University of Vermont Ph.D., University of Connecticut	1988
Betsy Gunzelmann	Professor emeritus of psychology	B.A., M.Ed., Salem State College Ed.D., Boston University	1996
Carolyn Hollman	Professor emeritus of English and education	A.B., University of Michigan M.A., University of New Hampshire Ed.D., Vanderbilt University	
Ernest H.S. Holm	Professor emeritus of government	A.B., Dartmouth College M.A., Boston University M.A.T., University of New Hampshire Ph.D., Tufts University	
Burton S. Kaliski	Professor emeritus of business education	B.B.A., City College of New York, Baruch School M.S., State University of New York at Albany Ed.D., New York University	
G. David Miller	Professor emeritus, community economic development	B.A., Brown University M.S.W., University of Michigan M.A., Northeastern University	
Paul Schneiderman	Professor emeritus of finance	B.B.A., M.B.A., University of Massachusetts M.A., Ph.D., Clark University	1976
Robert Seidman	Professor emeritus of information technology	B.S., Rutgers University M.S., Ph.D., Syracuse University	1981
Don W. Sieker	Professor emeritus of English	A.B., M.A., San Francisco State University Ph.D., University of California	
Christopher Toy	Professor emeritus of mathematics	B.A., M.A., San Francisco State University	1971

## Online Programs

<b>Full-Time Faculty: School of Arts and Sciences</b>			
<b>Name</b>	<b>Title</b>	<b>Credential(s)</b>	<b>Year</b>
Charles Andrews	Associate professor of humanities and fine arts	B.A., Emory University M.A., Ph.D., Indiana University	2013
Andrea Bard	Associate professor of communication	B.S., Northern Michigan University M.A., Emerson College	2008
Paul A. Barresi	Professor of political science and environmental law	B.S., Cornell University J.D., The George Washington University National Law Center M.A.L.D., The Fletcher School of Law and Diplomacy, Tufts University Ph.D., Boston University	2001
Kiki Berk	Associate professor of philosophy	M.A., Ph.D., Vrije University, Amsterdam	2013
Crystal Bickford	Associate professor of English	B.A., M.A., University of Massachusetts, Dartmouth Ph.D., Indiana University, Pennsylvania	2010
Jon Boroshok	Instructor of communication	B.S., Emerson College M.B.A., Northeastern University	2011
Ed Brilliant	Game artist and instructor	B.F.A., Montserrat College of Art	2013
Christine Caples	Assistant professor of mathematics	B.S., Fairfield University M.S., University of Iowa	2017
David Carrigg	Instructor/Programmer of game	B.S., Clarkson University	2016
Francis N. Catano	Professor of sociology	B.A., St. Anselm College M.A., Northeastern University Ph.D., Walden University	2005
Christina Clamp	Professor of sociology	B.A., St. Anselm College M.A., Northeastern University Ph.D., Walden University	2005
Aaron Collins	Assistant professor of chemistry	B.S., University of Connecticut M.A., Ph.D., Washington University	2015
Richard Cook	Instructor of music	B.A., M.A., University of New Hampshire	2008
Susan E. Cook	Associate professor of English	B.A., M.A., Boston College Ph.D., University of California, Santa Barbara	2011
Joseph F. Corbin, III	Professor of environmental studies	B.A., West Virginia University M.S., Ph.D., Washington State University	2009
Vincent Corbo	Assistant professor of psychology	B.S., Universite du Quebec a Montreal M.S., Ph.D. McGill University	2016
Patrick Cullen	Professor of justice studies	B.S., Cornell University J.D., Boston College Law School	2006
Allison M. Cummings	Professor of English	B.A., Reed College M.A., Ph.D., University of Wisconsin, Madison	2002
Jon Dearborn	Instructor of game programming	B.A., State University of New York, Potsdam M.S., University of New Hampshire	2018
Melanie Dennis	Assistant professor of mathematics	B.A. Middlebury College M.A., Ph.D., Dartmouth College	2019
Bradfield Dittrich	Assistant professor of English	B.A., St. Mary's College M.A., Salisbury University Ph.D., University of New Hampshire	2017
Tracy Dow	Assistant professor of graphic design	B.A., Notre Dame College M.B.A., Plymouth State University	2008



## Online Programs

Katie Duryea	Assistant professor of biology	B.A., Cornell University Ph.D., Dartmouth College	2019
Peter Frost	Professor of psychology	B.A., Framingham State College M.A., Ph.D., Baylor University	2001
Adam Gilbert	Associate professor of mathematics	B.A., Merrimack College M.S., Ph.D., University of Rhode Island	2014
Michele Goldsmith	Professor of science	B.A., State University of New York at Plattsburgh M.S., Bucknell University M.A., Ph.D., State University of New York at Stony Brook	2008
David Gray	Assistant professor of mathematics	B.A., New England College M.Ed., Plymouth State College M.S., Ph.D., University of New Hampshire	2018
Christopher Healow	Assistant professor of philosophy	B.A., The University of Montana M.A., Western Michigan University	2017
Michael Hendery	Assistant professor of psychology	B.A., Ithaca College M.A., St. Michael's College Psy.D., George Washington University	2010
Sarah Howe	Assistant professor of English	B.A., University of Saint Joseph M.A., Trinity College Ph.D., University of Arizona	2013
Jeanne Hughes	Associate professor of English	B.A., M.A.T., University of New Hampshire Ed.D., Rivier University	2014
David Humphreys	Assistant professor of communication	B.A., University of Massachusetts, Amherst M.F.A., Emerson College	2015
William Jamieson	Assistant professor of mathematics	B.A., M.S., Ph.D., University of Rhode Island	2016
Pamela Jordan	Associate professor of politics and global affairs	B.A., Mouth Holyoke College M.A., University Michigan Ph.D., University of Toronto	2015
Jay F. Kosegarten	Associate professor of psychology	B.A., Connecticut College M.A., Ph.D., Long Island University	2011
William Kratochvil	Lecturer of mathematics	B.S. University of Wisconsin M.B.A., Indiana University, South Bend	2016
Richard Ludlow	Associate professor of physics	B.A., Ph.D., University of New Hampshire	2017
Robert MacAuslan	Assistant professor of sociology	B.A., Plymouth State University M.A., University of Massachusetts, Lowell Ph.D., Washington State University	2015
Hamed Majidzadeh	Assistant professor of chemistry	B.S., Zanjan University M.S. Tehran Azad University Ph.D., Auburn University	2919
John McCannon	Associate professor of history	B.A., Yale University M.A., Ph.D., University of Chicago	2011
Rita Naughton	Assistant professor of TESOL	B.A., M.A., University of Massachusetts, Lowell Ph.D., Biola University	2012
Kenneth Nivison	Professor of history	B.A., St. Anselm College M.A., Ph.D., The Catholic University of America	2009
Ann Nordmeyer	Assistant professor of psychology	B.A., Smith College Ph.D., Stanford University	2016

## Online Programs

Benjamin Nugent	Associate professor of English	B.A., Reed College M.F.A., Iowa Writers' Workshop	2011
Justina Oliveira	Assistant professor of psychology	B.A., University of Minnesota M.S., Baruch College Ph.D., City University of New York	2015
Rosemary Orlando	Professor of TESOL	B.A., Providence College M.Ed., Rhode Island College Ed.D., Argosy University	1994
Megan Paddack	Associate professor of mathematics	B.A., Plattsburgh State University of New York M.A., Ph.D., University of New Hampshire	2009
Elise N. Pepin	Professor of psychology	B.A., Brandeis University M.A., M.S.T., Ph.D., University of New Hampshire	2007
Diana H. Polley	Professor of English	B.A., Dartmouth College M.A., Ph.D., Graduate Center of the City of New York (CUNY)	2006
Jenna Reis	Assistant professor of mathematics	B.A., Emmanuel College M.S., Ph.D., University of Rhode Island	2018
Vanessa Rocco	Associate professor of art history	B. A. American University M.S., Ph.D., City University of New York	2012
Colin Root	Associate professor of humanities and fine arts	B.A., Ball State University M.F.A., Ph.D., Boston University	2013
Megan Sawyer	Associate professor of mathematics	M.A., Smith College M.S., Ph.D., North Carolina State University	2013
Lleij Schwartz	Assistant professor of TESOL	B.A., M.A.T., University of New Hampshire	2015
Lisa Speropolous	Assistant professor of justice studies	B.A., Ph.D., University of New Hampshire M.S., Northeastern University	2017
Christina Starkey	Assistant professor of mathematics	B.S., Ph.D., Texas State University, San Marcos	2016
David W. Swain	Professor of English	B.A., Eastern Nazarene College M.A., Pennsylvania State University Ph.D., University of Massachusetts	2007
Marlyn Tadros	Associate professor of web design and new media	B.A., M.A., Ph.D., Cairo University, Egypt	2017
Louis Tammaro	Lecturer of game art	B.F.A. Montserrat College of Art	2018
Harry Umen	Professor of communication	B.F.A., Temple University M.F.A., Indiana University, Bloomington	2002
Deborah S. Varat	Professor of art history	B.A., University of Rochester M.A., Ph.D., Boston University	2004
Craig Wiggin	Assistant professor of justice studies	A.S., B.S., St. Anselm College M.Ed., Plymouth State University	2016
Kristina Wright	Associate professor of English	B.A., University of North Carolina, Charlotte M.A., Ph.D., Tufts University	2013
Kate York	Associate professor of science	B.S., M.Ed., Ph.D., University of New Hampshire	2010

## Online Programs

<b>Full-Time Faculty: School of Business</b>			
<b>Name</b>	<b>Title</b>	<b>Credential(s)</b>	<b>Year</b>
Innocentus Alhamis	Assistant professor of management science	M.A. International University Ph.D., Southern New Hampshire University	2018
Eklou Amendah	Professor of marketing	B.S., M.S., University of Lome, Togo M.S., Auburn University Ph.D., Purdue University	2008
Micheline G. Anstey	Associate professor of marketing	B.A., St. Anselm College M.B.A., New Hampshire College	2005
C. Bulent Aybar	Professor of international business	B.S., The Middle East Technical University M.A., University of Istanbul M.A., Ph.D., Ohio State University	1998
Michael Baker	Assistant professor of accounting	B.A., University of Oklahoma M.B.A., Southern New Hampshire University Ph.D., Southern New Hampshire University	2014
Shauna Beaudin	Assistant professor of information technology	B.A., M.B.A., Southern New Hampshire University	2014
Christine Blais	Assistant professor of organizational leadership	B.S., Plymouth State University M.S., Southern New Hampshire University D.A., Franklin Pierce University	2015
Doug Blais	Professor of sport management	B.S., M.B.A., New Hampshire College Ph.D., University of Connecticut	1996
Steven O. Booth	Professor of business law	B.S., Franklin Pierce College J.D., Ohio Northern University	2003
Bryan Bouchard	Assistant professor of accounting	B.S., M.B.A., M.S., Southern New Hampshire University	2013
Charlotte Broaden	Professor of international business and organizational leadership	B.A., Marquette University M.S., D.B.A., Southern New Hampshire University	2006
Leslie Campbell	Assistant professor of organizational leadership	B.A., Assumption College M.B.A., Rivier University Ph.D., Franklin Pierce University	2017
Tom S. Chan	Professor of information technology	B.S., M.S., University of Southern California M.A., Hsi Lai University M.B.A., Pepperdine University Ed.D., Texas Tech University	2000
Tej S. Dhakar	Professor of management science	B.S., Indian Institute of Technology M.B.A., University of Delhi Ph.D., University of Alabama	1995
David L. Doyon	Assistant professor of accounting	B.S., University of Southern Maine M.B.A., Southern New Hampshire University	2001
David W. Fehr	Associate professor of finance and economics	B.S., Lafayette College M.B.A., University of Rochester	1998
Aysun Ficici	Professor of international business	B.A., University of Massachusetts at Lowell M.A., Harvard University M.B.A., New Hampshire College M.S., M.B.E., Southern New Hampshire University D.B.A., Southern New Hampshire University	2007
Steven Gallaher	Associate professor of finance and economics	B.S., M.B.A., Ph.D., University of Texas at Austin	2008
Megan Gassman	Assistant professor of business	B.S., M.S., Ph.D., Southern New Hampshire University	2017
Lisa Gerrish	Assistant professor of accounting	B.S., University of Massachusetts, Amherst M.B.A., Rollins College	2013



## Online Programs

Jeremy Glines	Instructor of accountancy and taxation	B.S., University of New Hampshire M.S., Southern New Hampshire University	2016
Shaikh A. Hamid	Professor of finance and economics	B.A., M.B.A., University of Dhaka D.B.A., Boston University	1999
Mahboubul Hassan	Professor of finance and economics	B.A., M.A., M.B.A., University of Dhaka M.A.P.E., Boston University D.B.A., Nova Southeastern University	1985
Mark Hecox	Professor of sport management	B.S., M.B.A., University of Miami D.B.A., Southern New Hampshire University	2004
Elizabeth Henley	Associate professor of information technology	B.A., M.A., Southern New Hampshire University Ed.D., Walden University	2014
Denis Hill	Lecturer in degree-in-three program	B.S., Wayland Baptist University M.S., Southern New Hampshire University	2017
Kostas Karadakis	Associate professor of sport management	B.S., University of Ottawa M.B.A., Liverpool John Moores University Ph.D., University of Florida	2012
Sophia Koustas	Assistant professor of organizational leadership	B.A., University of New Hampshire M.S., Southern New Hampshire University Ph.D. Northcentral University	2016
Lundy Lewis	Professor of information technology	B.A., B.S., University of South Carolina M.S., Rensselaer Polytechnic Institute Ph.D., University of Georgia	2003
Bo Liu	Lecturer of finance and economics	LL.B., Peking University M.S., Southern New Hampshire University M.A., Georgia State University	2017
Susan N. Losapio	Professor of organizational leadership	B.S., Plymouth State College M.S., Antioch University New England Ph.D., Walden University	2003
Lowell C. Matthews	Associate professor of organizational leadership	B.S., University of Delaware M.B.A., Roosevelt University D.B.A., Argosy University	2012
Kimberly Monk	Professor of hospitality business	B.S., Florida International University M.B.A., New Hampshire College C.A.G.S., Plymouth State College, Ed.D., Argosy University CHE	1999
Daniel Murphy	Assistant professor of accountancy and taxation	B.S., Boston College M.B.A., Southern New Hampshire University	2016
Karina H. Pasternak	Instructor of culinary arts	A.A.S., B.A.S., Southern New Hampshire University	2011
Kishore Pochampally	Professor of management science	B.E., National Institute of Technology M.S., Ph.D., Northeastern University	2006
Jonathan Posner	Assistant professor of organizational leadership	B.A., Boston University M.B.A., University of Denver J.D., Suffolk University Law School	2014
Greg Randolph	Associate professor of economics	B.A., Grove City College M.A., Ph.D., West Virginia University	2007
Burt C. Reynolds	Professor of organizational leadership	B.S., M.B.A., Golden Gate University Ed. D., Boston University	2008
Stefan Ryll	Associate professor of culinary arts	A.S., Metha Bohnert Culinary Academy, Germany B.A.S., M.S., Southern New Hampshire University C.E.C.	2008
Leila Samii	Assistant professor of marketing	B.A., M.S., Ph.D., Southern New Hampshire University	2016

## Online Programs

Elizabeth Sheehan	Professor of sport management	B.A., Mount Saint Mary's College M.S., Ph.D., University of Massachusetts, Amherst	2005
Dawn Sime	Assistant professor of organizational leadership	B.S., University of San Francisco M.S., United States International University Ph.D., Alliant International University	2016
Kevin Snyder	Associate professor of sport management	B.S., Virginia Polytech Institute State University M.B.A., University of Oregon Ph.D., University of Massachusetts, Amherst	2012
Michael T. Tasto	Professor of economics	B.S., St. John's University M.A., Ph.D., Georgia State University	2007
John R. Thomas	Assistant professor of business	B.A., Purdue University M.B.A., Stanford University	2017
Susan A. Torrey	Professor of hospitality business	A.S., Endicott College B.S., M.S., Lesley University CHE	1999
Gary P. Tripp	Associate professor of finance and economics	B.S., B.A., Nichols College M.A., Penn State University Ph.D., Clark University	1996
Micheline West	Associate professor of accounting	B.S., M.B.A., Southern New Hampshire University	2014

<b>Full-Time Faculty: School of Education</b>			
<b>Name</b>	<b>Title</b>	<b>Credential(s)</b>	<b>Year</b>
Denise Benner	Associate professor of education	B.A., St. Bonaventure University M.S., University of Massachusetts, Amherst Ed.D., University of Massachusetts, Lowell	2010
Jennifer Carrobis	Assistant professor of elementary education	B.S., The Pennsylvania State University M.B.A., Fordham University	2016
Nancy N. Charron	Associate professor of education	B.S., University of Michigan M.E., Western Michigan University Ph.D., University of Massachusetts	2010
Merrill DeGraff	Assistant professor of education	B.A., San Diego State University  M.S. Concordia University Ed.D Columbia University	2018
Elizabeth Feingold	Assistant professor of education	B.A., Kirkland/Hamilton College  M.A., Keene State College	2018
Diane HARRISES	Assistant professor of early childhood education	B.S., Salem State College M.Ed., University of Massachusetts, Lowell	2016
Lynn Murray-Chandler	Associate professor of Education	B.A., M.Ed., University of Hartford Ed.D., University of Nevada, Las Vegas	2014
Cara Procek	Associate professor of education	B.A., M.Ed., C.A.G.S., University of New Hampshire Ed.D., Northeastern University	2011
Audrey P. Rogers	Professor of education	B.A., Tufts University M.Ed., University of Massachusetts, Lowell M.A., University of New Hampshire Ed.D., Rivier University	2007
Colleen Tapley	Assistant professor of special education	B.A., M.Ed., Ed.D., Rivier University	2016
Mary Westwater	Associate professor of education	B.A., Jersey City State College M.Ed., William Paterson College	2009
Linda Whitmore	Lecturer of education	B.S., University of New Hampshire M.S., Southern New Hampshire University	2017

## Online Programs

<b>Full-Time Faculty: College of Engineering, Technology and Aeronautics</b>			
<b>Name</b>	<b>Title</b>	<b>Credential(s)</b>	<b>Year</b>
Marlon Alcantara	Assistant professor of computer science	B.SC, M.Sc., Santa Catarina University Ph.D., University of Campinas	2018
Nashid Anjum	Assistant professor of electrical and computer engineering	B.S., Khulna University of Engineering and Technology M.S. South Dakota School of Mines and Technology	2019
Anat Eshed	Assistant professor of mechanical engineering	B.A., Ph.D., Technion, Israel Institute of Technology	2018
Arana Fireheart	Assistant professor of information technology	B.S. The City College of CUNY M.S. Worcester Polytechnical Institute	2019
Jennifer Gorczyca	Associate professor of mechanical engineering	B.S., M.S., D.Eng., University of Massachusetts, Lowell	2018
David Guo	Assistant professor of aeronautical engineering	B.S., M.S., Beijing Institute of Technology, China Ph.D., Old Dominion University	2017
Bo Kim	Professor of computer science	B.S., M.S., Chungnam National University M.S., Ph.D., University of Massachusetts, Lowell	2017
Major LaRowe	Assistant professor of aviation management	B.S., Montana State University, Billings M.A.S., Embry-Riddle Aeronautical University M.P.A., University of Montana M.S.S., United States Army War College	2017
Jennifer McInnis	Assistant professor of mechanical engineering	A.S., B.S., Daniel Webster College M.S., Ph.D. (pending) Worcester Polytechnic Institute	2017
Reza Moghimi	Assistant professor of electrical engineering	B.S., Telecommunication College; Tehran, Iran M.S., D.Sc., George Washington University	2017
Peter Rosner	Assistant professor of aeronautical engineering	B.S., M.S., Polytechnic Institute of New York	2017
Mohammad Sadraey	Associate professor of aeronautical engineering	B.S., Tabriz University, Iran M.Sc., RMIT, Melbourne, Australia Ph.D., Postdoc, University of Kansas	2017
Nathaniel St. Jean	Assistant professor of construction management	B.S., MArch., Wentworth Institute of Technology	2017
Kyle Winters	Assistant professor of mechanical engineering	B.S., Boston University M.S. Arizona State University	2018
Peter Wyman	Assistant professor of aviation management	B.S., University of Maine M.B.A., Golden Gate University	2017

## Online Programs

<b>Full-Time Faculty: Shapiro Library</b>			
<b>Name</b>	<b>Title</b>	<b>Credential(s)</b>	<b>Year</b>
Joshua Becker	Information Literacy and Assessment Librarian, Associate professor	B.A., University of Massachusetts, Amherst M.A., University Illinois, Urbana M.A.T., Boston University	2015
Heather Blicher	E-learning librarian and assistant professor	B.A., Virginia Wesleyan College  MLIS, Florida State University	2018
Shana Chartier	Reference and instructional librarian, Assistant professor	B.A., University of New Hampshire M.S., Simmons College	2016
Christopher Cooper	Digital Initiatives librarian, Associate professor	B.A., Bates College M.A., University of Massachusetts, Amherst M.S.L.I.S., Syracuse University	2005
Jefferson Harbin	Access Services librarian and instructor	B.A., Milligan College M.S., The Catholic University of America	2014
Karin Heffernan	Reference and Instruction Librarian, Associate professor	B.A., Middlebury College M.L.I.S., University of Rhode Island	2015
Anaya Jones	Assistant professor and eLearning Librarian	B.A. Drexel University  M.S. Mary Baldwin University	2018
Trisha Prevett	Head of reference librarian and associate professor	B.A., Merrimack College M.L.I.S., University of Rhode Island	2014
Brian Ryckman	E-Learning librarian, Assistant professor	B.A., Western Michigan University M.L.I.S., Wayne State University	2015
Sandhya Srivastava	Electronic resources librarian, Assistant professor	B.A., New York University M.S., SUNY, Stonybrook M.L.I.S., Queens College, NY	2015



# Online Programs

## 2016-2017 COCE General Education Program

COCE General Education Approved Courses			
ENG 122			
ENG 123			
SNHU 107 Students with 12 or more transfer credits may substitute a FREE ELECTIVE			
<b>Mathematics (Choice of one):</b> MAT 125, MAT 130, MAT 135, MAT 140, MAT 210, MAT 211, MAT 299, MAT 230, or MAT 240 MAT 240 (for Business Programs ONLY)			
<b>1. Fine Arts and Humanities (EFAH): choose one course from two different subjects</b>			
<b>A (Fine Art &amp; Creativity)</b> FAS 201, FAS 202, MUS 223, FAS 226, FAS 260, FAS 270, FAS 320, FAS 326, FAS 342, FAS 370, FAS 380, HUM 100, HUM 200	<b>B (Literature)</b> LIT 100, LIT 201, LIT 202, LIT 229, LIT 231, LIT 300, LIT 306, LIT 307, LIT 309, LIT 310, LIT 311, LIT 312, LIT 314, LIT 315, LIT 319, LIT 322, LIT 323, LIT 327, LIT 330, LIT 350, LIT 450, LIT 451, LIT 452	<b>C (History)</b> HIS 100, HIS 200, HIS 113, HIS 114, HIS 117, HIS 118, HIS 220, HIS 222, HIS 223, HIS 235, HIS 240, HIS 241, HIS 245, HIS 270, HIS 301, HIS 314, HIS 319, HIS 321, HIS 330, HIS 338, HIS 357, HIS 374	<b>D (Ethics &amp; Philosophy)</b> PHL 111, PHL 210, PHL 212, PHL 230, PHL 316, PHL 363
<b>2. Social and Behavioral Sciences (ESBS): choose one course from two different subjects</b>			
<b>A (Social Science)</b> ATH 111, SOC 112, SOC 213, SOC 317, SOC 318, SOC 320, SOC 324, SOC 325, SOC 326, SOC 328, SOC 330, SCS 100, SCS 200	<b>B (Economics)</b> ECO 201, ECO 202, ECO 301, ECO 306, ECO 322, ECO 327, ECO 330, ECO 335, ECO 345, ECO 360	<b>C (Political Science)</b> POL 210, POL 211, POL 305, POL 306, POL 309, POL 327, POL 328, POL 360, POL 364, POL 370, POL 371, POL 372, POL 374	<b>D (Psychology)</b> PSY 108, PSY 201, PSY 205, PSY 211, PSY 215, PSY 216, PSY 224, PSY 225, PSY 230, PSY 257, PSY 258, PSY 300, PSY 305, PSY 307, PSY 310, PSY 314, PSY 315, PSY 319, PSY 321, PSY 322, PSY 323, PSY 324, PSY 326, PSY 327, PSY 331, PSY 335, PSY 405, PSY 442
<b>3. Science, Technology, and Mathematics (ESTM): choose one course from two different subjects</b>			
<b>A (Science)</b> BIO 101, BIO 210, BIO 315, BIO 330, ENV 305, PHL 363, GEO 200, SCI 100, SCI 200, SCI 212, SCI 215, SCI 219, SCI 220, SCI 333	<b>B (Information Technology)</b> IT 100, IT 135, IT 145, IT 201, GAM/IT 207, IT 209, IT 242, IT 270, IT 303, IT 305, IT 312, IT 370, IT 375/GRA 310, IT 450	<b>C (Mathematics)</b> IHP 340 (Nursing majors ONLY), MAT 125, MAT 130, MAT 135, MAT 140, MAT 210, MAT 211, MAT 225, MAT 230, MAT 240, MAT 260, MAT 275, MAT 299, MAT 300, MAT 330, MAT 350, MAT 415, MAT 470, PHL 214	
<b>4. General Education Electives (EGED) (choose any TWO):</b> Any of the above courses or choices from the following: ADV 263, ADV 340, ADV 429, COM 126, COM 212, COM 320, COM 322, COM 430, ENG 220, ENG 350, INT 113, INT 309, INT 335, INT 400, INT 433/MKT 433, INT 440, INT 441, MKT 113, MKT 222, MKT 229, MKT 230, MKT 266, MKT 270, MKT 326, MKT 337, MKT 345, MKT 350, MKT 355, MKT 360, MKT 432, and any Foreign Language course (LAR, LAS, LFR, LSP, LAN)			
COCE/Online Students: Choose ONE seminar course from below plus TWO courses from the Exploration area. Seminar #:			
Diversity (IDIV): IDS 400 Diversity	Global Society (IGSO): IDS 401 Global Society	Wellness (IWEL): IDS 402 Wellness	
Preparing for the Future (PFTF): IDS 403 Preparing for the Future			

Updated 4/25/17

Updated 4/25/17

## Financial Aid Eligibility and Enrollment Criteria

### Financial Aid Eligibility and Enrollment Criteria

As mandated by the U.S. Department of Education, only courses that are required for completion of a student's program may be included when determining a student's enrollment status for financial aid purposes. In addition, federal student aid regulations permit only one retake of a previously-passed course when determining a student's enrollment status for financial aid purposes.

If you register for a course that does not apply toward your current degree program (i.e. a course that falls into the 'other' category on your program evaluation), the credits associated with it may compromise your ability to receive financial aid, Veteran Affairs (VA) benefits or Tuition Assistance (TA) benefits.

If you are enrolled in less than the average estimates below, then your aid will be adjusted accordingly (including possible cancellation). Non-credit classes are not eligible for financial aid. It is your responsibility to notify Student Financial Services of any change to your enrollment status.

**Financial aid is initially awarded based on the following average enrollments:**

## Online Programs

<b>Online (COCE) Undergraduate Students</b>	Half time per trimester
<b>College for America (CfA) Undergraduate Students (6 month term)</b>	Full time per term
<b>College for America (CfA) Undergraduate Students (16 week trimester)</b>	Half time per trimester
<b>University College (UC) Undergraduate Students</b>	Full time per semester
<b>Advantage Undergraduate Students</b>	Full time per term
<b>Online (COCE) Graduate Students</b>	Half time per term
<b>University College (UC) +1 and School of Business Graduate Students</b>	Full time per trimester
<b>University College (UC) Master of Fine Arts (MFA) Students</b>	Full time per term
<b>University College (UC) M.ED Graduate Students</b>	Half time per semester
<b>University College (UC) ED.D Graduate Students</b>	Full time per term
<b>Other University College (UC) Graduate Students</b>	Full time per trimester

*\*If your program type is not listed, please contact your advisor for enrollment status criteria*

<b>Online (COCE) Undergraduate Students</b>	
<i>Each trimester includes two 8-week terms</i>	
<b>Full Time</b>	12 or more credits per trimester
<b>Three Quarter Time</b>	9-11 credits per trimester
<b>Half Time</b>	6-8 credits per trimester
<b>Less Than Half Time</b>	5 or less credits per trimester

<b>College for America (CfA) Undergraduate Students (6 month term)</b>	
<b>Full Time</b>	24 or more competencies per term
<b>Three Quarter Time</b>	18-23 competencies per term
<b>Half Time</b>	12-17 competencies per term
<b>Less Than Half Time</b>	11 or less competencies per term

<b>College for America (CfA) Undergraduate Students (16 week trimester)</b>	
<b>Full Time</b>	12 or more competencies per trimester
<b>Three Quarter Time</b>	9-11 competencies per trimester
<b>Half Time</b>	6-8 competencies per trimester
<b>Less Than Half Time</b>	5 or less competencies per trimester

<b>University College (UC) Undergraduate Students</b>	
<b>Full Time</b>	12 or more credits per semester
<b>Three Quarter Time</b>	9-11 credits per semester
<b>Half Time</b>	6-8 credits per semester
<b>Less Than Half Time</b>	5 or less credits per semester

## Online Programs

<b>Advantage Undergraduate Students</b>	
<b>Full Time</b>	12 or more credits per term
<b>Three Quarter Time</b>	9-11 credits per term
<b>Half Time</b>	6-8 credits per term
<b>Less Than Half Time</b>	5 or less credits per term

<b>Online (COCE) Graduate Students</b>	
<b>Full Time</b>	6 or more credits per term
<b>Three Quarter Time</b>	N/A
<b>Half Time</b>	3-5 credits per term
<b>Less Than Half Time</b>	2 or less credits per term

<b>University College (UC) +1 and School of Business Graduate Students</b>	
<b>Full Time</b>	9 or more credits per trimester
<b>Three Quarter Time</b>	N/A
<b>Half Time</b>	5-8 credits per trimester
<b>Less Than Half Time</b>	4 or less credits per trimester

<b>University College (UC) Master of Fine Arts (MFA) Students</b>	
<b>Full Time</b>	12 or more credits per term
<b>Three Quarter Time</b>	N/A
<b>Half Time</b>	6-8 credits per term
<b>Less Than Half Time</b>	5 or less credits per term

<b>University College (UC) M.ED Graduate Students</b>	
<b>Full Time</b>	6 or more credits per semester
<b>Three Quarter Time</b>	N/A
<b>Half Time</b>	3-5 credits per semester
<b>Less Than Half Time</b>	2 or less credits per semester

<b>University College (UC) ED.D Graduate Students</b>	
<i>Students enrolled in their dissertation are considered full time at 1 credit per term</i>	
<b>Full Time</b>	6 or more credits per term
<b>Three Quarter Time</b>	N/A
<b>Half Time</b>	3-5 credits per term
<b>Less Than Half Time</b>	2 or less credits per term

<b>Other University College (UC) Graduate Students</b>	
<b>Full Time</b>	6 or more credits per trimester
<b>Three Quarter Time</b>	N/A
<b>Half Time</b>	3 credits per trimester
<b>Less Than Half Time</b>	2 or less credits per trimester

### Minimum Technical Hardware Requirements

As an SNHU online student you are required to use a computer in your studies. There are minimum hardware required specifications and, in some cases, program specific technical requirements. Computers are necessary to connect with the online learning environment, enrich your learning experience, enhance the interaction with your instructors and classmates and gain access to educational resources such as library databases and other resources from numerous sites. Please review the [Technical Requirements & Support](#) website for detailed information.

**Important note:** Chromebooks (Chrome OS) and iPads (iOS) do not meet the minimum requirements for coursework at SNHU, nor does the Microsoft Surface RT. These offer limited functionality and do not work with some course technologies. They are not acceptable as the only device you use for coursework. While these devices are convenient and may be utilized for some course functions they cannot be your primary device.

# Policies

## About SNHU

### Academic Program Improvement

SNHU builds programs and courses based on real-world competencies that are grounded both in the academic canon of knowledge and the expertise of practitioners in the field. Student achievement in relation to these competencies are measured through outcomes at both the program and course level. Based on the data and feedback obtained regarding student achievement of program outcomes, SNHU modifies and improves programs and courses through an ongoing iterative process.

### Accreditations, State Authorization and Program Approvals

#### Regional Accreditation:

##### New England Commission of Higher Education

Southern New Hampshire University is accredited by the New England Commission of Higher Education (NECHE). All Programs offered by SNHU are encompassed by this regional accreditation.

Inquiries regarding accreditations should be emailed to [accreditation@snhu.edu](mailto:accreditation@snhu.edu).

Individuals may also contact:

New England Commission of Higher Education

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

(781) 425-7785

[info@neche.org](mailto:info@neche.org)

The New England Commission of Higher Education is the regional accreditation agency for colleges and universities in the six New England states: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, and Vermont. The New England Commission of Higher Education (NECHE) is recognized by the U.S. Secretary of Education as a reliable authority on the quality of education for the institutions it accredits. The Commission is also recognized by the Council for Higher Education Accreditation (CHEA), affirming that its standards and processes are consistent with the quality, improvement, and accountability expectations that CHEA has established. Recognition by the Department of Education provides access to federal financial aid for U.S. students attending institutions accredited by the Commission.

#### Degree Granting Approval:

[New Hampshire Department of Education, Division of Higher Education - Higher Education Commission](#)

Southern New Hampshire University maintains degree granting approval from the New Hampshire Department of Education, Division of Higher Education - Higher Education Commission.

#### Programmatic Accreditations:

In addition to the regional accreditation, certain SNHU undergraduate and graduate programs also carry specialized programmatic accreditations.

##### Accreditation Council for Business Schools and Programs (ACBSP)

Many of the undergraduate and graduate business programs offered by Southern New Hampshire University are accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Business programs that are currently not listed as ACBSP accredited may become accredited upon eligibility. [View a list of our accredited business programs.](#)

##### Commission on Accreditation for Health Informatics and Information Management Education (CAHIIM)

The B.S. in Health Information Management program is accredited by the [Commission on Accreditation for Health Informatics and Information Management Education](#) (CAHIIM).

##### Commission on Collegiate Nursing Education (CCNE)

The baccalaureate degree in nursing program and master's degree in nursing program at Southern New Hampshire University are accredited by the [Commission on Collegiate Nursing Education](#), 655 K Street NW, Suite 750, Washington DC 20001, 202-887-6791.

##### [Council for the Accreditation of Educator Preparation](#) (CAEP)

## Online Programs

The Elementary Education program at Southern New Hampshire University has been awarded [CAEP](#) accreditation by the Inquiry Brief Commission of the Council for the Accreditation of Educator Preparation (CAEP). Please access the following documents by clicking on the hyperlinks: [Summary of the Case](#); [Decision Letter](#); [CAEP Annual Reporting Measures](#)

### **Council on Education for Public Health (CEPH)**

Southern New Hampshire University is an applicant for accreditation by the Council on Education for Public Health. The accreditation review will address the Master of Public Health and the Master of Public Health with a concentration in Global Health programs. Other degrees and areas of study offered by this institution will not be included in the unit of accreditation review. Additional information can be found on the [CEPH website](#).

### **Engineering Accreditation Commission of ABET (Accreditation Board for Engineering and Technology)**

The baccalaureate degree in Mechanical Engineering and the baccalaureate degree in Aeronautical Engineering offered by Southern New Hampshire University's College of Engineering, Technology and Aeronautics (CETA) are accredited by the [Engineering Accreditation Commission of ABET](#).

### **New Hampshire State Department of Education for Teacher Certification**

Please review the [list of New Hampshire approved collegiate programs of preparation for the education professions](#)

### **Assessment:**

Southern New Hampshire University programs complete a comprehensive review on a 3-5 year schedule. This review includes analysis of program outcomes and involves multiple constituents across the University, including department chairs, executive directors, assessment committees, and academic leadership. The University continually fosters transparency within program and course creation, assessment and evaluation, and alignment of program outcomes. In addition, all Southern New Hampshire University faculty are either academically or professionally qualified to teach, per the institutions credentialing requirements.

### **State Authorizations:**

As an institution that has students residing across the United States, Southern New Hampshire University (SNHU), is required to obtain state approval to operate (state authorization) based on the activities it conducts in a state.

In some states SNHU is exempt from seeking approval to operate as some state regulations allow for institutions that meet specific criteria to apply for an exemption in lieu of approval to operate.

While in other states SNHU has SARA approval to operate. SARA, the State Authorization Reciprocity Agreement, is an agreement among member states, districts and territories that establishes comparable national standards for interstate offering of postsecondary distance education courses and programs. It is intended to make it easier for students to take online courses offered by postsecondary institutions based in another state. SARA is overseen by a National Council and administered by four regional education compacts: <http://nc-sara.org/content/basic-questions-about-sara#what>.

## Online Programs

State	Status
<a href="#">Alabama</a>	SARA
<a href="#">Alaska</a>	SARA
<a href="#">Arizona</a>	SARA & APPROVAL TO OPERATE
<a href="#">Arkansas</a>	SARA
<a href="#">California</a>	EXEMPT
<a href="#">Colorado</a>	SARA
<a href="#">Connecticut</a>	SARA
<a href="#">Delaware</a>	SARA
<a href="#">District of Columbia</a>	SARA
<a href="#">Florida</a>	SARA
<a href="#">Georgia</a>	SARA
<a href="#">Hawaii</a>	SARA
<a href="#">Idaho</a>	SARA
<a href="#">Illinois</a>	SARA
<a href="#">Indiana</a>	SARA
<a href="#">Iowa</a>	SARA
<a href="#">Kansas</a>	SARA
<a href="#">Kentucky</a>	SARA
<a href="#">Louisiana</a>	SARA & APPROVAL TO OPERATE
<a href="#">Maine</a>	SARA
<a href="#">Maryland</a>	SARA
<a href="#">Massachusetts</a>	SARA
<a href="#">Michigan</a>	SARA
<a href="#">Minnesota</a>	SARA
<a href="#">Mississippi</a>	SARA
<a href="#">Missouri</a>	SARA
<a href="#">Montana</a>	SARA
<a href="#">Nebraska</a>	SARA
<a href="#">Nevada</a>	SARA
<a href="#">New Hampshire</a>	SARA & APPROVAL TO OPERATE
<a href="#">New Jersey</a>	SARA
<a href="#">New Mexico</a>	SARA
<a href="#">New York</a>	SARA
<a href="#">North Carolina</a>	SARA
<a href="#">North Dakota</a>	SARA
<a href="#">Ohio</a>	SARA
<a href="#">Oklahoma</a>	SARA
<a href="#">Oregon</a>	SARA
<a href="#">Pennsylvania</a>	SARA
<a href="#">Rhode Island</a>	SARA
<a href="#">South Carolina</a>	SARA
<a href="#">South Dakota</a>	SARA
<a href="#">Tennessee</a>	SARA
<a href="#">Texas</a>	SARA
<a href="#">Utah</a>	SARA
<a href="#">Vermont</a>	SARA & APPROVAL TO OPERATE
<a href="#">Virginia</a>	SARA

## Online Programs

<a href="#">Washington</a>	SARA
<a href="#">West Virginia</a>	SARA
<a href="#">Wisconsin</a>	SARA
<a href="#">Wyoming</a>	SARA
U.S. Territories:	
<a href="#">Guam</a>	EXEMPT
<a href="#">Puerto Rico</a>	SARA
<a href="#">U.S. Virgin Islands</a>	SARA

## Required Written Arrangements

The office of Academic Quality, Accreditation & Support at Southern New Hampshire University maintains a list of written arrangements.

Please email [accreditation@snhu.edu](mailto:accreditation@snhu.edu) with any questions.

## Academic Calendars

### Academic Calendar

#### Undergraduate Academic Calendar - 8 Weeks

Term	Term Start	Term End
20EW1	August 31, 2020	October 25, 2020
20EW2	October 26, 2020	December 20, 2020
21EW3	January 4, 2021	February 28, 2021
21EW4	March 1, 2021	April 25, 2021
21EW5	May 3, 2021	June 27, 2021
21EW6	June 28, 2021	August 22, 2021

#### Graduate Academic Calendar - 10 Weeks

Term	Term Start	Term End
20TW1	September 14, 2020	November 22, 2020
20TW2	November 30, 2020	February 14, 2021
21TW3	February 22, 2021	May 2, 2021
21TW4	May 10, 2021	July 18, 2021
21TW5	July 26, 2021	October 3, 2021

#### Advantage Academic Calendar - 16 Weeks

Term	Term Start	Term End
20FADAY	September 1, 2020	December 18, 2020
21SPDAY	January 12, 2021	April 30, 2021

#### College for America Term Structure

College for America enrolls students in a 16 week trimester structure.

Term	Term Start	Term End
20DA08	August 31, 2020	December 20, 2020
20DA10	October 26, 2020	February 14, 2021
21DA01	January 4, 2021	April 25, 2021
21DA03	March 1, 2021	June 20, 2021
21DA05	May 3, 2021	August 22, 2021
21DA06	June 28, 2021	October 17, 2021



## Academic Program Policies

### Academic Progression Requirements for Nursing Programs

- Students must achieve a grade of B- or better for all nursing core courses completed at SNHU to be allowed to continue in the program.
- Students must remain in compliance with the SNHU Code of Conduct and the American Nurses' Association Code of Ethics throughout their enrollment.
- Students must maintain an active unencumbered Registered Nurse license. If a student holds active licenses in more than one state/jurisdiction, all licenses must be unencumbered. Students must notify the advisor for any licensure status change and criminal arrests or convictions while enrolled in nursing program.
- Students must notify advising prior to relocation as continued enrollment and academic progression is contingent upon SNHU full authorization in other geographic locations.

Students who do not achieve a B- or better in a nursing core course completed at SNHU **will be placed on Nursing program academic probation**. Students may not enroll in any other nursing courses until they have successfully retaken the course. During the probation period, students are encouraged to communicate regularly and consistently with their academic advisors and nursing program faculty to ensure students have the resources to maximize their opportunity for success when they retake the course.

If the student achieves a B- or better after repeating the course, the nursing program academic probation status will be removed and the student restored to good standing. If the student does not achieve a B- or better after repeating the course, the student will be dismissed from the nursing program. Nursing students are allowed to repeat only one required course in the nursing major and subsequent failure to meet academic requirements will result in immediate dismissal from the program. The student remains eligible to enroll in an alternate non-nursing degree-granting program offered by SNHU.

***Students unable to achieve satisfactory grades in the nursing program pathway may request enrollment in a program in another academic area.***

### Graduate Nursing Admission and Academic Requirements

#### MSN ADMISSION REQUIREMENTS

- Must maintain an active unencumbered Registered Nurse license. Licensure exam must be equivalent to NCLEX-RN examination. (If a student holds active licenses in more than one state/jurisdiction all licenses must be unencumbered.)
- Must have an earned bachelor's degree from an accredited nursing program (ACEN, CCNE, and CNEA) with a minimum cumulative GPA of 3.0

#### Foreign-Educated Nurses

Foreign-educated nurses will be reviewed by the nursing team for admission to the nursing programs if they do not meet the above nursing admission requirements. Criteria established by the National Council of State Boards of Nursing (NCSBN) will be used to review applicants to ensure sufficient academic preparation, comparable licensure requirements and English language proficiency. Foreign-educated nurses is defined by NCSBN.

#### Post-Master's Patient Safety & Quality Certificate Program

(Open to nursing and health professions only)

- Registered nurse applicants who wish to pursue this certificate must meet MSN nursing program admission requirements.
- Must have an earned master's degree from an accredited nursing (ACEN, CCNE, and CNEA) or health professions program with a minimum cumulative GPA of 3.0

#### Provisional Acceptance into Graduate Nursing

Please see the [Provisional Acceptance](#) policy.

#### MSN ACADEMIC REQUIREMENTS

##### Accelerated Pathway for MSN

Students who have graduated from SNHU's RN-BSN program and have successfully completed the graduate level course work in NUR-540 Advanced Pathophysiology Across the Lifespan will earn credits to replace NUR-601 Advanced Pathophysiology or have completed the graduate level work in NUR-545 Advanced Health and Literacy Assessment will earn credit to replace NUR-607 Advanced Health Assessment respectively. Criteria for acceptance into the Accelerated Pathway is a 3.5 GPA and Dean approval.

##### Transfer of Credit

## Online Programs

Students seeking transfer of nursing courses must submit a course syllabus, course description, and transcript for the nursing course they wish to receive credit. The Dean of Nursing will review the transcripts, course syllabi, and any other required documentation to determine if nursing transfer credits can be awarded. Graduate courses accepted for transfer credit require a grade of "B" or higher and must have been completed within the last five (5) years. The Department of Nursing may accept a maximum of twelve graduate credits at time of admission. Once students are matriculated at SNHU, students are expected to complete their course work at SNHU. Please see the [Transfer Credit](#) policy.

### Requirements for Precepted Practicums (MSN Clinical Nurse Leader and MSN Nurse Educator)

- Students enrolled in the MSN Clinical Nurse Leader and MSN/Nurse Educator programs must comply with the requirements of the healthcare organizations where their capstone clinical immersion experience will be completed. These requirements must be met at least two terms prior to the start of the clinical components of these programs.
- These requirements may include (but are not limited to) criminal background checks and verification of licensure, immunization records, health insurance, and liability insurance. Students may incur additional costs to meet the healthcare organization requirements

## MA Clinical Mental Health Counseling Program Progression

CMHC Students must earn a minimum of a B- in all SNHU Counseling courses (except for the Practicum and Internship courses which are graded Pass/Fail) before progressing in the program.

Students who do not achieve a B- or better in a counseling course, will be placed on an Academic Student Support Plan that will include a plan for academic success which will be developed by the student and the Counseling Student Advancement, Dispositions, and Support Committee and reviewed by an Associate Dean to ensure the student has the resources to maximize the opportunity for success when retaking the course. During the term in which the student is retaking the course, the Faculty Advisor or a faculty member appointed by the Counseling Student Advancement, Dispositions, and Support Committee will monitor the student's progress in the course.

If the student achieves a B- or better after repeating the course, the student will be removed from the plan and restored to good standing. If the student does not achieve a B- or better after repeating the course, the student will be dismissed from the counseling program. The student remains eligible to enroll in an alternate degree-granting program offered by SNHU, provided they meet admissions requirements and are in good academic standing.

## Professional Standards for Nursing and Counseling Programs

Professional Standards for Nursing and Counseling Programs

### 1 - Ethics, Dispositions, Proficiencies and Professional Standards

Southern New Hampshire University supports professional practice standards and behaviors for students enrolled in nursing and mental health counseling programs aligned with applicable regulatory and legal standards. Students enrolled in these professional practice programs at SNHU will be required to demonstrate compliance with applicable professional organizations' standards and codes of ethics throughout their enrollment in the program. These ethics, dispositions, proficiencies and professional standards are critical components of the academic programs and review under this policy is conducted under the academic authority of the program.

Violations may include, but are not limited to: disrespectful or unprofessional conduct, failure to respond to supervisory feedback, deliberate misrepresentation or falsification of information, failure to meet professional obligations (including non-adherence to affiliation agreements), criminal acts, abuse of or improper relationship with clients/patients, misuse of alcohol or drugs, improper financial conduct, and disclosure of confidential client/patient information (excepted as required or permitted by law).

See: [ANA Code of Ethics](#); [ACA Code of Ethics](#); [AMHCA Code of Ethics](#); Nursing Student Handbook; and MA Counseling Student Handbook

Students are responsible for demonstrating behaviors that are consistent with these guidelines throughout their participation in the program, including in classes, during residencies, in communications with other students and university staff and faculty, and during practicum and internships. When confronted with an ethical question or dilemma and in instances where the guidelines do not suggest a clear course of action, students are expected to seek out consultation with a member of the faculty or program administration.

### 2 - Violation of Ethics, Standards, or Disposition

Conduct unbecoming of a student may constitute a valid reason not to recommend a student for clinical placement, progression, or licensure, and may result in the removal of the student from the educational program at SNHU. In addition, failure to adhere to the applicable code of ethics or dispositions, proficiencies and professional standards as outlined above may result in academic interventions up to and including expulsion from the program.

## Online Programs

This policy and associated processes do not review violations of the SNHU code of conduct. However, potential violations of SNHU's Code of Conduct as set forth in the [university catalog](#) and university student handbook may be reviewed separately through the Office of Student Conduct in the event that a violation overlaps multiple policies. For clarity, the SNHU Code of Conduct focuses on student discipline while violations of ethics, standards, or dispositions are academic based decisions.

### 2.1 - SNHU Professional Standards Committee for Professional Practice Programs

In cases where a student's behavior raises a concern about violations of ethics, dispositions, proficiencies or professional standards, the student will initially be referred to their respective program for resolution and/or remediation.

Concerns that are not successfully addressed through the program level processes outlined in the Nursing or Counseling student handbook will be referred to the SNHU Professional Standards Committee for Professional Practice Programs (hereafter referred to as "the Committee"). The Committee receives, investigates, and resolves or makes recommendations regarding violations of the dispositions, proficiencies, professional standards, or an applicable code of ethics. The Committee does not review violations of the SNHU Code of Conduct. The Committee is comprised of:

- One (1) dean or director from *each* program affected by this policy (voting member)
- One (1) external member which may be a non-affected Executive Director, Academic Vice President or Assistant Vice President, or a non-affected Associate Dean (voting member)

The Committee meets on an as-needed basis and is chaired by the committee representative from the student's professional practice program.

### 2.2 - Filing and Investigation of Concerns

Any concern alleging a violation of the dispositions, proficiencies, professional standards or applicable code of ethics under this policy, may be submitted by a student, mentor, preceptor, staff member, clinical instructor, lab instructor, clinical agency personnel, or patient/client. All concerns must be submitted in writing using the Professional Practice Concern Form. The form will include the following:

- Identifying information regarding the student, including name and program of record
- A description of how the notifier became aware of the concern
- A description of the concern that references the specific ethics, disposition, proficiency or professional standard being addressed and how the student's behavior failed to meet that standard.

The Committee will investigate each student concern according to the following procedure:

- When a potential violation is reported, the Committee chair will initiate and conduct an investigation of the concern. (In cases where a standing committee member was the person who initiated the original concern, another dean or director from the same program may serve on the committee in their stead.)
- The investigation will include the collection of any information necessary to thoroughly investigate the concern, which may include meeting with external clinical agencies, faculty and/or SNHU staff, and other direct witnesses to the behavior, in addition to the student.
- Once the investigation is complete, the Committee chair will share the information collected, along with a recommendation regarding the proposed resolution and corrective action, with the full Committee and the affected student for resolution (see 2.3 below).

### 2.3 - Determining Resolution

Once the investigation is complete, the Committee chair will contact the student by email to arrange a time to discuss the investigation results with the full Committee and attempt to resolve behavioral changes required to align the student's conduct with the standards of professional conduct described in this policy. Generally, 72-hour notice is given prior to this meeting. The student may attend the meeting with a faculty or staff support person, with prior approval from the Committee chair. The support person may not participate directly in the hearing or disrupt it in any way. In the event that a student attends a meeting with legal representation without having notified the committee, the Committee may immediately choose to reschedule the meeting.

If a student fails to respond to the meeting request within three business days or does not attend a mutually agreed to meeting, the committee will make its determination based on the information that is available to it from the investigation.

### 2.4 - Actions

After a concern is investigated and the Committee has met with the student, the Committee will vote on one of the following actions:

- Dismissal of the complaint as unfounded;
- Referral of the student to the program's student remediation/support committee for corrective action;
- Dismissal of the student from the program. Provided no other SNHU standards of conduct were violated, students who are dismissed from a program due to a violation of this policy may be able to pursue another academic program at SNHU if they meet the requirements. Students should recognize, however, that certain violations of this code may bar entrance to other SNHU professional programs.

A record of the Committee's decision will be sent to the student electronically and placed in the student's file. The

## Online Programs

Committee Chair will notify the Student in writing within three business days of the decision and any action being taken.

Students who wish to respond to a decision, must respond to the Committee Chair in writing within three business days, indicating either their agreement with the corrective action or reasons for appealing a decision, along with any new documentation for consideration. Appeals will only be accepted based upon: new information that was not known at the time of original decision or procedural concerns based on grounds other than general dissatisfaction with the current resolution. The written appeal must explain why the factual information considered was incomplete and/or the appropriate procedure was not applied and how this should change the Committee's determination of the matter. Appeals involving new information will be reviewed by the committee and the Executive Director of the student's professional practice program. Appeals based on procedural concerns will be reviewed by the Executive Director and Associate Vice President for the student's professional practice program. Students who fail to respond are considered to have accepted the Committee decision and actions.

### 1. Student Rights

Students have the following rights pertaining to alleged and confirmed violations of the standards of professional conduct set forth in this code:

- The student must be notified in writing if they become the subject of a justifiable concern.
- The student must be provided an opportunity to respond to a concern and explain their behavior to the Committee.
- The Committee must notify the student in writing of its decision, including, as appropriate, the unacceptable behavior, the standard violated, and the corrective action.
- At the discretion of the Committee, students may be permitted to participate in SNHU course(s) during the investigation and decision-making processes, however, may be excluded from any lab or clinical experience until a final decision allowing participation is reached.

### 3- Academic Actions and Education Records

Records of concerns and corrective action will be maintained according to SNHU policy regarding student academic disciplinary records as well as applicable state and federal laws concerning maintenance and disclosure of student information.

## RN to BSN Nursing Admission and Academic Requirements

### RN to BSN ADMISSION REQUIREMENTS

To be fully accepted to the undergraduate nursing program, students must meet the following requirements:

- Hold an earned diploma or associate degree in nursing from an accredited nursing program (ACEN, CCNE, and CNEA) OR state Board of Nursing approved program that prepares students for the NCLEX-RN exam
- Have a cumulative GPA of at least 2.5 on the degree awarding transcript OR a cumulative GPA between 2.0 and 2.49 on the degree awarding transcript with a minimum of nine (9) credit hours earned subsequent to the diploma or associate degree with at least a 2.5 cumulative GPA
- Must maintain an active unencumbered Registered Nurse license. Licensure exam must be equivalent to NCLEX-RN examination. If a student holds active licenses in more than one state/jurisdiction, all licenses must be unencumbered.
- Students who do not hold a nursing license and have graduated from a nursing program within three months may be admitted if they meet all other admission requirements. Evidence of licensure must be provided within three months from date of admission.

### Foreign Educated Nurses

Foreign-educated nurses will be reviewed by the nursing team for admission to the nursing programs if they do not meet the above nursing admission requirements. Criteria established by the National Council of State Boards of Nursing (NCSBN) will be used to review applicants to ensure sufficient academic preparation, comparable licensure requirements and English language proficiency. Foreign-educated nurses is defined by NCSBN.

### Provisional Acceptance, RN to BSN Program

Nursing students must achieve a grade of B- or better in all undergraduate nursing core courses in order to continue in the program. See [Academic Progression Requirements for Nursing Programs policy](#).

### Provisional Acceptance to Program

Students who do not meet requirements for full acceptance into the undergraduate nursing program may be eligible for provisional acceptance. Provisional acceptance may be extended to students with a cumulative GPA between 2.0 and 2.49 who meet all other admission criteria.

To be eligible for full acceptance, provisionally accepted students must achieve a cumulative GPA of at least 2.7 by the end of their second term. To foster success, it is recommended that students take one course per term but students may choose to take up to two courses each term. Regardless of the number of courses taken each term, the same rule applies:

## Online Programs

students must achieve a cumulative GPA of 2.7 by the end of their second term.

### **Provisional Student Enrollment in another Undergraduate Program**

Provisionally accepted students who do not achieve full acceptance (those who do not receive a cumulative GPA of 2.7 by the end of their second term) in the nursing program may request enrollment in a new program in another academic area. Students must satisfy the admissions requirements of the new program.

### **RN to BSN ACADEMIC REQUIREMENTS**

#### **Transfer of Credit**

Up to 90 transfer credits may be accepted. A transfer block of 45 credits shall be awarded to students with an active unencumbered registered nurse license. If the student holds an associate degree or diploma in nursing from an accredited nursing program, they may be awarded additional credits in non-nursing courses such as those which fulfill General Education or free elective requirements. There is no time limit for accepting science courses. In the case where transfer credits are granted, the student still will need to complete the 30 residency hours required for degree conferral at SNHU.

#### **Transfer of Nursing Courses**

The RN-BSN program has a unique curriculum that can make transfer credit for nursing courses difficult. Students who have completed Nursing courses similar to those required in the nursing major, may be required to submit a completed petition to amend degree requirements to request approval to transfer individual nursing course(s) into their program. The petition must be approved by a member of the nursing academics team and include a course syllabus, course description, and transcript for the nursing course for which they are seeking to receive credit. The course being considered must have been completed at an approved or accredited school of nursing. Unless otherwise stated, courses considered for transfer must be discrete courses and students must have achieved a B- or better. For example, Health Assessment content integrated in a Medical-Surgical Course will not be considered for transfer credit.

#### **Accelerated Pathway for MSN**

Students who have graduated from SNHU's RN-BSN program and have successfully completed the graduate level course work in NUR-540 Advanced Pathophysiology Across the Lifespan will earn credits to replace NUR-601 Advanced Pathophysiology or have completed the graduate level work in NUR-545 Advanced Health and Literacy Assessment will earn credit to replace NUR-607 Advanced Health Assessment respectively. Criteria for acceptance into the Accelerated Pathway is a 3.5 GPA and Dean approval.

### **SNHU-501 Provisional Policy, Master's of Arts**

Provisionally accepted students entering into an MA program will be required to take SNHU-501 as their initial course. These students will need to pass SNHU-501 before their Provisional hold is removed.

Students enrolled in the MA Counseling program are exempt from this requirement.

## **Academic Standards**

### **Academic Honors**

#### **President's List and Dean's List**

At the close of each reporting term (fall, winter/spring, summer) at Southern New Hampshire University, the registrar's office publishes two lists of students who have achieved standards of academic excellence during the semester's work. As of June 1, 2013, full-time students who have earned a minimum grade-point average of 3.700 and above for the semesters are named to the President's List. Students who have earned a minimum grade-point average of 3.500 to 3.699 for the semesters are named to the Dean's List. Full-time status is achieved by earning 12 credits; undergraduate day students must earn 12 credits in fall or spring semester, and COCE students must earn 12 credits in either EW1 & EW2, EW3 & EW4, or EW5 & EW6.

#### **Alpha Sigma Lambda Honor Society**

Alpha Sigma Lambda is a national honor society recognizing adult learners with outstanding academic achievement. This group is designed to those students connect, building a community to help further their career and academic goals.

In 1946, Dr. Rollin B. Posey, Dean of University College at Northwestern University, realized that a measure of encouragement and recognition accorded a student's scholastic achievement at an early stage of their program could provide the thrust of desire to achieve their educational objectives. Dr. Posey founded a society, Alpha Sigma Lambda, to honor those dedicated adult students who, while adroitly handling their life responsibilities, achieve and maintain high scholastic standards.

Today there are over 300 chartered chapters throughout the United States. The camaraderie, advantages and benefits of Alpha Sigma Lambda are its own best incentive for being. The Society not only brings together outstanding students and faculty, but also offers each individual an exposure to interests other than their own.

## Online Programs

For the nontraditional student, the Society stands as an inspiration for continuing scholastic growth and is a builder of pride through recognition. For the chapter institution, the Society serves as a vehicle for imparting appreciation for adult students' academic achievements and contributions. Also, the Society has been found to aid immensely in the recruitment and retention of nontraditional/adult students.

Student members must have completed a minimum of 24 graded semester hour credits at SNHU. At least 12 of a student's total credits should be earned in courses in Liberal Arts/Sciences. Student members selected must have a minimum grade point average of 3.2 on a 4.0 scale or its equivalent credits and are matriculated in an undergraduate degree program. We invite new members to join once each year, in late January or early February.

### **Delta Mu Delta Honor Society**

Founded in 1913, Delta Mu Delta is an international business honor society that recognizes and encourages academic excellence of undergraduate and graduate students. The Southern New Hampshire University chapter, Gamma Nu, was installed in 1978. Its purpose is to promote and recognize students for their scholastic achievement in business and is the highest international recognition a student can earn.

Membership is extended to business students of good character, who have completed more than half of their program of study, have achieved a cumulative grade-point average of 3.6 and reside in the top 20 percent of their respective class.

### **National Society of Leadership and Success**

The Society is the nation's largest leadership honor society. Students are selected by SNHU for membership based on either academic standing or leadership potential. With 472 chapters, the Society current has 419,794 members nationwide. In addition to honorable distinction, the Society provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among the top student leaders at their campus and across the country. Members are able to list their affiliations on all statements of personal accomplishment, including their resume. This program is conducted entirely online with an online-based advisor available to support you.

Criteria for nomination is a 3.0 cumulative GPA for undergraduate students and a 3.5 cumulative GPA for graduate students, as well as to have completed 9 credits. There is a one-time membership fee.

### **Pi Lambda Theta Honor Society**

Founded in 1910, Pi Lambda Theta (PLT) is the most selective honor society for educators. Pi Lambda Theta recognizes the academic achievement and outstanding disposition of graduating education students. The accomplishments of exemplary education students are honored through this induction. Candidates' development of knowledge, skills, professionalism, and leadership are promoted and supported through their membership in Pi Lambda Theta, a member of Phi Delta Kappa International.

#### **Undergraduate Criteria:**

- Membership is extended to graduating students who have been identified by School of Education faculty as having satisfied the eligibility requirements
- Students must have earned a 3.5 GPA or above
- All candidates must have demonstrated exceptional disposition through their education program

#### **Graduate Criteria:**

- Membership is extended to graduating students who have been identified by School of Education faculty as having satisfied the eligibility requirements
- Students must have achieved a GPA of 3.9 or above
- All candidates must have demonstrated exceptional disposition through their education program

### **Sigma Tau Delta Honor Society**

Sigma Tau Delta is the International English Honor Society. SNHU established its own chapter, Alpha Pi Psi, in the fall of 2008 for the University College and Alpha Phi Beta, in the spring of 2015 for the College of Online and Continuing Education. The Honor Society provides eligible English Language and Literature and Creative Writing majors and minors with opportunities to attend and present at conferences, publish undergraduate work, participate in field trips, and gain valuable networking opportunities.

Undergraduate inductees have completed at least three semesters at SNHU, have completed more than two (2) literature courses beyond the General Education requirements, and have maintained a minimum 3.3 GPA. Graduate inductees have completed at least six (6) semester hours at SNHU and have maintained a minimum 3.3 GPA.

### **NBEA Award of Merit**

The National Business Education Association Award of Merit is presented to the outstanding graduating senior in business/marketing teacher education. This award is presented at the discretion of the business education program faculty.

# Online Programs

## Distinguished Scholar Award

The Distinguished Scholar Award recognizes outstanding online undergraduate and graduate students who have earned the highest cumulative GPA in their degree program, with a minimum cumulative GPA of 3.7. To be eligible, students must have conferral dates between April 1 of the previous year through March 1 of the current year. (See [Degree and Certificate Conferral](#).) Students will be notified in April if they receive this award. This policy only applies to students who have earned an Associates, Bachelors or Masters degree through a non-direct assessment program. Certificate students are not eligible for this award. The Distinguished Scholar Award is not recorded on the student's permanent record, transcript, or diploma.

## Academic Renewal

### Undergraduate Level

After an absence of at least one year, an undergraduate student who has been academically unsuccessful in the past may change programs and apply for academic renewal. This will remove the negative impact to their cumulative GPA for grades lower than "C". Additionally the student is required to complete a minimum of 30 credits at Southern New Hampshire University after renewal is granted.

### Graduate Level

After changing to another graduate program and successfully completing the first 9 credit hours with a grade of "B-" or above in each course, a graduate student who has been academically unsuccessful in the past may apply for academic renewal. This will remove the negative impact to their cumulative GPA for grades lower than "B-".

### Academic Renewal at either the undergraduate or graduate level:

- will only be granted once per academic level at the undergraduate and/or graduate level at SNHU
- cannot be reversed
- must be approved by the Scholastic Standing Committee
- will impact transcripts, cumulative GPA, and credit toward graduation:
  - undergraduate courses with a final grade below "C" and graduate courses with a final grade below "B-" will have an "R" precede the original grade (for example, an "RC-" will replace a final grade of "C-", "RF" will replace a final grade of "F", etc.). A new grade-point average will be calculated as academic renewal grades are applied;
    - courses so designated will:
      - appear on the transcript in the new format
      - be eliminated from the student's cumulative GPA
      - not earn credit toward graduation
    - undergraduate courses with a final grade of "C" or better and graduate courses with a final grade of "B-" or better will:
      - courses will continue to:
        - appear on the transcript
        - be included in the student's cumulative GPA
        - earn credit toward graduation
  - does not apply to courses that were part of a previously conferred degree or certificate
  - applies to every program affected by the renewal; the student is no longer eligible to return to the program(s) for which academic renewal was granted:
    - Change in concentration is not considered a program change for academic renewal purposes.
    - Academic renewal does not nullify policies restricting the age of coursework or time limits on program completion

NOTE: Academic Renewal may have a negative impact on the calculations utilized by financial aid to determine Satisfactory Academic Progress for Title IV purposes.

## Amendment of Degree Requirements

The courses required for a specific degree are outlined in the university catalog. Any change in program course requirements must be approved by the student's program coordinator/department chair and school/associate dean. A completed and approved [Petition to Amend Degree Requirements](#) form must be received by the Office of the University Registrar before the change will become effective.

## Ceremonial and Latin Honors

### Academic Honors, Associate and Baccalaureate Degrees

The university acknowledges outstanding academic performance through Ceremonial Honors and Latin Honors. Ceremonial Honors serve as a way of recognizing students' outstanding academic performance during commencement ceremonies for those students who either do not qualify for Latin Honors at the time of commencement or who do not have enough institutional credits to be eligible for Latin Honors upon degree completion. Ceremonial Honors are not recorded on the student's permanent record, transcript or diploma whereas Latin Honors are. Ceremonial and Latin Honors apply only to



## Online Programs

undergraduate degree recipients.

Students who meet the criteria for either Ceremonial Honors or Latin Honors are recognized as honors recipients as they cross the stage at commencement. They receive honors regalia indicating their achievement. For commencement purposes, honors are assessed as of the first business day after March 15th and are based on GPA and institutional credits completed at that time. Students who are still completing course work as of the first business day after March 15th are eligible for Ceremonial Honors but not Latin Honors. Latin Honors are assessed and awarded only upon completion of all course work for the degree. During commencement students are recognized for either Ceremonial or Latin Honors, not both.

This policy applies only to Associates and Bachelors degrees completed through non-direct assessment programs.

See criteria for Ceremonial and Latin Honors below.

### Criteria for Ceremonial Honors

Minimum Institutional Credits Completed	Cumulative GPA	Associate Degree	Baccalaureate Degree
Associate's = 15 Bachelor's = 30	3.500 - 3.699	Honors	Cum Laude
Associate's = 15 Bachelor's = 30	3.700 - 3.849	High Honors	Magna Cum Laude
Associate's = 15 Bachelor's = 30	3.850 - 4.000	Highest Honors	Summa Cum Laude

### Criteria for Latin Honors

Minimum Institutional Credits Completed	Cumulative GPA	Associate Degree	Baccalaureate Degree
Associate's = 30 Bachelor's = 60	3.500 - 3.699	Honors	Cum Laude
Associate's = 30 Bachelor's = 60	3.700 - 3.849	High Honors	Magna Cum Laude
Associate's = 30 Bachelor's = 60	3.850 - 4.000	Highest Honors	Summa Cum Laude

## Credit Hour Definition

SNHU has adopted the US Department of Education and the New England Commission of Higher Education guidelines regarding the definition of a credit hour. Federal regulations define a credit hour under Section 600.2 and 600.24(f) of the Higher Education Opportunity Act as: "An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different period of time; or
2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours."

### Face-to-Face Lectures/ Seminar/Discussion Courses

Three credit hours will be awarded for fifteen weeks of two 75-minute classes per week (or the equivalent in 50-minute, or 150-minute sessions) with a normal expectation of two hours of outside study for each class session. For courses awarding some other number of credit hours, one credit will be earned for fifteen 50-minute sessions of classroom instruction in a term (or its equivalent) with a normal expectation of two hours of outside study for each class session. For non-traditional delivery, SNHU defines the following equivalencies:

### Hybrid Courses

Hybrid courses will meet face-to-face once a week for the equivalent of 1 class period throughout the academic term, and contain weekly asynchronous online components.

### Fully Online Courses

Online asynchronous or synchronous courses must mirror the learning outcomes and academic standards of the analogous face-to-face course. Thus, while students may spend no time "in class," they complete the equivalent amount of work. Federal regulations recognize the special nature of "class time" in the online environment.



## Online Programs

### Individual Activity Courses (independent study, course by arrangement)

Such courses have generally been three credit hours at SNHU. Faculties are expected to assess the level and amount of student learning, and award credit only when the work is of sufficient challenge and quality. While faculty guidance is expected, much or most of this activity is done independently by the student on their own time.

### Internships

SNHU awards credit hours for learning acquired outside the institution if it is an integral part of a program of study. We particularly encourage internships which are supervised by disciplinary faculty. When work experience receives academic credit, it should both be suitably supervised and of sufficient length to be meaningful. Historically this has been achieved by awarding three semester credits for fifteen weeks of ten clock-hours per week or 150 internship hours for a 3-credit course.

### Credit by Examination and Prior Learning Assessment (PLA)

At its discretion, SNHU may award academic credit for mastery demonstrated through credit-by-examination and PLA. Approved credit may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

### Other Special Arrangements (study abroad, etc.)

Credit hours to be earned in approved overseas academic programs will be considered on an individual basis following established procedures in the specific Schools. All other special arrangements must be submitted to, and approved, by the Provost / Sr. VP of Academic Affairs.

### College for America Program

One-half credit equivalency is earned with the mastery of each competency, and these are mapped to course equivalencies. This includes up to 30 credits for the certificate, 60 credits for the AA degree and up to 60 additional credits leading to the BA degree.

### Unit of Credit

The unit of credit at Southern New Hampshire University is the semester hour.

## Scholastic Standing

In order to remain enrolled in courses and qualify for graduation, a student must be in good scholastic standing. Students with a cumulative GPA that falls below the minimum face scholastic sanctions that include Scholastic Warning, Continued Scholastic Warning, Academic Suspension, and Academic Dismissal.

### Undergraduate Scholastic Standing

Undergraduate students\* must maintain a cumulative GPA of 2.0 or higher.

- **Scholastic Warning:** Students with a cumulative GPA that falls below the minimum cumulative GPA of 2.0 are placed on Scholastic Warning.
- **Continued Scholastic Warning 1 (Not Advantage Applicable):** Students on Scholastic Warning who do not achieve a cumulative GPA of 2.0 the following term are placed on Continued Scholastic Warning 1. This level does not apply to Advantage students, who proceed directly to Continued Scholastic Warning 2.
- **Continued Scholastic Warning 2:** Students on Continued Scholastic Warning 1 who do not achieve a cumulative GPA of 2.0 the following term are placed on Continued Scholastic Warning 2. Students on Continued Scholastic Warning 2 from a previous term who achieve at least a 2.0 term GPA for the current term but do not achieve a cumulative GPA of 2.0 remain on Continued Scholastic Warning 2 to allow them the opportunity to improve their cumulative GPA. As long as students continue to achieve at least a 2.0 term GPA they remain on Continued Scholastic Warning until they achieve a cumulative GPA of at least 2.0.
- **Academic Suspension:** Students on Continued Scholastic Warning 2 from a previous term who do not meet a minimum term GPA of 2.0 for the current term are placed on Academic Suspension. Students who do not meet these standards due to extenuating circumstances but who are making substantial progress towards the demonstration of the standard will be reviewed on a case-by-case basis.

- **Academic Dismissal:** Students are dismissed from undergraduate programs at the university in the following

## Online Programs

circumstances:

- Students who are on any level of Scholastic Warning who cease submission of graded assignments for all registered classes prior to 60 percent of the term in two consecutive terms.
- Students who do not successfully pass SNHU-107 Success Strategies for Online Learning after the completion of two attempts.
- Students who do not maintain a term GPA of 2.0 each term following their return from suspension.

Academic Dismissal is considered final and appeals are not accepted.

- **Good Scholastic Standing:** Students who meet the required cumulative GPA of 2.0 or above are returned to good scholastic standing.

\*Note: Nursing students must achieve a grade of B- or better in all nursing core courses completed at SNHU. See [Academic Progression Requirements for Nursing Programs](#).

### Graduate Scholastic Standing

Graduate students\* must maintain a cumulative GPA of 3.0 or higher.

- **Scholastic Warning:** Students with a cumulative GPA that falls below the minimum cumulative GPA of 3.0 are placed on Scholastic Warning.
- **Continued Scholastic Warning:** Students on Scholastic Warning who do not achieve a cumulative GPA of 3.0 the following term are placed on Continued Scholastic Warning. Students on Continued Scholastic Warning from a previous term who achieve at least a 3.0 term GPA for the current term but do not achieve a cumulative GPA of 3.0 remain on Continued Scholastic Warning to allow them the opportunity to improve their cumulative GPA. As long as students continue to achieve at least a 3.0 term GPA they remain on Continued Scholastic Warning until they achieve a cumulative GPA of at least 3.0.
- **Academic Suspension:** Students on Continued Scholastic Warning from a previous term who do not meet a minimum term GPA of 3.0 for the current term are placed on Academic Suspension. Students who do not meet these standards due to extenuating circumstances but who are making substantial progress towards the demonstration of the standard will be reviewed on a case-by-case basis.
- **Academic Dismissal:** Students are dismissed from graduate programs at the university in the following circumstances:
  - Students who are on any level of Scholastic Warning who cease submission of graded assignments for all registered classes prior to 60 percent of the term in two consecutive terms.
  - Students who do not maintain a term GPA of 3.0 each term following their return from suspension.

Academic Dismissal is considered final and appeals are not accepted.

- **Academic Program Dismissal:**
  - CMHC students who earn two Unsatisfactory (U) final course grades will be dismissed from the program.
- **Good Scholastic Standing:** Students who meet the required cumulative GPA of 3.0 or above are returned to good scholastic standing.

\*Notes:

- Nursing students must achieve a grade of B- or better in all nursing core courses completed at SNHU. See [Academic Progression Requirements for Nursing Programs](#)
- Counseling students must maintain a grade of "B-" in SNHU counseling courses. See [MA Clinical Mental Health Counseling Program Progression](#)

### Readmission after Academic Suspension

Students who have been academically suspended must wait a period of six months before returning. Students who have been suspended are readmitted on Continued Scholastic Warning upon their return and must meet all scholastic standing requirements. This means that students who do not maintain a 2.0 term GPA for undergraduate, 2.67 for nursing undergraduate and a 3.0 term GPA for graduate will be suspended. Students who are suspended a second time are dismissed from undergraduate or graduate programs at the university as applicable and will not be considered for readmission at that level. Academic Dismissal is considered final and appeals are not accepted.

## Online Programs

Students who are readmitted may be limited to enrolling in only one (1) course per term and will need to meet regularly with their advisor to discuss resources and review progress toward achieving the cumulative GPA required for good standing. All students must meet cumulative GPA requirements for good standing prior to graduation.

Note: Nursing and Counseling have program-specific requirements that supersede these minimum standards. Please see [Academic Progression Requirements for Nursing Programs](#), [MA Clinical Mental Health Counseling Program Progression](#), and [Professional Standards for Nursing and Counseling Programs](#).

### COCE Scholastic Standing Committee

The COCE Scholastic Standing Committee is responsible for considering student cases for readmission after academic suspension, that are related to extenuating circumstances, and requests for academic renewal.

The Committee has the authority to:

- Uphold an academic suspension or dismissal decision for that academic level based on policy
- Grant or deny academic renewal

### SNHU-107 Required Course

SNHU 107, Online Success Strategies, is a 3 credit hour course designed to help students be successful in SNHU's online environment. It is a required course for online students who enroll with fewer than 12 transfer credit hours. Students must enroll in SNHU 107 during their first term and may elect to take one additional course that term. Students who fail SNHU 107 will be required to re-enroll in SNHU 107 in the next term and will not be permitted to enroll in any other course during that term. Students who fail a second time will be dismissed from the university.

Students who take their courses in-person at a Center location may replace the SNHU 107 requirement with a free elective.

SNHU 107 is not required for conditionally accepted (AEP) students, but is highly recommended. AEP students who fail their first term course(s) will be required to take SNHU 107 and will be limited to that course. If they fail SNHU 107 in a second term, they will be dismissed from the university.

## Admissions

### Academic Articulation Agreements

The Office of Academic Quality, Accreditation & Support at Southern New Hampshire University maintains a list of schools and organizations with which we have articulation agreements. Please email [accreditation@snhu.edu](mailto:accreditation@snhu.edu) with any questions.

### Admission Requirements, Graduate

#### General Information

Applicants who have earned a bachelor's degree or a graduate degree at an accredited institution in the United States or the equivalent of this degree from a comparable international post-secondary institution are eligible for application to the university. The decision to admit an applicant to a graduate program is based on a combination of criteria according to the requirements of the specific program.

Applicants in the process of completing their undergraduate degree and who have at least 108 credits completed may apply for limited admission to the university during their final year of undergraduate study. Applicants must supply proof of their bachelor's degree conferral prior to completing a maximum of two introductory -level graduate courses at Southern New Hampshire University. See [Limited Graduate Admissions](#) for additional information.

Applications are reviewed on a rolling basis unless otherwise noted.

#### Basic Admission Requirements

- [Admission application](#) and non-refundable \$40 application fee. Make checks payable to Southern New Hampshire University.
- Official transcripts from previous institutions for degree and post-degree coursework. A minimum of a bachelor's degree is required. All transcripts are to be submitted from the original institutions. Southern New Hampshire University will order and pay for domestic transcripts for most programs once an application has been received.
- All applicants must speak, understand, read, and write fluently in English.
- Minimum undergraduate cumulative GPA is 2.75 for full acceptance or 2.00 for provisional acceptance. Some SNHU programs may require a higher cumulative GPA, please see program specific requirements outlined below. (Completion of a post-bachelor's degree supersedes this requirement.)
- Applicants must submit an attestation form verifying information acknowledging requirements for certain programs.
- International Students must meet the [Admission Requirements for International Students](#)

Program requirements in addition to those above vary from program to program. See additional program requirements below.

## Online Programs

### Full Acceptance and Provisional Acceptance

Applicants who meet all of the basic admission requirements as well as any additional program requirements are fully accepted. Applicants whose cumulative GPA falls below 2.75 but who have at least 2.0 are provisionally accepted. Some SNHU programs may require a higher cumulative GPA, please see program specific requirements outlined below. See [Provisional Acceptance policy](#) for more information.

### Additional Program Requirements

#### MA.CMHC, MA Clinical Mental Health Counseling

- Five Question **Personal Statement** (500-600 words) that addresses the student's interest in becoming a counselor
- Two Professional **Letters of Recommendation** using SNHU Letter of Recommendation Form
- MA Counseling Recommendation **Waiver Form**
- MA Counseling State Licensure **Acknowledgement Form**
- Availability for two, in-person, week-long **residencies**

#### MFA.CWR, MFA Creative Writing

- A **personal statement** of 200-300 words is required. Students are asked to explain how someone else's story – such as a novel, movie, or a personal account – has impacted their life and influenced their drive to become a writer.
- A **creative writing sample** of 8-12 pages of fiction is required (either a short story or an excerpt from a longer work).
  - The creative writing sample should include a brief, up to **50 word introductory paragraph** that explains the literary genre of the submission, whether the submission is a complete short story or an excerpt from something longer, and, if the latter, any information the writer feels is essential to properly evaluate the submission.

#### CERT.OTW and CERT.PWR, Certificate in Online Teaching of Writing and Certificate in Professional Writing

- Enrollment is restricted to candidates concurrently enrolled in the Master of Fine Arts in Creative Writing.
- Students who are enrolled in MFA.CWR must select one of the two certificates with their program.

#### MS.PSY, MS Psychology

- **PSY Non-Licensure Acknowledgment Form**

#### CERT.FAC, Forensic Accounting and Fraud Examination Certificate

- Resume showing two year's accounting experience, specifically in auditing and financial reporting analysis.

#### MED.CIN, M.ED Curriculum and Instruction

- Resume including any relevant K-12 instructional or curriculum development experience, for at least six months.
- MED Non-Licensure Acknowledgment Form

#### MA.COM, MA Communication

- Personal statement (500-600 words) that addresses the student's interest in the field of communication. Students in this program are expected to have a mastery of college-level writing.

#### MA.ECW, MA English and Creative Writing

- Personal statement (500-600 words) that addresses the student's interest in the fields of English and Creative Writing. Students in this program are expected to have a mastery of college-level writing.

#### MA.ENG, MA English

- Personal statement (500-600 words) that addresses the student's interest in the field of English. Students in this program are expected to have a mastery of college-level writing.

#### MA.HIS, MA History

- Personal statement (500-600 words) that addresses the student's interest in the field of history. Students in this program are expected to have a mastery of college-level writing.

#### MSN, MS Nursing

- Conferred BSN from an ACEN or CCNE accredited program.
  - Acceptance- 3.0 or higher cumulative GPA
  - Provisional Acceptance- cumulative GPA Range 2.67 to 2.99
- Active, unencumbered license to practice as a registered nurse

#### CERT.PSQ.PM, Patient Safety and Quality Post Master's Certificate

## Online Programs

- Conferred BSN **and** MSN from an ACEN or CCNE accredited institution, with accreditation by an agency recognized by U.S. Department of Education AND an active unencumbered RN license.

-OR-

- Conferred Bachelor's **and** Master's degree in a healthcare field from an institution with accreditation recognized by the U.S. Department of Education upon approval by the Nursing academic leadership.

### MS.CSE, MS Cyber Security

- Resume

### MS.DAN, MS Data Analytics

- Resume

### MS.IT, MS Information Technology

- Resume

### Transfer Credit

See [Transfer Credit policy](#).

### Initial Enrollment

Students must enroll within one year of the date of acceptance. Students who do not enroll within one year will be required to resubmit application materials and be readmitted under the catalog in effect at the time of readmission.

## Admission Requirements, International Students

### Definition of an International Student

For the purposes of the College of Online and Continuing Education (COCE) online program admission, applicants are considered international students if their most recent degree or academic credential was completed at an institution outside of the U.S. or its territories.

### Student Visa for Graduate Programs

SNHU issues I-20 forms to eligible international student applicants for certain graduate programs in the College of Online and Continuing Education. See [SNHU University College International Admissions](#) requirements for additional information regarding COCE on-campus programs in the U.S.

### Admission Requirements

International students must meet all SNHU admission requirements for [Undergraduate Admission](#) or [Graduate Admission](#). Additionally, some academic programs may have specific admission requirements. Students should check [www.snhu.edu](http://www.snhu.edu) for any specific requirements for their program of interest. International students are responsible for having official documents sent to an approved international evaluation agency for institutions based outside of the United States in order to fulfill SNHU admission requirements.

International students must meet the following requirements:

#### Undergraduate Admissions Requirements

1. Proof of English language proficiency as demonstrated by the Test of English as a Foreign Language or equivalent. Test scores must be sent to SNHU directly from the evaluating organization. Copies will not be accepted.

- TOEFL: 79 iBT with a minimum of 15 on each section
  - \* 81 for BBA program
- IELTS: 6.5 with a minimum of 5.5 on each section
- PTE: 58
- ELS: 112
- EF: C2-1
- Michigan: 90
- Duolingo: 105

2. Proof of high school graduation with certified evaluation of high school transcripts or at least 24 transferrable post-secondary credits by a NACES or AICE recognized international evaluation agency or U.S. institution.

#### Graduate Admissions Requirements

1. Proof of English language proficiency as demonstrated by the Test of English as a Foreign Language or equivalent. Test scores must be sent to SNHU directly from the evaluating organization. Copies will not be accepted.

## Online Programs

- TOEFL: 79 iBT with a minimum of 15 on each section
- IELTS: 6.5 with a minimum of 5.5 on each section
- PTE: 58
- ELS: 112
- EF: C2-1
- Michigan: 90
- Duolingo: 105

2. Proof of bachelor's degree or graduate degree completion or equivalent with certified evaluation of university transcripts by a NACES or AICE recognized international evaluation agency.

### Exemptions to English Language Requirement

The following exemptions exist for the English language proficiency requirement:

1. Proof of U.S. Citizenship as demonstrated by an approved government-issued document
2. Proof of a full academic year of high school in the U.S. with passing grade in one year of standard English (not including ESL or developmental coursework)
3. Proof of a full year of post-secondary education in the U.S. with a minimum of 24 transferrable semester hours or equivalent at the baccalaureate level taught in English (not including ESL or developmental coursework)
4. Proof of 24 transferrable semester hours of English (not including ESL or developmental coursework) completed at an international institution evaluated as the U.S. equivalent at the baccalaureate level
5. Proof of completed academic credential from an institution based in following countries *American Samoa, Anguilla, Antigua and Barbuda, Austria, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada (except Quebec), Cayman Islands, Denmark, Dominica, Fiji, Finland, Gambia, Ghana, Gibraltar, Grenada, Guam, Guyana, Ireland, Isle of Man, Israel, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Marshall Islands, Mauritius, Montserrat, Namibia, Nauru, Netherlands, New Zealand, Nigeria, Northern Mariana Islands, Norway, Palau, Papua New Guinea, Puerto Rico, Scotland, Seychelles, Sierra Leone, Singapore, Solomon Islands, South Africa, St. Kitts and Nevis, St. Lucia, St. Vincent and the Grenadines, Suriname, Swaziland, Sweden, Tanzania, Tonga, Trinidad and Tobago, Turks and Caicos Islands, Uganda, United Kingdom, Vanuatu, Virgin Islands, Wales, Zambia, Zimbabwe*
6. Proof that instruction for conferred academic degree or credential was completed entirely in English

*Southern New Hampshire University recognizes 3-year 180 ECTS credit bachelor's degrees (conferred after 2003, or year of [Bologna Process](#) adherence) from institutions in member countries that adhere to the Bologna Process as the equivalent of a 4-year 120 semester credit bachelor's degree from the United States. In order to validate equivalency, SNHU must receive official transcripts of the conferred degree along with a European Commission recognized [Diploma Supplement](#), both in English. These international transcripts are excluded from the requirement of being evaluated by a recognized NACES or AICE international transcript evaluation agency.*

### Admission Requirements, Undergraduate

The College of Online and Continuing Education offers six undergraduate terms per year. Applications are accepted throughout the year. To be considered for admission to the College of Online and Continuing Education, students are asked to submit the following documents:

- Online undergraduate application.
- Transcript Request Release Form to allow us to request U.S. transcripts directly from previous accredited institutions **OR** Official U.S. transcripts **OR** Transcript Waiver Form (indicating previous accredited institutions being waived). International applicants should refer to the [Admission Requirements, International Students](#) policy. Applicants using Military Education Benefits should consult their Admission Counselor or Academic Advisor regarding previously attempted academic credits.
- Attestation Form verifying graduation from a high school or successful completion of a high-school equivalency exam. Students applying to Southern New Hampshire University may submit one of the following credentials as proof of high school completion:
  - High school diploma
  - General Education Development (GED)
  - A state authorized high school equivalent certificate such as the High School Equivalency Test (HiSET) or the Test Assessing Secondary Completion (TASC).
  - Homeschooled documentation (check Homeschool Admission Policy)
  - A conferred Associates or Bachelor's Degree from an accredited institution.

### Additional College for American (CfA) Program Admission Information:

College for America program students must meet the above requirements, and must be employees of a partner organization or participants in a specialized partner program. CfA programs are offered on a trimester schedule. Students with a conferred associate of arts (AA) or associate of science (AS) degree or the equivalent of 60 credit hours from an

## Online Programs

accredited institution are eligible to enter the CfA Bachelor of Arts programs. Students with the equivalent of 30 credit hours from an accredited institution are eligible to enter the CfA Associate of Arts programs, and be evaluated for a transfer block. For more details on transferring credits into CfA programs, please review the [Transfer Credit](#) policy.

College for America programs may be available to immediate family members of enrolled students. Please check your company specific landing page (the site shared with you by your company). An immediate family member is defined as the following:

- Spouse, domestic partner\* and parents thereof
- Dependent children, and spouses thereof
- Parents, and spouses thereof
- Siblings, and spouses thereof
- Grandparents and grandchildren, and spouses thereof

\*Domestic Partner for purposes of this policy is defined as an adult in a committed relationship with another adult.

Additional admission criteria may apply. Students should check [www.snhu.edu](http://www.snhu.edu) for any specific requirements for their program of interest.

## Admission Statuses

### Admission Decisions

An admission decision is considered official upon notification to the student. Southern New Hampshire University may rescind an admission decision for any of the following reasons:

- Inaccurate information submitted in the application process
- High school transcripts not submitted, as required
- Any other required documentation not submitted
- Significant changes in qualifications after admission is offered, for example, if a student's disciplinary or criminal background changes

### Full Acceptance

A student who is accepted to COCE has been fully admitted to enroll at the university with no additional conditions other than standard academic expectations of all COCE students.

### Acceptance, Evaluation Pending (UG)

An undergraduate student whose status is accepted with evaluation pending (AEP) may submit transfer credits for review and approval through the end of the second term at SNHU. At the end of the second term, the student is automatically transitioned from AEP status to ACCEPTED status with all transfer credit that has been approved at that time.

### Acceptance, Evaluation Pending (GR)

A graduate student whose status is accepted with evaluation pending (AEP) must provide official transcripts showing a conferred bachelor's degree by the end of their second term at SNHU. At the end of the second term, students remaining AEP will be reviewed and automatically transitioned from AEP status to ACCEPTED status when SNHU has received official transcripts showing a conferred bachelor's degree and any other outstanding transcript will be waived. If SNHU does not have official transcripts showing a conferred bachelor's degree the student will not be eligible to enroll in a third term.

### Provisional Acceptance, Graduate

A student whose undergraduate GPA is below the GPA required for full acceptance and who does not hold a post-graduate degree may be provisionally accepted in certain programs.

Refer to the [Provisional Acceptance](#) policy for details.

### Denial

A denial decision for admission is applicable to the term for which a student applies, and a student who is denied may reapply for a future term, provided that circumstances for the student have changed.

### Matriculated

Students who wish to pursue a degree or certificate are considered matriculated upon enrollment in an academic program.

### Non-Matriculated, Course Work Only

Students who do not wish to pursue a degree or certificate may enroll in courses as non-degree seeking students. Refer to the [Non-Matriculated, Course Work Only](#) policy. Nursing students please refer to the [Nurses Enrolling in Nursing Courses as Non-degree Seeking Students](#) policy.

## Homeschool Admission Policy



## Online Programs

- An applicant must submit the equivalent of a high school transcript or records of homeschool studies. If the applicant has finished coursework in a non-homeschool setting, official transcripts or an official copy of the General Educational Development (GED) test scores or equivalent are required.
- An applicant must provide verification that he or she has completed a secondary school education. This requirement may be satisfied by a signed statement from the parent or guardian, a home education diploma, or a graduation date posted on the home education records.
- The applicant must provide verification that the home education was carried out in compliance with applicable commonwealth or state laws. The form of this documentation will vary depending on the state statutes governing home education. The documentation may be a letter from the local school board or public school superintendent, a letter from an umbrella school, or a signed affidavit from the parent or guardian.

If the home school program is not accredited, the student must meet all state regulations put forth by their home state and the state of New Hampshire, and may be asked to submit a portfolio including course descriptions, an annotated reading list, and graded work for review.

## Limited Graduate Admissions

Students who have completed 108 credits or more toward their undergraduate degree and meet minimum GPA requirements may apply for limited admission into designated SNHU graduate programs. Students opting for limited admission must have completed core requirements in their bachelor's degree program.

Limited admission students are restricted to a maximum of two introductory-level graduate courses and are only matriculated into the graduate program once they provide an official transcript showing bachelor's degree conferral from a regionally accredited institution (or approved equivalent for international students). Students accepted under limited admission are not eligible for financial aid for their graduate courses and are only allowed to register for additional courses in the graduate program once they have been unconditionally accepted. Not all programs allow for limited admission.

## Non-Matriculated, Course Work Only

### Non-degree Seeking Student Admissions

Students who do not wish to pursue a degree or certificate may enroll in courses as non-degree seeking students upon meeting the following requirements:

- High school graduates who wish to enroll in undergraduate courses must submit an attestation of high school completion or the equivalent.
- Current high school students who wish to enroll in undergraduate courses must submit proof that they (1) hold junior or senior standing in high school, (2) have a minimum high school grade point average of 3.0, and (3) have permission of a parent or guardian.
- Students with a bachelor's degree or higher who wish to enroll in graduate courses must submit proof of completion of a conferred bachelor's degree.

Non-degree seeking students must fulfill course prerequisite requirements. Non-degree seeking students are not eligible for financial aid. Enrollment is on a space-available basis.

Non-degree seeking students who wish to enroll as degree-seeking students at a later date must meet admission and academic requirements for the degree or certificate. A maximum of 30 credits may be applied to an undergraduate degree, and a maximum of 21 credits may be applied to a graduate degree. Admission as a non-degree seeking student does not guarantee later admission as a degree-seeking student.

Licensed Registered Nurses seeking course work only, please refer to the [Nurses Enrolling in Nursing Courses as Non-degree Seeking Students](#) policy.

Course Work Only is not an option for Clinical Mental Health Counseling courses with the prefix COU.

## Provisional Acceptance

### Provisional Acceptance to Graduate Programs

Students who do not meet requirements for full acceptance into a graduate program may be eligible for provisional acceptance. Provisional acceptance may be extended to students with a conferred bachelor's degree with a GPA below 2.75 but 2.0 or above; or to students with a conferred bachelor's degree with a GPA below 3.0 but 2.67 or above for the MS in Nursing program.\* Not all programs permit provisional acceptance.

To be eligible for full acceptance, provisionally accepted students must achieve a term GPA of at least 3.0 in their first term and a cumulative GPA of at least 3.0 in their second term. In most cases, one course per term is recommended, although in certain programs or for personal reasons students may choose to take up to two courses each term. Regardless of the number of courses taken each term, the same rule applies: students must achieve a cumulative GPA of 3.0 in each of their first two terms. Students who meet this requirement will be fully accepted, and students who do not meet this requirement in either their first or second term will be denied full acceptance and withdrawn from the program. Exceptions will be made for students who complete their first term and have achieved at least a 2.0 term GPA and submitted all assignments.



## Online Programs

### Provisional Student Enrollment in another Graduate Program

Provisionally accepted students who do not achieve full acceptance in their program may, on a one time basis, request enrollment in a new program in another academic area. Students must sit out at least one term prior to enrolling in a second program and satisfy the admissions requirements of the second program. Students who have been denied full acceptance are readmitted as provisional students with a provisional status indicating a program change. They must meet all requirements for full acceptance in the second program by maintaining a term GPA of at least 3.0 each term until they achieve a cumulative GPA of at least 3.0. Upon receiving a cumulative GPA of 3.0, students will be fully accepted in good academic standing. Students who do not meet this requirement will be denied full acceptance and withdrawn from the program. Students who enroll in a second program and who are denied full acceptance and withdrawn from the program will not be allowed to request enrollment in another graduate program.

### Provisional Student Appeal to Re-enroll in the Same Graduate Program after Denial

Provisional students who have been denied full acceptance because they did not meet the academic requirements in certain programs may work with their advisor to appeal, in writing, to the Scholastic Standing Committee. Students must wait a period of six months from the date of denial before appealing. Students who have been denied full acceptance and successfully appeal to be readmitted are readmitted as provisional students with a provisional status indicating they are remaining in their original program. They must meet all requirements for full acceptance by maintaining a term GPA of at least 3.0 each term until they achieve a cumulative GPA of at least 3.0. Upon receiving a cumulative GPA of 3.0, students will be fully accepted in good academic standing. Students who re-enroll in a program and who are denied full acceptance and withdrawn from the program will not be allowed to request enrollment in another graduate program.

Students who are readmitted may be limited to enrolling in only one course per term and will need to meet regularly with the advisor to discuss resources and review progress toward achieving the cumulative GPA required for good standing. All students must meet cumulative GPA requirements for good standing prior to graduation.

Notes:

Nursing students must achieve a grade of B- or better in all nursing core courses completed at SNHU. See [Academic Progression Requirements for Nursing Programs policy](#).

Please see the [SNHU-501 Provisional Policy, Master's of Arts](#) for program specific requirements.

## Readmission

Students pursuing a course based program of study must maintain an active status by registering for at least one course per year. Students who are absent for more than one year will be placed under the current academic catalog when they return. If their original program requirements have changed, they will have to meet any additional program requirements.

Students must provide updated transcripts if they have attended elsewhere. Being admitted for a previous term/trimester does not guarantee reactivation or readmission. If a student left the university and was not in "Good Academic Standing" or "Good Disciplinary Standing", the student must also meet all other requirements given at the time of suspension before an admission decision will be considered.

### Additional College for America (CfA) Readmission Information:

Students pursuing competency based programs must maintain an active status by registering for at least one trimester per year.

If a student withdraws, outside of the trial period, the student is required to wait until the end of their sixteen week trimester to return.

If a balance exists, students are required to make payment arrangements with Student Financial Services before being readmitted to the program.

Please refer to the [Readmission for Military Students](#) policy for additional information.

## Readmission for Military Students

Southern New Hampshire University (SNHU) acknowledges that students may be temporarily unable to attend classes or be required to suspend their studies in order to perform military service. SNHU encourages such students to resume their education once a military service obligation has ended and adopts this policy to ensure the timely readmission of such students.

The University will promptly readmit service members who seek readmission to a program that was interrupted due to a uniformed service obligation.

# Online Programs

## **Eligibility**

A student is eligible for readmission under this policy if, during an absence, the student performs uniformed service, voluntary or involuntary, in the Armed Forces, including the National Guard or Reserve, active duty, active duty for training or full-time National Guard (under federal authority). The cumulative length of all absences for uniformed service (service time only) must not exceed five (5) years.

## **Notification**

A student must provide oral or written notice of a uniformed service obligation to Academic Advising as far in advance as possible, unless precluded by military necessity. Such notice does not need to indicate when the student will return to the university.

The student must also give oral or written notice of his/her intent to return to SNHU within three (3) years after the completion of the period of service. Immediately upon the student's return to school, the student must provide notice that he/she may be entitled to the tuition and enrollment benefits outlined in this policy. The returning student may be required to provide supporting documentation.

Notification under this section must be provided, by the student, to [advising@snhu.edu](mailto:advising@snhu.edu).

## **Tuition and Fees**

A returning student must be charged the same tuition and fees in effect during the last academic year the student attended, unless veterans' education benefits or other service member education benefits will pay the amount in excess. For subsequent academic years, the returning student may not be charged tuition and fees in excess of what other students in the program are charged.

## **Readmission Requirements**

A returning student will be permitted to reenroll in the next class(es) scheduled in the same academic program, unless the student requests a later date of reenrollment or agrees to a different program. A returning student will be readmitted into the same academic program the student was enrolled in prior to the military service obligation. If the exact program no longer exists, the student will be admitted to the program that is most similar, unless the student requests or agrees to admission to a different program. Returning students will be reenrolled with the same enrollment status and academic standing as the last academic year of attendance. The changing of a program at the request of the student could affect credit counts based on the new program's degree requirements.

# College for America (CfA) Program

## **CfA Attempted Competencies**

Attempted competencies are defined as a student having submitted a project or mastered the competencies in question. If a student does not master his or her registered competencies during the trimester, College for America will process the competencies as follows:

- Competencies attempted, but not mastered by the end of the trimester will receive a status of "Not Mastered" (NM). The student may re-register for these competencies in a future trimester.
- Competencies not attempted by the end of the student's current trimester will be administratively dropped.

Students whose registrations are dropped will be reviewed for potential adjustments based on the number of registrations reported at the beginning of the trimester versus the actual number of registrations attempted:

- Students receiving Title IV Pell Grant funds will have their financial aid enrollment status reviewed to determine if funds must be returned due to not having attempted enough competencies equivalent to the enrollment status used to determine their original eligibility. If funds must be returned, this may result in a balance owed to the University.
- Federal financial aid Satisfactory Academic Progress (SAP) will be calculated based on the comparison of mastered competencies and attempted competencies, with a performance threshold of 67%.
- Students must re-register for dropped or "Not Mastered (NM)" competencies in the following trimester. The re-registered competencies may again be included in determining the student's financial aid enrollment status for the new trimester.

Students will be notified of any adjustments to their aid eligibility through a revised award letter notice via the student's

## CfA Enrollment Status

- **Full Time:** A full-time academic load in College for America is 12 competencies (or 12 credit equivalencies) within a trimester.
- **Three-quarter Time:** A three-quarter time academic load in College for America is 9 competencies (or 9 credit equivalencies) within a trimester.
- **Half-Time:** A half-time academic load in College for America is 6 competencies (or 6 credit equivalencies) within a trimester.
- **Less than Half-Time:** A less than half-time academic load in College for America is fewer than 6 competencies (or 6 credit equivalencies) within a trimester. This may result in any student loans no longer being disbursed and/or deferred. Please check with the Student Financial Services office if you have questions about this.

Please see the [Financial Aid Enrollment Status Criteria policy](#) for additional details.

## CfA Evaluation of Student Work

Each Project that a student submits is evaluated by a trained professional Reviewer who has been selected for his or her subject matter expertise as well as experience in online education. The Reviewer uses analytic, binary rubrics rather than traditional grades to provide feedback on student work and also provides text comments. For each rubric category, a student either has fulfilled the criterion or has not yet fulfilled the criterion. To complete a Project, the student must fulfill every criterion of the rubric. A student may revise and resubmit work until all rubric criteria have been satisfied.

Projects may be submitted up to 11:59pm ET on the final day of the trimester.

- If the project submitted results in mastered competencies, those competencies are associated with the original trimester of submission. These competencies will appear on the end of trimester statement.
  - Example: A student submits a project on the final day of their trimester, July 31st. The Reviewer provides feedback and indicates the competencies are mastered on August 1st. The mastered competencies are associated with the original trimester of submission that ended on July 31st.
- If the project submitted results in a "Not Yet", the project must be resubmitted. These competencies will not appear on the end of trimester statement.
  - Example: A student submits a project on the final day of their trimester, July 31st. The Reviewer provides feedback and indicates the competencies as "Not Yet" on August 1st. The project must be resubmitted in the student's new trimester, which will result in these mastered competencies associated with the new trimester.

If you are concerned that you may not meet competency minimums during your trimester, we recommend that you plan to submit your project with time remaining in the trimester should you need to resubmit. It is your responsibility to submit your projects in a timely manner so that you can reach any competency minimums needed.

## CfA Scholastic Standing

A student's scholastic standing is determined based upon information contained in the student's academic record at the end of each trimester. Students must meet both qualitative and quantitative (minimum completion rate) standards to remain in good scholastic standing. A student meets both the qualitative and quantitative requirement by mastering at least **six** competencies during each trimester.

Students who do not meet scholastic standing requirements face scholastic sanctions that include Scholastic Warning, Scholastic Suspension or Dismissal. Students who withdraw prior to completing 60% of the trimester will not be subject to scholastic sanctions for the trimester.

**Scholastic Warning:** Students who do not master at least six competencies in a trimester are placed on scholastic warning for the following trimester.

**Continued Scholastic Warning 1:** Students on Scholastic Warning who do not master at least six competencies in a trimester are placed on Continued Scholastic Warning 1 for the following trimester.

**Academic Suspension:** Students who are on Continued Scholastic Warning and fail to master at least six competencies in a trimester are suspended from the program.

## Online Programs

### **Appeal Process for Readmission after Academic Suspension:**

Students who have been scholastically suspended may appeal, in writing, to the Scholastic Standing Committee. A student must be suspended for a minimum of one term. If approved, students are readmitted on scholastic warning and must master at least six competencies during the trimester they are readmitted. If they fail to do so, they are dismissed from the university and may not appeal again.

**Academic Dismissal:** Students who are readmitted after Academic Suspension and fail to meet academic standards for the trimester in which they are readmitted are dismissed from the University. Academic Dismissal is considered final and appeals are not accepted.

### **Scholastic Standing Committee:**

The Scholastic Standing Committee is responsible for considering student appeals for readmission after academic suspension

The Committee has the authority to:

- Readmit a student who was scholastically suspended.
- Uphold the academic suspension
- Dismiss a student from the university.

## **CfA Student Evaluation Appeal Policy**

### **Purpose of Policy:**

The purpose of the Student Evaluation Appeal policy is to provide students with a process to seek help or resolution when they feel that an evaluation and/or feedback for a Project are erroneous.

### **Process:**

A student should first correspond with the Reviewer directly to clarify the evaluation and/or feedback. If no resolution is found through communication with the Reviewer, the student may request a second opinion of the accuracy of the rubric assessment and accompanying feedback. To do so, students complete the "Student Dispute Form" found under mySNHU/Resources/Student Forms. The Reviewer's Manager who oversees the competency module will evaluate the project for themselves independently of the Reviewer's input and either concur with the standing evaluation or override it in favor of the student. Under these conditions, the student will be held harmless for any part of the rubric criteria that the Manager believes ought to have remained Not Yet but was awarded Yes by the Reviewer.

## **CfA Transcript and Competency Statement Policy**

At any time, a student may request an official copy of their SNHU Course Equivalency Transcript, or SNHU Competency Transcript; electronic transcripts are available for a 5.00 fee, and paper transcripts are available for a \$7.00 fee.

College for America is a competency-based program; mastery grades are issued once students master individual competencies and equivalencies. There are no quality points associated with mastery grades, therefore there is no GPA (Grade Point Average) for students in College for America programs; the Transcript Legend indicates that "MA" is equivalent to an "A" grade on a traditional grade scale.

The official SNHU Course Equivalency Transcript displays each course equivalency the student has earned with a grade of "MA" for mastery. The completion of each competency by demonstration of mastery has a one credit equivalency. A Course Equivalency Transcript is recommended for purposes of a transfer to another institution. The official SNHU Competency Transcript provides a detailed list of every mastered competency, which may also be provided to other institutions.

Employers requiring ongoing proof of degree progress may request an Employer Term Statement that shows mastered competencies or completed course equivalencies for a specific enrollment period. An Employer Term Statement is available free of charge. In the instance where an employer requires documentation of a student's progress to facilitate partner billing, Workforce Partnerships or Student Financial Services will release such documentation if the student has a signed [Authorization for Disclosure of Non-Directory Information](#) listing their employer, on file.

In accordance with the Federal Family Education Rights and Privacy Act (FERPA), the Office of the University Registrar or Student Financial Services will not furnish a transcript or statement to anyone other than the student, without the written permission of the student.

Transcripts will not be furnished to students or former students whose financial obligations to the University have not been satisfied.

## Online Programs

### **CfA Transfer out of Competencies Mastered or Credit Equivalencies to Other Educational Institutions**

The University shall award one credit equivalency for each CfA competency that is mastered, up to 60 credits for the AA degree and up to 60 additional credits for the competencies leading to the BA degree, for a total of 120 credits. However, CfA cannot guarantee credits earned will be accepted at another institution. The transferability of credits to another institution is solely at the discretion of that institution. If a student is planning to transfer to another institution, he or she should check with that institution on the transferability of the credits.

One credit equivalency is earned with the mastery of each competency, and these are mapped to course equivalencies. View the [Program Requirements](#) for each program to determine which CfA competencies when completed are equivalent to which Southern New Hampshire University courses.

### **CfA Trial Period of Enrollment**

CfA students are offered a trial period of enrollment which allows participation in the program before deciding to make a financial commitment to enroll and becoming a regular student. During the trial period of enrollment the student does not incur a financial obligation.

Students are provided a 14-day drop period at the beginning of each term during which they may also elect to withdraw without financial penalty. Students who withdraw during the 14-day period at the beginning of a term are considered regular students. If the student is otherwise eligible for Title IV federal financial aid he or she will be treated according to the Title IV federal financial aid withdrawal requirements, potentially including a Return of Title IV calculation and/or consideration for a Post-Withdrawal Disbursement.

Any competencies earned during the trial period of enrollment are not considered mastered unless the student fully enrolls in the term.

### **CfA Tuition and Billing**

Tuition is billed \$1,665 per trimester.\* This is a flat rate and is not assessed based on the number of competencies that the student does or does not complete. Students may be eligible for discounted tuition based on the relationship between Southern New Hampshire University and the student's employer/partner.

Students are not required to purchase textbooks or other course materials. Students must, however, have access to a computer and an Internet connection.

\*Additional fees may apply, please refer to the [Tuition and Fees](#) policy for additional information.

### **Dropping and Adding Competencies in CfA Programs**

Students who wish to update their trimester registrations should contact their advisor. Students can be enrolled in a maximum of 12 unmastered competencies at a time. Students may add a new competency after mastering a competency. No new competencies may be added when only one week remains in the trimester.

Please see the [Financial Aid Enrollment Status Criteria](#) policy for additional details.

## **Course and Program Enrollment**

### **Academic Year**

An academic year extends from September 1st through August 31st of the following year.

### **Change of Program or Major and Second Major**

#### **Change of Program between COCE, UC, and CfA**

Students may not concurrently enroll in courses that overlap term dates between University College (UC) and College of Online and Continuing Education (COCE), unless the class (term) start and end dates fall entirely within the UC semester start and end date. Students enrolled in College for America (CfA) programs are not permitted to be concurrently enrolled in either UC or COCE courses and vice versa. For more information, please consult with your academic advisor.

#### **Change of Degree- Associate to Bachelor**

When students change from an Associate degree program to a Bachelor degree program, the courses completed as part of the Associate degree will be counted toward the Bachelor degree program.

#### **Change of Program (GR) or Major (UG)**

## Online Programs

Students who wish to change their major or program must submit a [Program Modification \(COCE\) or Program Change Request \(UC\) Form](#) to their academic advisor. The advisor will work with students to explain the impact of changing majors. All changes will take effect at the end of the current term.

### Adding a Second Major

An undergraduate student may elect to earn a second major by completing the degree requirements of both majors. No more than 2 courses in the secondary major may overlap with the primary major. The student's diploma will show the primary major as the conferred degree; the transcript will reflect both majors.

### Financial Aid Enrollment Status Criteria

As mandated by the U.S. Department of Education policy, only courses required for a student's degree can be used in determining enrollment status for financial aid purposes. In addition, federal student aid regulations permit only one repetition of a previously passed course in determining enrollment status for financial aid purposes.

## Concurrent Program Enrollments

### Enrollment in Multiple Programs Simultaneously

An undergraduate or graduate student, with the exception of those enrolled in a CfA program, may choose to be enrolled in multiple programs at the same time. SNHU's institutional credit minimums apply separately, however, to each degree or certificate awarded. Students should be aware that enrollment in multiple programs may increase the number of courses they are required to take to complete their programs, above and beyond the minimums within the programs themselves.

### Special Academic Options

#### Double Degrees

A student with a SNHU undergraduate degree seeking to earn an additional degree of the same level must complete at least 30 additional credits in residence, while satisfying all other requirements of the new degree. No more than 2 courses in the new major may overlap with the major(s) of the previous degree(s). Double degrees may be pursued concurrently; however, the courses satisfying institutional credit requirements cannot be shared between the two credentials.

#### Second Degrees

A student who wishes to earn a second master's degree through Southern New Hampshire University is required to take a minimum of 7 graduate courses beyond the first degree. All other requirements in the second degree program also must be satisfied. Students considering this option should meet with an advisor to determine specific additional requirements.

International students seeking a second degree also must obtain a new visa eligibility certificate (I-20 or DS-2019). This requires a new statement of financial responsibility and admission into the second degree. Students should contact International Admissions for more details and specific requirements.

## Course Add and Late Enrollment

Students are not allowed to enroll late or add a course after a term has started.

Late enrollment differs based on whether a student is a new student (first term enrolled) or a current, continuing enrollment student. For new students, the last day for new student enrollment is the Saturday prior to term start date. For current, continuing enrollment students, the last day for current students to reenroll is the Sunday prior to term start date.

Approved Exceptions:

Exceptions to enrollment after a term start are granted only when current, continuing enrollment students (1) have enrolled in a course which they failed and must repeat or (2) have reenrolled in a course which they thought they needed to repeat but did not have a failing grade. The late enrollment exceptions to either of these cases must be made no later than day 4 of the term start date.

## Course-by-Arrangement

A course-by-arrangement can be made available to SNHU students who are unable to register for a required course due to the university schedule. College of Online and Continuing Education students must work with their academic advisor to review the master course schedules for local SNHU Centers and SNHU Online to verify that the required course is not being offered and that the only option is to request a course-by-arrangement. Final approval for a course-by-arrangement will come from the Associate Dean. Because there is no guarantee that a course-by-arrangement can be offered, students are urged to work closely with an advisor to plan their schedules ahead of time.

Course-by-arrangement is a Southern New Hampshire University course appearing in the university catalog and required in the student's academic program of study, yet extraordinary circumstances prevent the student from enrolling in the course when it is normally offered. Course-by-arrangement is available to Southern New Hampshire University undergraduates, who are unable to obtain a required course during the normal registration and scheduling process.

School of Professional and Continuing Education students must review the master course schedules of area centers to

## Online Programs

verify that the required course is not being offered.

Students must identify a Southern New Hampshire University full-time or adjunct faculty member consenting to teach and grade the work. The faculty member must be approved to teach the requested course.

Course-by-arrangement applications require:

- a letter of extenuating circumstance justifying the offering of a course-by-arrangement
- a regular, weekly meeting schedule be established to ensure proper supervision of the student's progress in the course
- a syllabus stating course objectives and evaluation process
- a defined time frame (semester, terms)

## Course Drop and Withdrawal

COCE undergraduate and graduate students may drop courses prior to the start of term, through week one of the term without penalty. All term weeks, including the first week of a term, begin on Monday at 12:00 a.m. and end on Sunday at 11:59 p.m., EST. Holidays during the first week of a class do not impact the Sunday 11:59 p.m. EST deadline for dropping courses. No tuition charges are incurred by students who drop courses during the first week of the term, and the dropped course(s) will not appear on the student's academic transcript.

Any withdrawal after week one and before the last week of the term will result in a grade of "W" appearing on the student's academic transcript. A withdrawal after the fourth week of a term for undergraduate students or the sixth week of term for graduate students may be allowed only with approval by the academic advisor. For Advantage students on a 16-week term, withdrawals after the tenth week of the term will only be allowed for serious unforeseen circumstances (see "Military Withdrawal", "Medical Withdrawal" and "Emergency Withdrawal" below). Students are charged 50% tuition for withdrawals that take place during week two and 100% tuition after week two of the term.

Withdrawals are not permitted, under any circumstance, in the last week of any term. This policy also applies to an undergraduate student taking a 16-week course.

Withdrawn courses will appear as credits attempted but no credits earned in a student's academic records. This could have implications in terms of Satisfactory Academic Progress or Scholastic Standing with SNHU. Students who do not maintain Satisfactory Academic Progress will experience an impact on financial aid eligibility. Withdrawal from a course will likely impact eligibility for financial aid for the current term as well as future terms. Student should discuss these concerns with their academic advisor.

Merely ceasing to attend classes does not constitute an official withdrawal for academic or financial reasons. Any student who has not officially withdrawn from a course will be assigned the grade calculated based on all submitted and missed graded assignments for the course. Missed assignments will earn a grade of zero. Any student who has not officially withdrawn from a course will be responsible for full tuition and any accompanying fees.

### Drop and Withdrawal Process

Students who wish to drop courses prior to the start of the term through week one of the term may do so by contacting their academic advisor who can assist them with the process.

After week one of the term, students are required to follow the steps below to withdraw from a course or courses. Students are encouraged to speak to their academic advisor for assistance. Students should consider factors, such as Financial Aid eligibility, Satisfactory Academic Progress and Scholastic Standing before dropping or withdrawing from a course or courses.

**Step 1.** Complete the [Course Withdrawal Request Form](#), located on the SNHU website. All withdrawals must be submitted using the online withdrawal form. No paper withdrawal forms or voice mail or email messages will be accepted. The date of withdrawal is the date the completed form is submitted. Term weeks, including the first week, start on Monday at 12:00 a.m. and end on Sunday at 11:59 p.m., EST.

**Step 2.** Print or save the acknowledgement page that displays upon submission of the COCE Withdrawal Form for your records.



# Online Programs

**Step 3.** After submitting the COCE Withdrawal form, verify that the course no longer appears in mySNHU under the Class Schedule section.

## College for America Students

During a student's trimester, withdrawal is the appropriate action if the student wants or needs to pause his or her studies for a variety of reasons (e.g. medical, military, personal).

### CfA Student Initiated Withdrawal - (Official Withdrawal)

This process involves a few simple steps:

- Student consults with their Advisor
- Student completes the Withdrawal Form, located on the mySNHU website. All withdrawals must be submitted using the online withdrawal form. The date of withdrawal is the date the completed form is submitted.
- Student's status is reported as withdrawn

When this process is initiated during the first 14 days of a student's first trimester:

- Even if the student has participated in academic activity, the student is dropped at no charge.
- Any previously scheduled Title IV federal financial aid will be cancelled.
- Any competencies earned during the trial period of enrollment are not considered mastered.

When this process is initiated during the first 14 days of any subsequent trimester:

- If the student has not engaged in any academic activity, the student is dropped at no charge.
  - Any previously scheduled Title IV financial aid will be cancelled.
  - A Return to Title IV federal financial aid funds (R2T4) calculation is completed using the student's last date of academic activity (LDA).
  - If eligible, a Post-Withdrawal Disbursement is offered.
  - The student is reported as withdrawn to the National Student Clearinghouse, and any outstanding student loans will enter the applicable grace period repayment.
  - Any competencies earned during the trial period of enrollment are not considered mastered.

### CfA Administrative Withdrawal - (Unofficial Withdrawal)

Students who otherwise do not follow the University's withdrawal procedures and who cease to participate in all registered competencies prior to the 60% point of a trimester (as measured in calendar days) may be subject to recalculation of their Title IV federal financial aid eligibility. Participation is demonstrated through submission of projects.

Students who have not participated as of the 60% point of a trimester or later are identified after that trimester has ended. Required changes to a student's financial aid eligibility are made at that time.



## Online Programs

- His or her enrollment status will be re-evaluated to exclude any competencies in which a student did not participate.
- A Return of Title IV calculation will be completed using the student's last date of participation to determine the amount of Title IV financial aid that must be returned. This recalculation may leave the student with a balance due to the University.
- If the student is eligible, a Post-Withdrawal Disbursement will be offered.

### Military Withdrawal

Enrolled active-duty military personnel may withdraw from a term if they are deployed to a location that has no civilian internet access. Any tuition refund requires students to provide a copy of military orders, as well as a letter from the superior officer confirming the lack of availability of civilian internet access. In appropriately documented cases, a student may be eligible to withdraw from a term with a full tuition refund if his or her withdrawal is predicated on an injury or illness directly related to his or her military service. Any such refund requires the student to provide supporting medical documentation.

### Medical Withdrawal

A student may be allowed to withdraw from a term in the case of exceptional circumstances such as serious illness which must be documented by a letter from a physician, or other appropriately documented serious condition beyond the student's control. COCE administration reserves the right to make the final determination and give or deny approval for such a withdrawal. Any withdrawal made after the fourth week of term for undergraduate students and the sixth week of term for graduate students will be processed at no refund to the student.

### Emergency Withdrawal

The goal of the Emergency Withdrawal policy is to support COCE and CfA students who may be experiencing serious extenuating personal circumstances during a term by allowing a course withdrawal after Week 1 of the term for COCE students and after the trial period for CfA students. An [Emergency Withdrawal](#), which is noted as a "W" on a student's transcript, may be granted for extraordinary cases in which a serious and unexpected medical issue or other significant personal circumstance prevents a student from continuing his or her class(es). While the [Refund Policy](#) applies, the University reserves discretion to allow financial consideration for Emergency Withdrawals.

In order for an Emergency Withdrawal to be considered the circumstance must be *serious*, *unforeseen*, and *documented*, and must not be able to be addressed through a reasonable academic arrangement:

- *Serious*: Reserved for circumstances that fall well outside the norm of everyday challenges or stresses and are severe enough to reasonably cause disruption to a student's personal and academic life.
- *Unforeseen*: Reserved for circumstances that are outside a student's control and were unanticipated at the time of registration and/or during the term's drop period. Students applying based on chronic or intermittent issues (including pregnancy) known at the time of registration will be reviewed on a case-by-case basis.
- *Documented*: All Emergency Withdrawal requests must be accompanied by supporting documentation which clearly shows that the student was not able to complete his or her online class successfully.

Examples of serious, unforeseen, extenuating circumstances include unexpected extended hospitalization, death of an immediate family member, severe illness of a dependent, or natural disaster. For the purposes of the Emergency Withdrawal policy immediate family is defined as a spouse, domestic partner, parent, sibling, child, grandparent, parent-in-law, grandchild, or a member of the immediate household.

Emergency Withdrawals are not granted for circumstances that are foreseeable, avoidable, or do not significantly and reasonably impact a student's ability to complete his or her online class. Examples of Emergency Withdrawal requests that do not qualify as an Emergency Withdrawal include change in employment, relocation, vacation, financial difficulties, or life stresses. Emergency Withdrawals are also not granted if a student does not provide sufficient documentation.

### Deadlines

All [Emergency Withdrawal](#) requests must be received no later than 11:59pm on the Sunday preceding the last week of the term. Students who are not able to provide new documentation or who are not able to meet the deadlines of the Emergency Withdrawal policy can file a dispute up to 90 days after the close of the term. Requests that come in after the deadline should be submitted via the [Dispute Resolution form](#) and will be reviewed through the dispute resolution process.

## Online Programs

For CfA students, Emergency Withdrawals can be filed after the trial period is over but must be submitted by 11:59 pm on the Sunday preceding the last week of the program term. CfA students should speak with their advisors and Student Financial Services to ensure they have exhausted all other options available to help them succeed before filing an Emergency Withdrawal request.

An Emergency Withdrawal, just like any withdrawal after the first week of the term, could have financial implications beyond the cost of the course, including a student's eligibility for Federal Student Aid, employer benefits, military/veterans benefits, etc. An Emergency Withdrawal is not the same as a Leave of Absence, for Federal Student Aid purposes, and does not provide loan deferment benefits for any Federal loans. An Emergency Withdrawal could also impact a student's academic completion rate and/or delay a student's graduation date. *Students are strongly encouraged to speak with their Academic Advisor and Student Financial Services about the potential implications of withdrawing before submitting an Emergency Withdrawal request.*

**Approval of an Emergency Withdrawal request is not guaranteed. Financial consideration outside this Course Drop and Withdrawal policy is not guaranteed.**

### **University-Initiated Drop**

The University will drop students who do not participate in class during the first week of term. Online students are required to submit a graded assignment or discussion during the first week of class. For students enrolled in a course at one of the satellite locations, participation is determined by attending the first class meeting. Students who do not participate during the first week may forfeit their rights to be reinstated into the course. No tuition charges for the course are incurred by students who are administratively dropped from a course for non-participation the first week, and the course will not appear on the student's academic transcript.

College for America students are required to submit at least one project by day 14 of each trimester. Students who do not submit by day 14 of each trimester will be administratively dropped on day 15.

The university reserves the right to drop students who fail to meet financial or academic obligations or who, because of misconduct, disrupt the academic process.

### **Withdrawal Disputes**

Withdrawal disputes must be submitted online within thirty (30) days after the end of the term during which the student withdrew to [cocapeals@snhu.edu](mailto:cocapeals@snhu.edu).

### **Financial Aid Enrollment Status Criteria**

As mandated by the U.S. Department of Education policy, only courses required for a student's degree can be used in determining undergraduate enrollment status for financial aid purposes. In addition, federal student aid regulations permit only one repetition of a previously passed course in determining enrollment status for financial aid purposes.

### **MA Counseling Residency Refund Policy**

Residencies:

Students may withdraw from the residency course before the start of residency and receive a full refund of the residency fee. This refund excludes any travel or other costs incurred outside what is covered by the fee. Tuition refunds will follow the university's standard tuition [Refund Policy](#).

Students who fail to attend the residency without withdrawing prior to the start of residency will incur the residency fee, and will be subject to that fee a second time upon re-taking the residency course.

## **Course Load and Restrictions, International Students**

International students in F-1 and J-1 student status must be enrolled full time to maintain lawful presence in the U.S. Online classes are limited to one class per term counting toward your minimum full-time course load. Any classes taken over the

## Online Programs

minimum full-time course load may be in-class or online format. NOTE: All reductions in a full course load for academic or medical reasons, as well as terms off, must be approved by the Office of International Student Services prior to the start of the term or class load reduction. In a final term, if only one course is remaining, it must be taken in-class to maintain F-1 or J-1 student status.

### Course Participation Requirement and Unearned F

#### Course Participation and Administrative Withdrawal

Online students are required to submit a graded assignment or discussion during the first week of class. Regional center students are required to attend the first class session. Online students who do not submit a graded assignment or discussion during the first week of class or regional center students who do not attend the first class session are automatically dropped from the course for non-participation on day eight of the term. Automatic administrative drops for non-participation only take place during the first week. Students who do not participate during the first week may forfeit their rights to be reinstated into the course.

Students who stop participating after week one remain enrolled in the course. Students are responsible for completing the proper withdrawal procedures if they wish to withdraw from the course. Students who stop attending a course or courses after the first week and who do not officially withdraw will receive the grade calculated based on all submitted and missed graded assignments for the course. Missed assignments will earn a grade of zero. For more information regarding course withdrawal, see the [Course Drop and Withdrawal](#) policy.

#### College for America Students

College for America students are required to submit at least one project by day 14 of each trimester. Students who do not submit by day 14 of each trimester will be administratively dropped on day 15.

#### Unearned F Policy (Financial Aid and Military Students)

While Southern New Hampshire University does not measure student participation in courses past day 7 of the term, participation in courses and completion of assignments are two critical components to student success. Students who use financial aid or any type of military benefits and fail all courses in a term will be reviewed for participation. Students who cease participation in graded activities prior to completing 60 percent of the term will be classified as receiving an "unearned F" and a recalculation of their Financial Aid or military benefits eligibility will be conducted based on their last date of attendance. The last date of attendance is defined as the last time the student participated in a graded activity within the course. This recalculation may result in a balance owing and could place future financial aid, military benefits funding and registration at risk.

### Credit Load

#### Credit Load

Credit Load, Enrollment Status, and Loan Deferment:

If a student is attending at a less than half-time credit load status, student loans will not go into deferment and eligibility for other benefits may be affected.

Credit load is defined as follows:

#### Undergraduates

Full Time	12 credits
Three-Quarter Time	9 – 11.99 credits
Half-Time	6 – 8.99 credits
Less than Half-Time	Under 6 credits

Students in 8 week (EW) terms:

- Credit load is based on total credits over entire trimester (two consecutive terms).
- In order to enroll in more than six credits in any given term, a student must obtain permission from his or her academic advisor and have a cumulative GPA of 3.0 or higher.

Students in all other undergraduate terms:

- Credit load is based on total credits in a single term.

#### Graduates

## Online Programs

Full Time	6 credits
Three-Quarter Time	4.5 – 5.99 credits
Half-Time	3 – 4.49 credits
Less than Half-Time	Under 3 credits

- Credit load is based on total credits in a single term
- In order to enroll in more than six credits in any given term, a student must obtain permission from his or her academic advisor and have a cumulative GPA of 3.0 or higher.
- A student that is registered for a continuation course for a Counseling Practicum and/or Internship course is considered "Half-time," due to the academic and experiential requirements of the Counseling continuation courses.

Refer to the [Financial Aid Enrollment Status Criteria](#) policy for additional information.

## Criminal Background Check

All students taking courses offered by the School of Education where a Field Experience is required, must submit to a criminal history records check per NH RSA 189:13-a and the Adam Walsh Act as a prerequisite of participation. This process must be initiated through SNHU's School of Education. If you are a currently licensed teacher in New Hampshire, this requirement still applies if you are participating in a field experience outside of the district in which you are employed. ***A "Field Experience" is considered to occur when a student is working with children (whether supervised or not) and is required as part of a course.*** Results of the criminal history records check will be reviewed by the Criminal Records Coordinator and shared with the Certification Officer if prior convictions are reported.

## Freshman Course Requirements

Students with 63 or more credits who have not completed the **Foundations English and Math requirements** will not be allowed to register without completing the required freshman courses.

Transfer students must complete missing freshman and prerequisite courses within their first 30 credit hours at Southern New Hampshire University.

SNHU expects every graduate to be proficient in writing correct, coherent English. All entering freshmen are encouraged to participate in self-guided activities and self-place into either **ENG 099** or **ENG 120/ENG 122**. Students who do not participate in self-placement will be placed into either **ENG 099** or **ENG 120/ENG 122** at the discretion of the writing program. Students taking ENG 099 must pass a Basic Writing Competency Examination given at the end of the course.

SNHU expects every graduate to develop the skills necessary to work with quantitative information. All entering freshmen are encouraged to participate in self-guided activities and self-place into either MAT 050 (for students with weak algebra skills) or a 100-200 level Mathematics course.

The three credits received for ENG 099 or MAT 050 count towards a student's GPA, but they **do not count towards the 120 credits required for graduation**. Students who take these courses will have to take additional courses to complete their degrees.

University College students may enroll in COCE sections of ENG 099, ENG 120, ENG 121, or ENG 200 only with the permission of the Dean of the School of Arts and Sciences. University College students are not permitted to enroll in ENG 122 or ENG 123, which are restricted to COCE students.

## Leave of Absence

SNHU does not grant leaves of absence to COCE students, as students are not required to be enrolled in classes every term.

Refer to the [Course Drop and Withdrawal](#) and [Readmission](#) policies for more information.

## Nurses Enrolling in Nursing Courses as Non-degree Seeking Students

Licensed Registered Nurses desiring NUR coursework as non-degree seeking students must adhere to the following requirements:

- Meet all nursing programs admission requirements:
  - [RN to BSN Nursing Admission and Academic Requirements](#)
  - [Graduate Nursing Admission and Academic Requirements](#)
- Earn a grade of B- or better in a Nursing (NUR) course in order to register for a subsequent course(s).

## Additional Considerations

- Students who wish to transfer their credit elsewhere are responsible for verifying the transferability of credit prior to enrollment. SNHU does not guarantee that courses will transfer.
- Students who wish to take more than 9 NUR credits as a non-degree seeking students should consider matriculating

## Online Programs

into the nursing program and refer to [Course Work Only](#) policy for maximum credit that may be applied to a degree program.

- Students need to be aware that course registration will be contingent upon adequate enrollments.
- Financial aid is not available to non-degree seeking students.

## Registration

Students register for their initial course through an admissions representative or academic advisor. After completion of their first term, students may register online through the student portal, [my.SNHU](#). Students are strongly advised to contact an academic advisor to plan their academic programs before registering. Advisors are available throughout the term to answer questions and assist with course selection.

## Religious Observance

Students may observe religious holy days that preclude them from studying or submitting assignments on those days. Because the College of Online and Continuing education allows students to work at their own pace within a week, students are expected to plan in advance and submit assignments on time. Extensions are not provided for religious observation.

## Transfer Among SNHU Colleges

Students in any of Southern New Hampshire University's programs may wish to transfer to the same program, or different, at another one of SNHU's units: COCE – College of Online and Continuing Education (including College for America programs) or UC – University College. Transfer procedures are described in a basic way here, but students are advised to work with their respective academic advising and admissions offices to confirm relevant details. Students may be enrolled only in one SNHU college at a time. Additionally, students must be in "good academic standing," as defined by the Scholastic Standing Policy.

### COCE or CfA Student Transferring to the UC

Students currently enrolled in any of the Southern New Hampshire University College of Online and Continuing Education (COCE) or College for America (CfA) programs who wish to enroll in University College must file an Internal Transfer Application with the office of Transfer Admissions. Students will be evaluated on their academic performance in their current programs. Enrollment in a SNHU COCE or CFA program does not guarantee acceptance to a University College program.

### UC Student Transferring to COCE

Students currently enrolled in University College undergraduate program who wish to transfer to a COCE program must file an Internal Transfer Application, and it must be filed with the Academic Advising Office on the Manchester Campus.

### UC or COCE Student Transferring to CFA Program

Students currently enrolled in a University College (UC), or College of Online and Continuing Education (COCE) undergraduate program, who wish to transfer to a CFA program, must file an Internal Transfer Application with their respective academic advising office. For more details on CfA program eligibility, please review the Admission Requirements, Undergraduate policy.

### International Student Transferring to COCE or UC

All international students who wish to begin or change programs must obtain appropriate forms and begin the process in the Office of International Student Services (ISS).

Failure to file an Internal Transfer form with the appropriate office may prevent the student from registering for classes, being billed correctly for tuition and fees, or graduating in a timely manner.

## Undergraduates Taking Graduate Courses

Undergraduate students who have completed a minimum of 90 program credits\* and have earned a minimum cumulative GPA of 3.0 may apply to take graduate courses through their academic advisor. Students may only enroll in a 500 or 600-level graduate course provided following eligibility requirements have been met:

- There is space available in the course.
- The student has met the prerequisites of the course.
- The course has been approved to fulfill program requirements.
- The graduate term dates fall within the undergraduate trimester/semester start and end dates
  - Note: Campus students must maintain a full-time undergraduate course load (12 credits) and will be charged the prevailing graduate level tuition rates when exceeding semester credit limitations.
- The student has submitted a completed copy of the Undergraduate Student Request to Take Graduate Courses form for each course including all necessary approvals. Students may enroll in more than one graduate course per term/semester.

Approval is limited to a maximum of twelve (12) credits. Undergraduate credits will be awarded upon successful completion

## Online Programs

of the course. If the student goes on to enroll in a graduate program at Southern New Hampshire University graduate credit will only be awarded if the student earned a grade of "B" or better; the course grade earned at the undergraduate level will not apply to the graduate program or appear on the graduate transcript. Students with courses that do not meet the minimum grade requirement will be required to repeat the course upon enrollment in the graduate program.

Online undergraduate Nursing students seeking to enroll in a graduate level course as an undergraduate student must follow the Accelerated Pathway for MSN. Please refer to [RN to BSN Nursing Admission and Academic Requirements](#) policy.

\*Campus students enrolled in Degree in Three programs may apply after having completed a minimum of 60 program credits.

## Withdrawal from SNHU

### University Wide Withdrawal Policy:

Students wishing to withdraw from the institution can do so by completing the [Withdrawal from SNHU form](#), located by logging into the student portal. Students should communicate and work with their academic advisor when completing this process. A course withdrawal form for each class is not required. For students under the age of 18 years, a written parental consent is required.

If the form is inaccessible, due to extenuating circumstances, the academic advisor must be notified in order to begin the withdrawal process. The University reserves the right to withdraw students who fail to meet academic requirements or who, because of misconduct, disrupt the academic process.

If a student fails to submit an official withdrawal form the student will automatically receive a grade of "F" for all courses in which the student is currently enrolled. Students who fail to file an official withdrawal form are responsible for paying the full tuition amount and any associated fees.

### **For campus students:**

- International students wishing to withdraw from the University should begin the process with [International Student Services](#).
- The completed withdrawal form will be processed using the last date of class attendance (as verified by an instructor) as the official withdrawal date, unless students choose to complete the current term, in which case their withdrawal from the university will be processed after final grades have been entered. Withdrawals initiated on or after the 13th week of the undergraduate day school semester will be processed using a last date of attendance as the last day of the current term (unless approved by the Dean of Student Success/VPAA's Office). The determined withdrawal date is used to process a refund per the University [refund policy](#).
- The withdrawal date may impact financial aid and/or billing charges. Undergraduate students who withdraw after the eighth week, but before the thirteenth week of the semester will receive either a "WP" or "WF" from each of their instructors.
- **No adjustments to account balances or withdrawal disputes can be considered after 30 days from the end of the semester during which the student has withdrawn.**

### **For online students:**

- The official withdrawal date is the date the form is submitted, unless students choose to complete the current term, in which case their withdrawal from the University will be processed after final grades have been entered. The withdrawal date will be used to determine any tuition refund.
- The withdrawal date may also impact any financial aid and/or billing charges. Students may request to be withdrawn immediately at any point prior to the final week of the current term.
- Withdrawals are not permitted in the final week of the term; any request submitted at this point will be delayed until final grades have been entered.

## Financial Aid and Resources

### Applying for Financial Aid

#### **Eligibility Requirements:**

To be eligible for federal financial aid, including grants, loans, and work-study funds, a student must meet certain requirements:

- Enroll as a degree-seeking student
- A U.S. citizen or an eligible non-citizen
- Not be in default on a federal student loan
- Not owe a refund on a federal student grant or loan
- Register with Selective Service (if you are a male born on or after January 1, 1960, are between the ages of 18 and 26, and not currently in the armed forces)
- Have a high school diploma or equivalent
- Maintain satisfactory academic progress



# Online Programs

## Dependency Status Criteria

The U.S. Department of Education considers the following students to be independent of their parents for purposes of awarding federal financial aid for the 2020-2021 school year (July 1, 2020 through June 30, 2021):

- Students who were born before January 1, 1997
- Students who are married
- Students who are veterans of the U.S. Armed Forces\*
- Students who have children, or will have, if they provide, or will provide, more than half of the support for the child
- Students who have dependents (other than a child or spouse) living with them, if they provide more than half of the support for the dependent
- Students who will be a graduate/professional student in 2020-2021
- Students who are serving on active duty in the armed forces for purposes other than training
- Students who are or were emancipated minors as determined by a court
- Students who are orphans of the court, or were wards of the court as of age 13
- Students who are or were in a legal guardianship as determined by a court
- Students who are or were considered an unaccompanied youth who was homeless on or after May 1, 2019

*\*Please answer “no” to the dependency status question for veteran status if you (1) have never engaged in active duty in the U.S. armed forces, (2) are currently a Reserve Officers’ Training Corps (ROTC) student, cadet, or midshipman at a service academy, (3) are a National Guard or Reserves enlistee activated only for state or training purposes, or (4) were engaged in active duty in the U.S. armed forces but were released under dishonorable conditions.*

As the questions above illustrate, financial independence is not one of the criteria used in determining whether a student is considered dependent or independent. Parental data must be provided on the Free Application for Federal Student Aid (FAFSA) for students who are unable to answer “yes” to one of the listed criteria. Southern New Hampshire University (SNHU) uses the U.S. Department of Education’s definition of dependency status for all federal, state, institution, and private financial aid programs. Students should refer to the FAFSA for specific details on each of the above criteria or contact SNHU Student Finance Service’s for assistance in determining dependency status.

## Prior Bachelor’s Degree

Students who possess a bachelor’s degree prior to enrollment at the University are not eligible for certain grant programs, including the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, and state scholarship/grant programs.

## Federal Financial Aid Penalties for Drug Convictions

The Higher Education Opportunity Act (HEOA) states that a federal or state drug conviction can disqualify a student for federal financial aid. In accordance with a HEOA provision, a student whose eligibility has been suspended may regain eligibility if the student satisfactorily completes a drug rehabilitation program that is approved by the U.S. Secretary of Education.

## Federal Financial Aid Application

### Free Application for Federal Student Aid

All students who would like to be considered for federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) for the appropriate award year. The FAFSA will determine eligibility for need-based aid, such as Pell Grant and Direct Subsidized Loans. In addition, completion of the FAFSA will determine eligibility for non-need based aid, such as Direct Unsubsidized Loans, as well as being necessary to apply for a Federal PLUS Loan. The FAFSA can be completed at [fafsa.ed.gov](https://fafsa.ed.gov), with the SNHU federal school code of 002580.

### FAFSA Follow-Up

### C-Flags, Verification, Unusual Enrollment History

In some instances, SNHU is required by federal and state regulations to review the student’s FAFSA and confirm the accuracy of the information provided. SNHU reserves the right to verify any data submitted by applicants or the parents of applicants.

After the FAFSA has been signed, the application is run through a series database matches, including but not limited to, Social Security Administration, Selective Service, National Student Loan Data System, and Department of Homeland Security. If the student and/or parent does not successfully pass one of the matches, the student and/or parent may be required to submit additional documentation to the university to verify the accuracy of the data provided on the FAFSA. If additional documentation is required the student will be notified via e-mail of the documentation requirements.

Failure to submit requested documents within thirty (30) days may result in a delay or cancellation of a financial aid award. If during the process, data is found to be incorrect, the data may be corrected and the award revised.

If a student is found to have knowingly submitted falsified or intentionally misleading information, Southern New Hampshire University shall reserve the right to (1) refuse to award financial aid or (2) to cancel all aid that has previously been awarded, with all fraudulent information forwarded to the Office of Inspector General for further investigation.

# Online Programs

## **FAFSA Corrections**

Any corrections to a student's FAFSA information will be reported electronically by Southern New Hampshire University to the Central Processing System (the CPS) for processing. When electronic corrections are made, the school will receive a corrected Institutional Student Information Report (ISIR) and the CPS will notify the student of the corrections electronically via a Student Aid Report (SAR).

## **Duration & Renewal of Aid**

The FAFSA becomes available for the new aid year on October 1st. It is the student's responsibility to complete this application each year to meet any applicable deadlines. Students intending to use financial aid in future terms will need to file a FAFSA that corresponds with the appropriate award year.

## **Awarding Financial Aid**

### **Cost of Attendance**

The cost of attendance (COA) is an estimate of the student's educational expenses for the period of enrollment. For the purposes of Southern New Hampshire University (SNHU), the period of enrollment will be one academic year. The COA at SNHU follows along with federal guidelines of what are considered allowable costs and exceptions to the rules. The components of the COA are: tuition, fees, books, miscellaneous expenses, transportation, and room & board. Currently at SNHU, the COA will be based on on-campus enrollment, off campus enrollment, as well as with parent enrollment.

For student's attending less than half-time, the COA cannot include allowances for miscellaneous expenses. In addition, the financial award may not exceed the COA for the academic year.

### **Expected Family Contribution (EFC)**

The Expected Family Contribution (EFC) is a measure of a family's financial strength and is calculated according to a formula established by law. It is an index number that the staff at SNHU will use to determine how much financial aid the student would be eligible for, it is not the amount the student's family are required to pay. The student's taxed and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered, are family size and the number of family members who will attend college during the year.

### **Determining Financial Need**

The financial need for the student is determined by a simple formula: COA minus EFC equals the student's financial aid. This number is then used by SNHU to determine the amount of need-based financial aid the student is eligible to receive. Need-based financial aid includes Federal Direct Subsidized Loans and Federal Pell Grant, as well as Federal Supplemental Educational Opportunity Grant. As the COA cannot be exceeded for the academic year, the Financial Need also cannot be exceeded within the academic year.

### **Financial Aid Award Package**

Once the COA, EFC, and Financial Need is determined, the student will receive the notification of a financial aid award package electronically. After the student reviews the package, the award may be reduced or canceled according to request. To complete a request, the student may contact Student Financial Services at Southern New Hampshire University.

### **Outside Resources**

In addition to federal funds in the initial financial aid package, the student may receive additional outside resources to assist with educational expenses. This additional assistance may include, but is not limited to, employer reimbursement, tuition waivers, private scholarships, fellowships, veteran's benefits, or vocational rehabilitation benefits. Any outside resource that is used by the student will need to be reported to the financial aid office and be included in the student's financial aid package. If the student fails to inform the school of the additional funds, the student may be required to repay the school or the government all or part of the need-based financial aid package.

If the student's award with the outside resources exceeds either the COA or need, the student's financial aid package will be adjusted, even if the financial aid has already been disbursed. Should the additional funds result in a change to a student's financial aid status or eligibility, he/she will receive notification of the change.

### **Use of Aid**

Funds listed on financial aid award letters may only be used for educationally related expenses incurred at SNHU for the respective academic year.

## **CfA Standards for Satisfactory Academic Progress (SAP)**

CfA will evaluate SAP for students receiving Title IV aid on a payment period basis of each trimester.



## Online Programs

To comply with Federal requirements, student academic progress will be measured based on a completion rate minimum of 67% of attempted competencies in the trimester. SAP is calculated cumulatively every trimester.

The maximum timeframe for Title IV eligibility is based on 150% of the number of competencies (or credit hour equivalencies) required to complete the program. For example, an Associate of Arts degree requires mastery of 60 competencies. An associate degree student may attempt no more than 90 competencies while receiving Title IV aid.

### Competencies Included in the Calculation

- Attempted competencies are competencies that a student has participated in during the trimester regardless of the outcome.
- Successfully completed competencies are defined through the assignment of a Mastery (MA) grade.
- Unsuccessfully completed competencies are defined through the assignment of a Non-Mastery (NM) grade.
- Repeated competencies are counted in the calculation each term the competency is attempted.
- Transfer credits are considered to be credits attempted and completed toward the completion of the student's program and counted toward the maximum time frame.
- Competencies with a grade of 'W' are counted in the calculation as attempted.
- Dropped competencies are not counted in the calculation as attempted.
- Grade changes will be monitored and SAP will be recalculated using any new information

### Enforcement

A student who does not meet the minimum of mastering 67% of attempted competencies cumulatively is either placed on Warning or Suspension for Title IV aid. The student will be notified of his or her status via their SNHU email address. This notification will come with instructions to contact his or her Advisor.

### SAP Warning

Students who fail to make Satisfactory Academic Progress (SAP) are placed on SAP Warning. Students with the SAP Warning status will retain Title IV aid eligibility for one subsequent trimester. A student on a SAP Warning must meet SAP requirements during the following trimester or the student will be placed on SAP Suspension.

### SAP Suspension

A student who does not meet SAP after being placed on Warning is placed on SAP Suspension. A student on Suspension is not eligible for Federal Title IV aid, but may continue working in their program. All future, pending Federal Title IV aid will be cancelled. A student on SAP Suspension has a right to appeal this decision.

### Appeal Process

Students who lose their aid may appeal, provided there are mitigating circumstances that inhibited their academic progress. Students can appeal on the basis of illness, death of a relative or other extenuating circumstance. The student must also explain why they failed to meet the SAP requirement and what has changed to allow them to be successful in the future trimesters. If mitigating circumstances do not exist, students may take competencies at their own expense to demonstrate improvement to achieve the SAP standards.

### Financial Aid SAP Appeal

Students who have been placed on Financial Aid Suspension will be allowed to appeal this decision.

To be considered, the appeal must include the following:

1. Reason(s) why the student failed to maintain SAP.
1. What has/will change that will allow the student to make SAP at the next evaluation period.
1. An academic plan agreed to by the student, developed by, and in place with their academic advisor. The plan must ensure that the student is able to meet SAP standards by a specific point in time.

# Online Programs

## Financial Aid SAP Probation

Students who have been initially placed on SAP Suspension and whose appeal is then approved, are placed on SAP probation. The student's eligibility for aid is reinstated.

## Financial Aid Appeal Approval and Academic Plan

Students with an approved appeal who are placed on SAP Probation and an Academic Plan will have their status reviewed after each trimester following their successful appeal. Students who are not meeting the requirements of their Academic Plan will be returned to Suspension and all aid from that date forward will be canceled immediately, regardless of current enrollment. Students who are suspended from receiving financial aid as part of this process may appeal this decision after one (1) trimester.

## Disbursement of Financial Aid Funds

After confirming enrollment and attendance, SNHU credits all available financial aid funds (excluding Federal Work-Study) to the eligible charges on a student's account. Eligible charges will include: tuition, book voucher (if used), room & board (if on-campus) and fees (if applicable). Once the charges are covered, any remaining financial aid funds will be released to the student in the form of a refund. If subsequent charges occur on the student's account after a refund is processed in a given term, the student will be responsible for these new charges.

## Credit Balances and Refund

When financial aid is disbursed and/or payments are made, the funds will be applied to the student's allowable costs. If the amount credited to the account totals more than the billed amount, the additional funds will be refunded to the student.

The university processes refunds to students based on a published refund processing schedule and in a manner that complies with Department of Education requirements for refunding federal financial aid funds. All refunds will be processed through a student's refund preference with BankMobile. Any refunds occurring as a result of fees paid with a credit card will be credited back to the same credit card account.

In the event that non-eligible financial aid funds are disbursed in error, the student agrees to repay the full amount to SNHU. If a mistake was made, whether by the student, SNHU, or another agency, federal regulations require that the mistake be corrected and funds be returned.

## Educational Loans

### Federal Direct Loans

Federal Direct Loans are fixed-rate student loans for undergraduate and graduate students to help pay for the cost of their education. The lender of the loan will be the U.S. Department of Education.

The Direct Student Loan program offers the following types of loans for students in eligible programs:

**Direct Subsidized Loan:** Available to eligible undergraduate students who demonstrate financial need. The U.S. Department of Education pays the interest on a Direct Subsidized Loan while the student is in school at least half-time, for the first six months after the student leaves school (referred to as a grace period\*), and during a period of deferment (a postponement of loan payments).

**Direct Unsubsidized Loan:** Available to eligible undergraduate and graduate students. In order to be eligible, the students does not need to demonstrate financial need. Unlike the Direct Subsidized loan, the interest begins accruing once the loan disburses on the student's account. Repayment of the loans begin 6 months after a student is no longer maintaining a minimum enrollment status of half-time.

**Direct PLUS Loan:** Available to eligible graduate or professional students and parents of undergraduate students to help pay for educational expenses not covered by other financial aid. To be eligible, the student must be enrolled at least half time in an eligible program of study. During the application process, the borrower may request any amount of PLUS funds, but to COA. There currently are not aggregate limits for PLUS loans.

A credit check is required for PLUS Loan approvals which reviews credit history. If the potential borrower has an adverse credit history, an endorser option is available. If approved, the borrower(s) must complete PLUS loan counseling prior to receiving the PLUS loan.

PLUS loans must be repaid with interest. Repayment of principal and interest begins 30-60 days after the loan is fully disbursed.

\*Grace Period: For Direct Subsidized and Unsubsidized loans, the grace period is the period of time after the student graduates, leaves school, or drops below half-time enrollment. During this time, the student is not required to make payments.

Federal 150% Direct Subsidized Loan Limit

## Online Programs

Beginning on July 1, 2013, a new provision was added to the Direct Loan statutory requirements (see HEA section 455(q)). The provision put in place limits the period of eligibility for a first-time borrower\* to receive Direct Subsidized loans only up to 150 percent of the length of the borrower's published educational program. Once the student reaches 150 percent used, the provision also causes the student to lose the interest subsidy on the disbursed Direct Subsidized loans.

Borrowers with existing balances at the time the provision was put in place will not be effected by this provision, only first-time borrowers on or after July 1, 2013 are subject.

\*A first time borrower for the purposes of the Subsidized Loan Limit (SULA) is defined as a student who either (1) never received Federal Direct Loans and receives a disbursement after July 1, 2013, or (2) does not have a balance with any Direct Loan holders, returns to school and receives federal funding after July 1, 2013.

### Federal Direct Loan Lifetime Limit

All student types are subject to aggregate lifetime borrowing limits. Please see the chart below:

Academic Career	Maximum Subsidized	Additional Unsubsidized	Combined Subsidized and Unsubsidized
Dependent Undergraduate	\$23,000	\$8,000	\$31,000
Independent Undergraduate	\$23,000	\$34,500	\$57,500
Graduate (Includes UG	\$65,500*	\$73,000	\$138,500

\*As of the 2013-2014 award year, graduate students are no longer eligible to borrow Subsidized Direct Loans.

### Private Student Loans

A private student loan is from a private lender that may be used to pay up to COA, less any federal financial aid received. Private loans usually require the applicant to be credit worthy or have a co-signer. Private loans have varying interest rates, fees and repayment options. Repayment of interest (and often principal) generally begins immediately, with some lenders offering deferment options for in-school periods.

## Federal Work-Study (FWS)

The Federal Work-Study Program is an employment program funded by the federal government and the University. This program allows students with financial need to receive an hourly wage by working on or off-campus. Work-Study funds are available to students who demonstrate financial need through the completion of the Free Application for Federal Student Aid (FAFSA) and are enrolled in a degree program.

Each fall, Southern New Hampshire University will sponsor a job fair prior to the start of classes in order to help assist students in locating employment through the Work-Study program. It is the responsibility of the student to locate the employment as well as earning funds. The amount of funds earned may vary depending on the position offered.

Typical Federal Work-Study positions on campus are in the library, in department offices, the recreation center and in postal services. Students may also work off campus in community service positions such as the YMCA, Easter Seals, and the Salvation Army.

Federal Work-Study positions and other student employment opportunities are available throughout the year online at [www.snhu.edu/jobs](http://www.snhu.edu/jobs).

For further information, please email [workstudy@snhu.edu](mailto:workstudy@snhu.edu)

## Financial Aid Enrollment Status Criteria

As mandated by the U.S. Department of Education, for financial aid purposes, only courses that are considered a requirement to complete the program can be included when the financial aid office determines the student's enrollment status. In addition, per regulations, a student may only retake a course one time after previously passing the course, when determining the student's enrollment status.

Students' financial aid eligibility is based on two parts: enrollment status and participation. The student's enrollment status is reviewed at time of disbursement and throughout the given term of enrollment. The student's participation is defined as the submission of a project or discussion, for online forums. The student must participate in any given class in order to receive disbursement. This will be reviewed on a weekly basis up to the end of a term.

### College for America Students

As required by federal student aid rules, only competencies required for a student's degree can be used in determining undergraduate enrollment status for financial aid purposes. In addition, a repetition of a previously passed competency

## Online Programs

may only be considered once when determining enrollment status for financial aid purposes.

### Grants

#### Federal Grants

##### **Pell Grants**

Federal Pell Grants are awarded on a sliding scale up to \$6,345 per year to students with exceptional financial need. Applicants must be enrolled in a degree program and have not already have obtained a bachelor's degree. Student eligibility and grant amounts are determined by the U.S. Department of Education but vary with enrollment status and program of study.

**Federal Pell Grant Lifetime limit:** An eligible Federal Pell Grant recipient has a lifetime limit of 12 full-time semesters or six full years of eligibility. This federal policy is retroactive to whenever a student first received a Federal Pell grant and includes payments received at colleges or universities that the student attended prior to SNHU.

##### **Federal Supplemental Educational Opportunity Grant (FSEOG)**

The FSEOG is a campus-based federal grant program with awards ranging from \$100 to \$1,000 per year, depending on demonstrated need and availability of funds. Grants are awarded to students with exceptional financial need, and typically to students receiving Federal Pell Grants.

##### **Iraq and Afghanistan Service Grant**

A student may be eligible to receive the Iraq and Afghanistan Service Grant if: they are not eligible for a Pell Grant, their parent or guardian was a member of the U.S. Armed Forces and died as a result of service performed in Iraq or Afghanistan after September 11, 2001. Additional eligibility requires the student to be under 24 years old or enrolled in college at least half-time at the time of the parent or guardian's death.

##### **Children of Fallen Heroes Scholarship**

A student may be eligible to receive the Children of Fallen Heroes Scholarship if the following terms are met: the student is eligible for Pell Grant and the student must have been less than 24 years of age or enrolled at an institute of higher education at the time of his or her parent's or guardian's death. The student becomes eligible if the parent or guardian died in the line of duty as a result of service while performing as a public safety officer or military service person. Unlike the Iraq and Afghanistan Service Grant, a student is not eligible for this scholarship if the student is not Pell Grant eligible.

##### **State Grants and UNIQUE**

State grant funding is received by SNHU from various states to assist students with the cost of education. Students should contact their home state agencies to see if they qualify for state assistance at Southern New Hampshire University.

**NH Residents:** The state of New Hampshire does not have a state grant program. However, students may qualify for the UNIQUE program. Eligible New Hampshire students will be automatically notified on their award letter if they qualify.

### Loan Counseling and Federal Student Loan Repayment Options

#### Entrance Loan Counseling

Federal law requires that for any students who have not previously received a subsidized or unsubsidized loan (or PLUS Loan) to complete Entrance Loan Counseling. The purpose of completing this process is to gain a greater understanding of your rights and responsibilities in borrowing loans through the Direct Loan program. While completing entrance counseling, the student will learn about what a Direct Loan is, as well as how the loan process works, as well as how to manage educational expenses, other financial resources, and what repayment programs are available. Entrance Loan Counseling can be completed online at [studentloans.gov](http://studentloans.gov).

# Online Programs

## Financial Awareness Counseling

Unlike Entrance Loan Counseling, Financial Awareness Counseling is not a requirement by federal law, however SNHU encourages all students to complete Awareness Counseling routinely in order to stay up to date with Direct Loan information. This counseling includes topics such as understanding your loans, managing spending, repayment plans, avoiding default, and how to make finances a priority. Financial Awareness Counseling can be completed online at [studentloans.gov](http://studentloans.gov).

## Exit Loan Counseling Requirements

Similar to Entrance Loan Counseling, Exit Loan Counseling is a federal requirement of all students who received subsidized, unsubsidized or PLUS loans under the Direct Loan Program or the Federal Family Education Loan (FFEL) Program to complete once the student graduates, leaves school, or drops below half-time enrollment. As part of the Exit Loan requirements, student will be reminded of their obligations to repay, along with other information on deferment, forbearance, avoiding default, as well as how to make finances a priority.

## Direct Loan Exit Counseling:

Borrowers of Federal Direct or Graduate PLUS loan can complete the online Exit Loan Counseling requirement at [studentloans.gov](http://studentloans.gov).

## Perkins Loan Exit Counseling:

Borrowers of Federal Perkins Loan will be contacted by their Perkins Loan Servicer, ECSI, with additional directions on how to complete Exit Loan Counseling.

## Federal Direct Student Loan Repayment Options

Repayment Plan	Eligible Loans	Monthly Payment and Time Frame	Eligibility and Other Information
Standard Repayment Plan	<ul style="list-style-type: none"><li>• Direct Subsidized Loans and Unsubsidized loans</li><li>• Subsidized and Unsubsidized Federal Stafford Loans</li><li>• All PLUS loans</li><li>• All Consolidation Loans (Direct or FFEL)</li></ul>	Payments are a fixed amount that ensures your loans are paid off within 10 years (within 10 to 30 years for Consolidation Loans)	<p>All borrowers are eligible for this plan.</p> <p>You'll usually pay less over time than under other plans.</p> <p>Is not a good option for those seeking Public Service Loan Forgiveness (PSLF)</p> <p>Standard Repayment Plan for Consolidation Loans is not a qualifying repayment plan for PSLF.</p>

## Online Programs

Graduated Repayment Plan	<ul style="list-style-type: none"> <li>• Direct Subsidized and Unsubsidized Loans</li> <li>• Subsidized and Unsubsidized Federal Stafford Loans</li> <li>• All PLUS Loans</li> <li>• All Consolidation Loans (Direct or FFEL)</li> </ul>	<p>Payments are lower at first then increase, usually every two years, and are for an amount that will ensure your loans are paid off within 10 years (within 10 to 30 years for Consolidation Loans)</p>	<p>All borrowers are eligible for this plan.</p> <p>You'll pay more over time than under the 10-year Standard Plan.</p> <p>Generally not a qualifying repayment plan for PSLF.</p>
Extended Repayment Plan	<ul style="list-style-type: none"> <li>• Direct Subsidized and Unsubsidized Loans</li> <li>• Subsidized and Unsubsidized Federal Stafford Loans</li> <li>• All PLUS Loans</li> <li>• All Consolidation Loans (Direct or FFEL)</li> </ul>	<p>Payments may be fixed or graduated, and will ensure that your loans are paid off within 25 years</p>	<p>If you're a Direct Loan borrower, you must have more than \$30,000 in outstanding Direct Loans.</p> <p>If you're an FFEL borrower, you must have more than \$30,000 in outstanding FFEL Program Loans.</p> <p>Your monthly payments will be lower than under the 10 - year Standard Plan or the Graduated Repayment Plan.</p> <p>Not a qualifying repayment plan for PSLF.</p>
Revised Pay As You Earn Repayment Plan (REPAYE)	<ul style="list-style-type: none"> <li>• Direct Subsidized and Unsubsidized Loans</li> <li>• Direct PLUS loans made to students</li> <li>• Direct Consolidation Loans that do not include PLUS loans (Direct or FFEL) made to parents</li> </ul>	<p>Your monthly payments will be 10% of discretionary income.</p> <p>Payments are recalculated each year and are based on your updated income and family size.</p> <p>You must update your income and family size each year, even if they haven't changed.</p> <p>If you are married, your spouse's income or loan debt will be considered only if you file a joint tax return.</p> <p>Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 years.</p>	<p>You must be a new borrower on or after October 1, 2007, and must have received a disbursement of a Direct Loan on or after October 1, 2011.</p> <p>You must have a high debt relative to your income.</p> <p>Your monthly payment will never be more than a 10-year Standard Plan amount.</p> <p>You'll usually pay more over time than under the 10-year Standard Plan.</p> <p>You may have to pay income tax on any amount that is forgiven.</p> <p>Good option for those seeking PSLF.</p>

## Online Programs

<p>Income-Based Repayment Plan (IBR)</p>	<ul style="list-style-type: none"> <li>• Direct Subsidized and Unsubsidized Loans</li> <li>• Subsidized and Unsubsidized Federal Stafford Loans</li> <li>• All PLUS Loans made to students</li> <li>• Consolidation Loans (Direct or FFEL) that do not include Direct or FFEL PLUS Loans made to parents</li> </ul>	<p>Your monthly payments will be either 10 or 15% of your discretionary income (depending on when you received your first loans), but never more than you would have paid under the 10-year Standard Repayment Plan.</p> <p>Payments are recalculated each year and are based on your updated income and family size.</p> <p>You must update your income and family size each year, even if they haven't changed.</p> <p>If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return.</p> <p>Any outstanding balance on your loan will be forgiven if you haven't repaid your loan in full after 20 years or 25 years, depending on when you received your first loans.</p> <p>You may have to pay income tax on any amount that is forgiven.</p>	<p>You must have high debt relative to your income.</p> <p>Your monthly payment will never be more than the 10-year Standard Plan amount.</p> <p>You'll usually pay more over time than under the 10-year Standard Plan.</p> <p>You may have to pay income tax on any amount that is forgiven.</p> <p>Good option for those seeking PSLF.</p>
--	---	---	---

## Online Programs

Income-Contingent Repayment Plan (ICR)	<ul style="list-style-type: none"> <li>• Direct Subsidized and Unsubsidized Loans</li> <li>• Direct PLUS Loans made to students</li> <li>• Direct Consolidation Loans</li> </ul>	<p>Your monthly payment will be the lesser of:</p> <ul style="list-style-type: none"> <li>• 20% of discretionary income, or</li> <li>• the amount you would pay on a repayment plan with a fixed payment over 12 years, adjusted according to your income.</li> </ul> <p>Payments are recalculated each year and are based on your updated income, family size, and the total amount of your Direct Loans.</p> <p>You must update your income and family size each year, even if they haven't changed.</p> <p>If you're married, your spouse's income or loan debt will be considered only if you file a joint tax return or if you choose to repay your Direct Loans jointly with your spouse.</p> <p>Any outstanding balance will be forgiven if you haven't repaid your loan in full after 25 years.</p>	<p>Any Direct Loan borrower with an eligible loan type may choose this plan.</p> <p>You'll usually pay more over time than under the 10-year Standard Plan.</p> <p>You may have to pay income tax on any amount that is forgiven.</p> <p>Good option for those seeking PSLF.</p> <p>Parent borrowers can access this plan by consolidating their Parent PLUS Loans into a Direct Consolidation Loan.</p>
Income-Sensitive Repayment Plan	<ul style="list-style-type: none"> <li>• Subsidized and Unsubsidized Federal Stafford Loans</li> <li>• FFEL PLUS Loans</li> <li>• FFEL Consolidation Loans</li> </ul>	<p>Your monthly payment is based on annual income, but your loan will be paid in full within 15 years.</p>	<p>You'll pay more over time than under the 10-year Standard Plan.</p> <p>The formula for determining the monthly payment amount can vary from lender to lender.</p> <p>Available only for FFEL Program loans, which are not eligible for PSLF.</p>

### Loan Repayment Responsibility

It is the responsibility of the student borrower to repay student loans. This includes if financial circumstances become difficult, if the student did not receive the education or job expected, or if the education was not completed. At SNHU, there are many comprehensive resources available to help students learn about repayment options as well as how to manage your finances with the student's respective economic condition.

### Prepayment of Student Loans

There are no penalties to paying on student loans prior to repayment or making larger monthly payments than is required.



## Online Programs

By doing this, the student will reduce the total interest applied to the loans and will pay less over the repayment time period.

### National Student Loan Data System (NSLDS)

The National Student Loan Data System (NSLDS) is the U.S. Department of Education's (ED's) central database for student aid. NSLDS receives data from schools, guaranty agencies, the Direct Loan program, and other Department of ED programs. The student access section of NSLDS will offer the student a centralized and integrated view of Direct Student Loans and grants. This will allow the students to access and inquire information regarding their loans and/or grant data. Students may access their financial aid history at [nslds.ed.gov](https://nslds.ed.gov). It will be necessary to have your FSA ID in order to access the site.

### Loan Servicer

A loan servicer is a company that handles the billing and other services on a student's loan(s). Loans are assigned to a loan servicer by the U.S. Department of Education after the entire loan amount has disbursed (paid out). Once a loan servicer has been assigned, the company will work with the student to find appropriate repayment plans and to review the loan consolidation if necessary. This servicer will serve as a main contact point for the student when questions arise regarding student loan accounts. It is also the responsibility of the student to update the loan servicer at any time during the repayment period if circumstances change. Some circumstances may be: financial difficulty, address updates, and name update. Students can view their loan servicer on the National Student Loan Data System (NSLDS) at [NSLDS.ed.gov](https://nslds.ed.gov).

### Federal Student Aid Repayment Estimator

In order to help students review and compare loan repayment options, SNHU encourages all students to use the Federal Student Aid Repayment Estimator in order to see what options will fit for their financial circumstances. The Federal Student Aid Repayment Estimator will allow students to make use of an interactive online tool to look through the above repayment options. It can be found online at: [www.studentaid.gov/repayment-estimator](https://www.studentaid.gov/repayment-estimator).

### Deferment

A deferment is a period during which payments of principal are postponed. No interest accrues on either Direct Subsidized or Perkins loans. Interest is charged on Direct Unsubsidized loans and may be paid or allowed to accrue and capitalize. Borrowers must meet specific eligibility criteria and request the deferment from their lender(s).

### Forbearance

Forbearance is defined as a period in which your monthly loan payments are temporarily suspended or reduced. It is important that the student works hand in hand with their lender in order to be granted if the student is unable to make loan payments due to certain types of financial hardships. During the time of forbearance, principal payments are postponed but interest will still continue to accrue.

Visit <https://studentaid.ed.gov/sa/repay-loans> to learn more about the payment plans, payment deferment, and payment forbearance options that are available to you.

## Military Benefits

### Active Duty Military

First time students using tuition assistance must present a tuition assistance form prior to registration from the military branch in which they are enlisted.

Continuing students may enroll in successive terms without making initial payments but must submit tuition assistance forms prior to the term start to allow direct billing and payment from the military. Any portion of the tuition cost not covered must be paid prior to term start. If a tuition assistance form is not provided, your account will be placed on financial hold. This will prevent future registration and you will be responsible for the unpaid balance.

### Veterans' Benefits

Southern New Hampshire University is approved for the education of veterans and the dependents of veterans. Questions regarding benefits for veterans should be directed to the Military Financial and Benefits Services Office. Each new veteran should submit:

## Online Programs

1. an application for admission
2. a registration form for the next term
3. an official high school transcript or an official copy of GED test scores
4. all copies of official university transcripts, if any
5. a copy of their certificate of eligibility and any service school data
6. the necessary Veterans Administration paperwork

Veterans enrolling under the G.I. Bill® for the first time may experience a delay of up to two months before they receive their first checks. Veterans should contact the Veterans Affairs Office at 1.888.442.4551 if no payment has been received by the seventh week of a term.

If a veteran student is transferring directly from another school where he or she had been using VA benefits, the student should ensure that the other school promptly notifies the VA of his or her effective date of termination. The student is also required to file Form 22-1995 with the Veteran Affairs Office.

Students requesting Veterans' Educational Assistance are required to have all previous postsecondary educational experience evaluated for possible transfer credits in order to be eligible for benefits. Students must notify the registrar of any past university credits that are transferable to Southern New Hampshire University.

New veteran students should matriculate immediately and select their degree programs. Because of VA regulations pertaining to certifications, a non-matriculated student will not be certified for educational benefits after two terms of attendance. Veteran students who take courses that are not applicable to or not required for their chosen degrees will not be certified by the VA for those courses. In order to maintain full-time status, veterans may take courses outside their majors only in the last term before graduating.

The VA requires strict compliance with a number of other regulations, including maintenance of satisfactory academic progress and notification of any status changes, such as withdrawal from a course. It is the ~~veteran's~~ VA benefit recipient's responsibility to be aware of all VA regulations that affect his or her educational program.

### **Veteran Benefits Transition Act of 2018**

#### **Title 38 United States Code Section 3679(e) School Compliance**

**NOTE:** A **Covered Individual** is any individual who is entitled to educational assistance under Chapter 31, Vocational Rehabilitation and Employment, or Chapter 33, Post-9/11 GI Bill® benefits.

Any covered individual may attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under Chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – eBenefits, or a VA 28-1905 form for Chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

Southern New Hampshire University will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under Chapter 31 or 33.

In addition any covered individual will be required to provide the following:

- A certificate of eligibility for entitlement to Chapter 33 educational assistance as soon as it is available but no later than the last day of the second term of enrollment.
- Any additional information necessary to the proper certification of enrollment by Southern New Hampshire University.
- Any covered individual will be responsible for the amount that is the difference between the amount of the student's financial obligation and the amount of the VA education benefit disbursement.

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by the VA is available at the official U.S. government website at <http://www.benefits.va.gov/gibill>*

### **Return of Title IV Funds**

Return of Title IV funds requirements apply to a Title IV grant and/or loan recipient or eligible recipient who withdraws or ceases attendance from Southern New Hampshire University (SNHU) before completing the payment period.

The payment period is the academic period established for which financial aid is awarded and disbursed. This may not always align with the registration and billing period for a program. Students are encourage to learn and understand their program's payment period definition.

## Online Programs

- SNHU will perform a Return to Title IV calculation and notify the student of any Federal Student Aid (FSA) fund return within 30 days of the date of withdrawal or the last date of attendance.
- SNHU has 45 days from the date of determination that the student withdrew to return all unearned FSA funds for which we are responsible for.

SNHU divides the number of days attended by the number of days in the period, excluding breaks of five days or more, and days on an approved leave of absence (applicable to College for America only). Once this calculation is completed, it will show the percent of earned aid. However, if the student has earned greater than 60% of the payment period, they are considered to be 100% earned.

The percent earned multiplied by the total FSA for the payment period is the amount the student earned based upon his or her withdrawal date or last date of attendance. If this amount is greater than what was actually disbursed, then SNHU will offer the student a post-withdrawal disbursement, provided the funds meet the conditions for a late disbursement. If the amount that was actually disbursed is greater than the amount earned, the excess is considered unearned FSA.

SNHU will return a portion of any unearned FSA based upon the student's institutional charges for the payment period. Institutional charges may include tuition, book vouchers, and institutional housing and meal plans. The total amount of institutional charges is multiplied by the percent earned (100% minus the percent earned) to determine the unearned amount of institutional charges. SNHU will return the lesser of the unearned institutional charges or the total amount unearned.

### Return of Funds

SNHU will return FSA to the programs from which the student received aid during the payment period in the following order, up to the net amount disbursed from each source:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Direct PLUS Loan
4. Federal Pell Grant \*
5. Federal Supplemental Education Opportunity Grant (FSEOG)\*
6. Iraq and Afghanistan Service Grant\*
7. Federal Work Studies (FWS) funds are not included in the calculation.

\*There is a 50% grant protection allowance for the student built into the Return to Title IV calculation. Students are also not required to return unearned funds of \$50 or less for Title IV grant programs.

Students are responsible for immediate payment on account balances that are a result of a Return to Title IV calculation.

Within the Return to Title IV calculation, there is also an amount of unearned Title IV aid due from the student.

- Title IV grant funds are typically repaid by SNHU and the student is responsible for payment to the University. However, SNHU can report a grant amount due from the student as an overpayment to the Department of Education. SNHU will waive any grant repayment and will not report an overpayment for any affected individual covered by the HEROES Act.
- Direct Loans are to be repaid in accordance with the terms and conditions outlined in the student's signed Master Promissory Note (MPN).

### Post-Withdrawal Disbursement

There may be an instance of a student who has aid returned due to the result of a Return to Title IV calculation but may have undisbursed aid. In this case, the student must decide if they would like the post-withdrawal disbursement of aid applied to their account. Post Withdrawal Disbursements fall into two categories when it comes to authorization: grants do not require authorization, while Direct Loan funds require authorization.

Student Financial Services will notify student in writing if the student is eligible for any Direct Loan post-withdrawal disbursement eligibility. In order to receive the post-withdrawal disbursement, the student must sign and return the authorization letter within fourteen (14) days of the date of the notice. The Direct Loans are to be repaid in accordance with the terms and conditions outlined in the student's signed Master Promissory Note (MPN).

# Online Programs

## Programs Offered in Modules

At SNHU, there are some programs that are 'offered in modules.' According to the Department of Education, if a program is 'offered in modules,' it means that the course(s) do not span the entire length of the payment period or period of enrollment. For programs that are offered within modules, the payment period would be considered two modules within one trimester. A student is considered to have withdrawn for Title IV purposes if the student ceases attendance at any point prior to completing the payment period.

A student will have their Return to Title IV calculation 'undone' if the student ceases attendance or graduates during a payment period, then returns during the same payment period. This process will restore the FSA funds to the amount that the student was originally scheduled to receive. This process is only applicable to programs that are offered by the University where the student has the ability to stop attendance or graduate during a payment period.

## Return to Title IV Calculation Example

A term start date is September 7 and the end date is December 23. There is a 5 day break for Thanksgiving. The total days for the term is 103 days. The student withdraws on October 2 which is day 26 of the term. The percentage of earned aid would be 25.2% (26 days/103 days) and the unearned aid percentage is 74.8%.

- If the student received \$5,500 in Title IV aid, then the student earned \$1,386 in Title IV aid and \$4,114 is the unearned amount.
- If institutional charges are \$6,000, then the amount of earned charges would be \$1,512 and the unearned charges would be \$4,488.
- SNHU is responsible for returning the lesser of the unearned institutional charges or the total amount of unearned Title IV aid, so SNHU would return \$4,114 in this example. The student is responsible for the immediate payment of the balance on the account.

## Return of Title IV Fund Requirements

Return of Title IV funds requirements do apply to a student who:

- Officially withdraws during a payment period; or
- Unofficially withdraws during a payment period (student stops attending without providing notification to the university); or
- Ceases attendance during a payment period; or
- Graduates during a payment period.

Return of Title IV funds requirements do not apply to a student who:

- Withdraws from some classes but remains enrolled in other courses during the same payment period at Southern New Hampshire University; or
- Never attended any classes, or for whom SNHU cannot document attendance in at least one class for the payment period or period of enrollment. If the student never attended any classes or SNHU cannot document the student's attendance in at least one class, the student did not establish eligibility for Title IV aid for the period and all funds must be returned.

## Scholarship Opportunities

At Southern New Hampshire University we strive to acknowledge the academic achievement, community service and leadership experience of our students through a variety of merit based grants and scholarships.

### The Continuing Education Scholarship:

This Scholarship is offered specifically to matriculated SNHU Continuing Education students or SNHU Online students. To be eligible students must have a minimum of 3.0 GPA, be solely responsible for their tuition (employer tuition assistance recipients are not eligible), be currently enrolled and have taken a minimum of fifteen (15) credits at SNHU.

### Elaine I. Routhier Costigan & Ronald J. Costigan Scholarship:

This scholarship fund will be offered in the future to support continuing education students, based on financial need.

### Wayne Dozier Memorial Fund:

Established in memory of former seacoast center student, Wayne Dozier. This fund provides scholarships to undergraduate SNHU Seacoast students with a minimum of 15 credits at SNHU and a minimum of 2.5 GPA.

## Online Programs

### **Dr. Jeannette A. Ritzenthaler Scholarship:**

The estate of Dr. Jeanette Ritzenthaler made provisions for an endowed scholarship to be awarded to a student from the Lakes Region of New Hampshire. Students should be enrolled in the Continuing Education or Online undergraduate program. The student must be in their junior year (or with junior level credits) pursuing a bachelor's degree, have financial need, be maintaining a GPA of 3.0 or higher, and provide evidence of leadership through involvement in school and community activities.

### **Martha Van Hyland Scholarship:**

This fund was created in memory of Southern New Hampshire University alumna, Martha Van Hyland to support Belknap County residents matriculated in the university's Continuing Education or Online bachelor's degree program. Students must maintain 3.0 GPA or higher and show financial need.

Graduate School

### **Finlay Family Scholarship:**

Established by Southern New Hampshire University alumnus, Robert J. Finlay, this scholarship supports New Hampshire residents enrolled in a graduate or undergraduate School of Business major. Preference will be given to full-time students who display an entrepreneurial spirit and can show financial need.

### **Hassa Jadvani Memorial Scholarship:**

Supports students enrolled in the Graduate School of Business. Preference will be given to Sikh or Hindu students of Indian descent enrolled in the International business or Finance curriculum using standard need and academic criteria. In a year when there are no deserving needy students majoring in the indicated subject areas, the awards may be presented to other students enrolled in the Graduate School of Business.

### **Dr. Jacqueline Mara Scholarship:**

Established by former Dean and Trustee emeritus, Dr. Jacqueline Mara, this scholarship supports full-time day graduate students of U.S. citizenship with preference given to those enrolled in traditional business disciplines; based on academic merit and need.

### **School of Business Scholarship Fund:**

The Southern New Hampshire University Alumni Association and the School of Business have raised money to support this scholarship program. It provides scholarships to School of Business undergraduate and graduate students based on need and academic criteria.

## **Standards for Satisfactory Academic Progress (SAP)**

In order to be eligible for FSA funds, students must make Satisfactory Academic Progress (SAP) by meeting both a qualitative and quantitative standard as defined by this policy.

### **Qualitative Standard**

Cumulative GPA is the qualitative measure of SAP, meaning that it looks at the quality of the grades that each student earns in their courses.

- Students enrolled in undergraduate degree programs must maintain a minimum cumulative grade point average (GPA) of 2.0 on a 4.0 scale.
- A student enrolled in a graduate degree program or the Accounting graduate certificate must maintain a minimum cumulative grade point average (GPA) of 3.0 on a 4.0 scale.

### **Quantitative Standard**

A student must have successfully completed at least 67% of all the credits he or she has attempted at Southern New

## Online Programs

Hampshire University during the entire period of enrollment.

- Total credits earned divided by total credits attempted equals the percentage.

### Credit Hour Completion (PACE)

Each academic program within our university system has a defined number of credit hours required for completion. A student must complete their undergraduate program within 150% of the published credits which is defined as the maximum time frame.

- Associate degree candidates may attempt a maximum of 90 credits
- Bachelor degree candidates may attempt a maximum of 180 credits
- Graduate degree candidates may attempt a maximum of eight years of study in a specific graduate program

### Coursework in the Calculation

- Final grades that fall below the minimums (D for undergraduates, C for graduates) are not counted as credits completed but will be included as credits attempted.
- Transfer credits are considered to be credits attempted and completed toward the completion of the student's program and count toward the maximum time frame.
- Students who withdraw from a course are considered as having attempted the course.
- Courses with grades of Incomplete (I) will be counted as attempted but not earned. With an incomplete grade, when the grade is updated with an actual grade, the student will not have SAP re-run as the actual grade will be picked up with the students next run. However, if the student would like to request a re-evaluation, the student can send in a written request asking for a new SAP evaluation.
- Courses that are dropped prior to the course start date or during the add/drop period in Week One will not count towards attempted credits.
- Any course in which the student remains beyond Week One will count towards attempted courses regardless of the grade received.
- All repeated courses will count as attempted courses but will not count as completed courses once repeated.

### Frequency of Reviews

Satisfactory Academic Progress is evaluated for the following:

- Annual review not to exceed 52 calendar weeks for undergraduate students
- Annual review at the end of the 4th term for Global Campus graduate students
- Graduate students enrolled in the M.Ed. Online Instruction will be reviewed at the end of each trimester
- Annual review at the end of the 3rd term (xxEL3) for Advantage students in the Associate programs and the end of the Spring term for the Bachelor programs
- Payment period (term) review for students enrolled in the Accounting graduate certificate
- Prior to an SNHU continuing student receiving FSA for the first time at our university or upon readmission after a period of absence

According to federal regulations, students who are scheduled for an annual SAP review and fail to meet the Satisfactory Academic Progress requirement of their program will lose Federal financial aid eligibility. This population would include undergraduate and graduate students.

Grade changes will be monitored and SAP will be rechecked using any new information to comply with the SAP new/conflicting information requirement.

### Financial Aid Warning

Financial Aid Warning is a status assigned to students whose standard frequency of review is every payment period. The status is assigned after the first evaluation where the student fails the minimum Satisfactory Academic Progress standards. This status is assigned for one additional payment period. While on Financial Aid Warning, students remain eligible for Title IV Financial Aid. Students not meeting Satisfactory Academic Progress standards by the end of the next payment period evaluation are immediately suspended from receiving future Federal Financial Aid. Financial Aid Warning status will only be assigned to the following populations of students:

## Online Programs

- Students enrolled in **only** an Accounting graduate certificate
- CBE 2.0 students
- M.Ed Online students

### Appeal Process

Students who lose their aid may appeal the loss provided there are mitigating circumstances that inhibited their academic progress. Students can appeal on the basis of illness, death of a relative or other extenuating circumstances. The student must also explain why they failed to meet the SAP requirement and what has changed to allow them to be successful in the future terms. If mitigating circumstances do not exist, students may take classes at their own expense to demonstrate improvement to achieve the SAP standards.

### Financial Aid SAP Appeal

Students who have been placed on Financial Aid suspension will be allowed to appeal their suspension. To be considered, a SAP appeal must include the following elements:

- Reason(s) why the student failed to maintain SAP.
- What has/will change that will allow the student to make SAP at the next evaluation period?
- An academic plan agreed to by the student, developed by, and in place with their academic advisor. The plan must ensure that the student is able to meet SAP standards by a specific point in time.

### Financial Aid SAP Probation

Students who have been initially placed on financial aid suspension, and who have an approved appeal, are placed on SAP probation. The student's eligibility for aid is considered to be reinstated.

### Financial Aid Appeal Approval and Academic Plan

Students with an approved appeal who are placed on SAP probation and an academic plan will have their status reviewed after each payment period following their successful appeal. Students who are not meeting the requirements of their academic plan will be returned to suspension and all aid from that date forward will be canceled immediately, regardless of current enrollment. Global Campus students who are suspended from receiving financial aid as part of this process may appeal this decision after 2 payment periods.

## Student Rights and Responsibilities

Each year, Southern New Hampshire University students request student financial assistance to help defray the cost of education. Federal, state, and institutional resources form a partnership with your (and your family's) own commitment to meet your educational costs. Federal, state, and institutional student financial aid is a privilege, which creates both rights and responsibilities.

### Responsibilities

- Complete and submit application materials to the appropriate agencies within required or recommended time frames.
- Read all materials sent to you from Southern New Hampshire University and other agencies awarding you aid. Read, understand, and keep copies of all forms you sign.
- Know and comply with the rules governing the aid you receive. These rules include but are not limited to: you must not be in default on any prior educational loan, and you must not owe a refund on a Federal Pell Grant or a Federal Supplemental Educational Opportunity Grant due to repayment.
- Provide additional documentation, federal tax returns, W-2's, and any additional information if requested to by Southern New Hampshire University.
- Comply with the provisions of any promissory note and all other agreements you sign including repaying your student loans.
- Complete the registration process each term by the end of the drop/add period in order to ensure availability of all student aid funds you have been awarded.
- Use student financial aid proceeds solely for direct educational costs and related living expenses.
- Maintain satisfactory academic progress.
- Report private sources of student financial aid to Southern New Hampshire University.
- Report any changes in your status: marital, academic, enrollment, residential, or name changes.
- Keep your local and permanent addresses current with the University Registrar and loan servicers.
- Understand SNHU's withdrawal policy and how it affects return of financial aid.

## Online Programs

- Complete mandatory loan exit counseling upon ceasing to be enrolled at least half-time or more if you have borrowed from the Federal Direct Loan program.
- Perform and complete satisfactory work assignments accepted through the Federal Work Study program (if applicable).

### Rights

- Have all records and data submitted with your application for financial aid treated as confidential information, as prescribed by the Family Education Rights and Privacy Act (FERPA).
- Have an explanation of the award process including the understanding the financial aid programs offered, the cost of attending, the criteria used in the awarding process, and how financial need is determined.
- Understand the method by which disbursements will be made and the frequency of those disbursements.
- Understand the criteria for satisfactory academic progress.
- Be notified of changes in your financial aid status and the reasons for those changes.
- Know the conditions (interest rate, when repayment begins, and repayment programs) of any accepted loan.
- Know the terms, conditions, and pay rate for any student job you accept.

## Grades and Credits

### Audit a Course

Students may choose to audit courses offered by the College of Online and Continuing Education, provided vacancies exist in classes and they have received approval from an academic advisor. An audited course does not carry credits. The cost of an audited course is the same as if taken for credit. Students may attend classes but will not be held accountable for class requirements and will not receive a grade in the course. Any student wishing to audit a course must sign up for that course as an "Audit" by Friday during the first week of the term. After that time, no student may change any of his or her courses to an "Audit" status. A mark of "AU" will appear on the student's transcripts and grade report. Additionally, a student may not convert back to graded status after registering to audit.

### Awarding of Credit by Examination

Southern New Hampshire University accepts the results of nationally accredited testing programs or institutionally developed examinations to satisfy the prerequisites of certain courses or degree requirements. Before deciding on a testing program, the student should review his or her program evaluation with an advisor to determine if testing is a practical alternative.

### Capstone

All COCE capstone courses will:

- follow the COCE Capstone Framework, in which the capstone is designed to assess the student's ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework. In this respect, no new information is introduced and the course itself is centered on completing the comprehensive capstone assessment.
- utilize program outcomes as the course outcomes
- be offered for no more than 3 credits

### General Education Transfer Policy

Students who have a conferred Associate's degree (AA or AS) in Liberal Arts, Liberal Studies, or other similarly named degree from an accredited institution are considered to have met their general education requirements including the general education integration course with the following exceptions:

- Students must complete the equivalent of SNHU's general education foundation course requirements to include one Math 100 or higher level mathematics course and English Composition I and English Composition II either via transfer courses or through taking the courses at SNHU.
- Students must complete any general education requirements that are required within their program degree requirements.

This policy complies with the University [Transfer Credit policy](#).

### Grade Appeal

#### Purpose of Policy

The purpose of this policy is to provide students protection against receiving an unfair final grade, while at the same time respecting the academic responsibility of instructors. A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve challenging an instructor's judgment in assessing the quality of a student's work.

#### Grounds for Appeal



## Online Programs

In a grade appeal, only error, prejudice or arbitrariness will be considered legitimate grounds for appeal:

- Error: The instructor made an error in calculating the grade;
- Prejudice: The instructor assigned the grade based on factors other than the student's performance in the course; or
- Arbitrariness: The instructor failed to notify the student in a clear manner as to the basis of grade determination, or the grade awarded departed substantially from the instructor's previously announced standards.

The grade appeal process does not cover instances in which students have been assigned grades based on academic dishonesty. Those instances are covered by the [COCE Academic Honesty Policy](#).

### Pre-Appeal Actions

The expectation is that student and instructor resolve the grade disagreement informally in a collegial manner. The student is strongly encouraged first to talk through the situation with his or her advisor; and the advisor should help the student regarding how best to approach the instructor. In all cases, a student who believes a grade has been inappropriately awarded, in accordance with the Grounds for Appeal above, must seek to resolve the matter with the instructor within thirty (30) days after the term ends. If the grade dispute cannot be resolved informally with the instructor, then the student may present an appeal.

### Student Grade Appeal Process

The steps for the grade appeal process are:

**Step 1.** If after talking with the instructor (but no later than thirty (30) days after the term ends) the matter is not resolved, then the student must talk to his or her advisor to determine if the student wishes to proceed with a formal Grade Appeal.

If the student wishes to proceed with an Appeal on the basis that the grade assigned was in error, prejudiced or arbitrary, then no later than thirty (30) days after the term ends the student shall complete the [COCE Student Concern/Dispute](#) form and submit online. This appeal must substantiate reasons that the assigned grade is in error, prejudiced or arbitrary.

**Step 2.** No later than ten (10) business days after the COCE Student Concern/Dispute form has been submitted, the Dispute Resolutions Specialist must review the Appeal, working with student and instructor and/or the appropriate dean to attempt a resolution of the Grade Appeal.

1. The instructor and/or, the appropriate dean may choose to uphold the grade or change the grade based on the Appeal.
2. The Dispute Resolutions Specialist will inform the student of the decision within fifteen (15) business days from receipt of the COCE Student Concern/Dispute form.

**Step 3.** If the Appeal is denied, and the student wishes to pursue the matter further, then the student must:

1. Within fifteen (15) business days of the Appeal denial, submit a written final appeal to the Committee for Appeal of a Grade (at [coceappeals@snhu.edu](mailto:coceappeals@snhu.edu)). Such final appeal consists of a copy of the original Grade Appeal, and any additional information or clarification that the student wishes to add to the original Appeal.

The Committee for Appeal of a Grade is composed of three associate deans and associate vice presidents external to the program area. The Committee is charged with determining whether the grade was assigned without error, prejudice or arbitrariness.

If the Committee determines that the grade was awarded without error, prejudice, or arbitrariness, then within fifteen (15) business days of receipt of the Appeal, the Committee will report its conclusions to the student and the instructor, after which the matter will be considered to be closed.

2. If the Committee determines that the grade assigned should be changed, the Committee will take the appropriate action(s) to change the grade. Within fifteen (15) business days of receipt of the Appeal, the Committee must report its conclusions to the student and must inform the instructor of the reasons for its decision to change the grade, after which the matter will be considered to be closed.

## Grade Change

### Purpose of Policy

An instructor may make a grade change within thirty (30) days after the term grade due date under the following circumstances:

- The instructor has made an error in calculating the grade;
- The instructor is replacing an Incomplete grade with a letter grade;
- The instructor inadvertently did not post (or miss-posted) a grade in the Grade Center; or
- The result of a successful grade dispute

Once final grades are posted, the instructor may not make grade changes in cases of students handing in late work, unless

## Online Programs

a request for an Incomplete grade was filed before the grade due date, in accordance with the Incomplete Grade Policy.

### Instructor Grade Change Process

To make a grade change, the instructor must complete the Grade Change Request through the Service Portal on mySNHU. The request will be automatically routed to the Office of the University Registrar.

Any grade changes made after the thirty (30) day deadline will be denied by the Office of the University Registrar. In the case of extenuating circumstances, the executive director may approve a late grade change.

### Grade Scale and GPA

#### Grading System - Undergraduate

In determining grades at the university, the following grade system is used:

Grade	Numerical Equivalent	Points
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	60-66	1.00
F	0-59	0.00

#### Grading System - Graduate

In determining grades at the university, the following grade system is used:

Grade	Numerical Equivalent	Points
A	93-100	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
F	0-72	0.00

- Academic Renewal - Grades prefaced by "R" denote academic renewal
- Audit - AU
- Course Waived - WV
- Credit - CR
- Incomplete - I
- Incomplete/Fail - IF
- In Progress Passing - IP
- In Progress Transfer - IPT
- Mastery - MA\*
- Non-course work - NC
- Non-graded - NG
- Passing - P (equivalent to C or better at the undergraduate level, B or better at the graduate level)
- Satisfactory - S (equivalent to C or better at the undergraduate level, B or better at the graduate level)
- Transfer Credit - T
- Unearned F - UF
- Unsatisfactory - U

## Online Programs

- Withdrawal - W
- Withdrawal Pass - WP
- Withdrawal Fail - WF

\*Note: "MA" grades are issued for College for America competency-based programs once individual competencies and equivalencies are mastered. "MA" is equivalent to an "A" grade on a traditional grade scale. There are no quality points associated with MA grades, therefore there is no GPA for students in College for America programs.

### Grade Point Average

The grade-point average (GPA) is determined by dividing the sum of the quality points (QP) by the sum of the attempted credit hours (CR). An example of a student's grades and grade-point average is as follows:

ENG-120	3 Credits x A(4)=	12 QP
MAT-240	3 Credits x B(3)=	9 QP
MKT-113	3 Credits x C(2)=	6 QP
PSY-108	3 Credits x D(1)=	3 QP
IT-145	3 Credits x F(0)=	0 QP
	15 Credits	30 QP

30 QP divided by 15 CR = 2.00 GPA

### Incomplete Grades

#### Purpose of Policy

In the case of extenuating circumstances the instructor may agree to give a student a final grade of *incomplete*. Allowing a student an *Incomplete* grade is left to the instructor's discretion, and students should not assume that they will be allowed to complete work after the term has ended.

#### Guidelines

In allowing a grade of *Incomplete* the instructor should observe the following guidelines:

- The instructor determines if the student may reasonably complete the work required within the 30 day incomplete grade completion time limit.
- The circumstances that have compelled the student to request the *incomplete* are extenuating circumstances that are serious and unforeseen, such as, but not limited to, unexpected extended hospitalization, death of an immediate family member, or natural disaster.
- The student requesting the *Incomplete* has successfully completed the majority (70% of graded course assignments including discussion boards) and has a reasonable expectation that with the completion of the additional work, the student will be able to pass the course.
- Students may be allowed to complete missed discussion board assignments within an Incomplete period.
- The student must submit the outstanding course work to the instructor within 30 days of the end of the term.

#### Incomplete Grade Process

If the instructor agrees to assign the student a grade of Incomplete, the instructor must take the following steps:

1. Prior to the grade due date, the instructor must complete the Incomplete Grade Request through the Service Portal on mySNHU which automatically routes to the registrar's office for processing.
2. On the Incomplete Grade Request the instructor indicates an expiration date for the student to submit outstanding course work that is no more than 30 days from the last day of the term. The instructor will have an additional seven calendar days after the student expiration date to grade and submit the Grade Change Request.
3. Provided that the instructor receives the student's completed course work on or before the expiration date, the instructor submits the Grade Change Request through the Service Portal that automatically routes to registrar's office authorizing the student's grade to be changed from "I" to the alpha grade earned.
4. Extensions beyond 30 days must receive Executive Director approval.

If the student fails to submit the outstanding course work by the expiration date or if the instructor has not submitted a Grade Change Request by the expiration date, the grade will automatically change from "I" to "IF." A grade of "IF" is calculated as an "F."

# Online Programs

## IP Grade

For courses that span more than one academic term, IP/F grades will be used to indicate each student's academic progress at the end of each associated term. IP grades indicate In-Progress Passing.

For internship/practicum courses, students will be enrolled in a credit-bearing section in their first term. At the end of that term, the Office of the University Registrar (OUR) will email each instructor to confirm a final grade of "IP" if the student is passing, or "F" if the student is failing, along with the associated expiration date that will be set for 2 weeks from the end of the internship contract date, which will allow for submission of the final project as well as instructor grading. The student will then be enrolled in a 0-credit section for each subsequent term until the internship is completed. In each succeeding term, including the final term, the "IP"/"F" grading process will continue. After the last term ends, and prior to the expiration date, the instructor will submit a grade change form to the OUR with the final alpha grade. The OUR will then change all IP grades for all sections of the internship to that final alpha grade. IP grades for internships may never extend beyond 1 year.

For all other courses the OUR will email a course roster to each instructor to ask him/her to identify any students who are failing, and then enter the appropriate "IP" or "F" along with the expiration date. At the end of the final term, the OUR will email a course roster to each instructor to request final grades, and then the OUR will then change all IP grades for all sections of the course to that final alpha grade.

## Late Assignments

- Students must submit discussion board postings during the time frame indicated in the assignment rubric. Discussion board submissions will not be accepted for credit after the deadline.
- Students needing extra time may submit assignments, excluding discussion board postings, up to one week after the assignment due date. Students who submit work up to one week late will receive a penalty of 10 percent applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted. *Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.*
- Instructors will accept assignments, excluding discussion board postings, more than one week late if students have made prior arrangements with the instructor and the instructor agrees to an extension. Students who submit work late receive a penalty of 10 percent applied to the grade achieved on the late assignment. Students must meet the deadline agreed upon in advance with the instructor. *Students who do not meet the agreed-upon deadline will receive a grade of zero on the assignment.*
- Instructors may accept late work, including discussion board posts, with or without prior arrangement in the case of extenuating circumstances that are serious and unforeseen, such as, but not limited to, unexpected extended hospitalization, death of an immediate family member, or natural disaster. Exceptions to the late policy on these grounds are left to the instructor's discretion, and students should not assume that they will be allowed to submit assignments after the due dates. A student who has experienced an extenuating circumstance that prevented him/her from submitting work on time must notify the instructor as soon as possible to arrange new deadlines. In instances where the instructor agrees to make an exception the late penalty will be waived. *Students who do not meet the deadline arranged with the instructor will receive a grade of zero on the assignment.*
  - If an instructor finds that he/she is unable to determine if an exception to the late policy would be appropriate without documentation, the collection and review of student documentation should be handled through the Dispute Resolution team in order to protect student privacy; in these cases, students should file a [Student Concern Dispute form](#) to have the circumstances reviewed.
- If a student is experiencing, or knows that he/she will be experiencing, a circumstance that is protected under the Americans with Disabilities Act or Title IX, including pregnancy, he/she is encouraged to contact the [Online Accessibility Center](#) as soon as possible to explore what academic accommodations might be offered. Instructors must honor all alternative assignment deadlines established through the Online Accessibility Center.
- Students must submit the final assignment no later than the last day of the term. No assignments are accepted after the last day of the term.

## Pathways to Math Success

### Statement of Policy

As part of our Prior Learning Assessment (PLA) offerings, students may participate in the Pathways to Math Success Assessment to earn credit for math courses in their major.

### What is the Pathways to Math Success Assessment?

The Pathways to Math Success Assessment is a placement and prior learning assessment tool that provides students with the opportunity to receive credit for the math competency they already possess and places them in the appropriate level

## Online Programs

of math.

Depending on their major, students may take either the Calculus or Statistics Pathway Assessment.

Students who participate in the Pathways to Math Success Assessment are permitted a maximum of five proctored attempts. Assessment results that do not meet the University Standards for Academic Honesty or that cannot continuously verify a student's identity will not be accepted.

Math placement exams taken at other institutions will not be considered in the evaluation of a student's math pathway.

### Math Course Enrollment Requirements

Students who participate in the Pathways to Math Success Assessment and who do not already have transfer credit receive prior learning credit for math courses as outlined in Table 1:

**Table 1**

Course Credit Awarded	Pathways Assessment	Pathways Assessment Score
MAT-133 Introduction to Statistical Analysis	Statistics	46-75
MAT-136 Introduction to Quantitative Analysis	Calculus	46-75
MAT-136 Introduction to Quantitative Analysis MAT-140 Precalculus	Calculus	76-100
MAT-133 Introduction to Statistical Analysis MAT-240 Applied Statistics	Statistics	76-100

### Repeating Courses

Students may repeat courses for credit. The last grade, whether it is higher than, the same as, or lower than the first grade is included in the cumulative GPA; the first grade is excluded. In instances where both grades are passing, credit is only earned once. All prior grades will appear on the students' transcripts. While there is no limit on the number of times a student can attempt most courses, there may be financial aid implications.

### Transfer Credit

Transfer Credit

#### Purpose of Policy

The purpose of this policy is to describe transfer and external credit policies and procedures for undergraduate and graduate students.

#### General Information

Only official transcripts are considered for transfer credit. Official transcripts must be sent directly from the issuing institution. SNHU accepts secure electronic transcripts from issuing institutions or scanned documents sent directly from our international articulation partners. Credit considered for transfer must be from the issuing institution; transfer credit posted on another institution's transcript will not be accepted.

The grades for transfer courses are not factored into the student's grade point average (GPA) at SNHU. Developmental or remedial coursework is not accepted for transfer credit. In the event that the program from which the student wishes to transfer credit awards grades using a Pass/Fail or Satisfactory/Unsatisfactory system, rather than a letter-grade system, the credit may be transferred only if a grade of "Pass" or "Satisfactory" is described on the official transcript issued by the program as the equivalent of a "C-" or higher for undergraduate transfer credit or "B" or higher for graduate transfer credit.

Students cannot receive duplicate transfer credit. Duplicate transfer credit occurs when the content of two external courses has been equated to one SNHU course. In this instance, credit will only be awarded for one of the two external courses.

#### Collegiate Transfer Credit Sources

Courses accepted for transfer credit must be at college level from a regionally or nationally accredited institution listed by the Council for Higher Education Accreditation (CHEA). The COCE Department of Nursing requires in most instances that a nursing course submitted for transfer credit evaluation is completed at an accredited school of nursing and that the course be an equivalent of the COCE Department of Nursing course requirement.

#### Other Transfer Credit Sources

## Online Programs

Students may be awarded credit for non-traditional learning through the following services (for more information on any of these services, students are encouraged to speak with their Academic Advisor or Admission Counselor):

1. **Credit by Examination.** Students may be awarded credit by passing examinations offered by College Level Examination Program (CLEP), the Defense Activity for Non-Traditional Education Support (DANTES) Examination Program, the College Board Advanced Placement Examination (AP), the International Baccalaureate Diploma Programme (IBDP), ServSafe Certification exam, Series 7 – General Securities Representative Examination, NLN Nutrition Exam, New Hampshire Certified Management Program (CPMP), or Cambridge International Advanced-Level Examinations (A Level). For a complete list of the CLEP, AP, and DANTES exams that SNHU accepts, visit <https://www.snhu.edu/admission/transferring-credits/work-life-experience/testing-out>.
2. **Prior Learning.** Prior Learning Assessment (PLA) comprises the processes and practices of determining if knowledge gained in a variety of settings, and through formal and non-formal means, may warrant consideration of college credit and/or requirements (i.e. award of credit or a waiver of program requirement). To be eligible for prior learning credit students must be enrolled in an undergraduate program at SNHU. Students may earn up to 15 undergraduate credits for a bachelor's degree (9 undergraduate credits for an associate degree) through prior learning assessment via portfolio submission. Students work with an advisor to determine the most appropriate path to assess prior learning: SNHU portfolio process or assessment through Learning Counts through Council for Adult Education and Experiential Learning (CAEL). The Learning Counts course will help students identify areas of learning they may want to have evaluated for college-level equivalency. This course will also guide students through the preparation and compilation of all components required for the evaluation of a portfolio or prior learning through [LearningCounts.org](https://www.learningcounts.org). Students will learn critical reflection skills to rethink the value of their learning and its implications for future learning. Adult learning theory, models, and concepts will be discussed and applied to case studies. This course is facilitated by an instructor who provides guidance for the student in preparing his or her portfolio-based request for credit. Successful completion of this course will result in a credit recommendation of three lower-level credits.
3. **Evaluation of Non-Traditional Learning Experiences.** For evaluating non-traditional learning experience, SNHU recognizes the services of American Council on Education (ACE) and National College Credit Recommendation Service (NCCRS).
4. **Industry-Recognized Certification.** SNHU may also award credit for industry-recognized certification(s) that are not currently assessed for college credit by ACE/NCCRS and/or listed above upon departmental approval.
5. **Credit for Courses in Other Postsecondary Settings.** SNHU awards credit for some formal course work taken in non-accredited, postsecondary educational settings. These settings include postsecondary vocational and technical training, in-service training courses in the workplace, military service training programs and career-related workshops and seminars. In many cases, this type of training has been evaluated by ACE and criteria for awarding university credit is available in the various ACE guides in the Office of the University Registrar. Where there is no ACE criterion, SNHU may have to conduct an independent review of the training for the purpose of granting transfer credit. Students wishing to have their non-accredited, postsecondary course work evaluated should submit a letter requesting this evaluation, along with official transcripts or some original form of verification of successful completion of these courses, to the Office of the University Registrar. Students will be notified by the Office of the University Registrar if the experience warrants credit and, if so, the number of credits awarded and the requirements they satisfy.

### Transfer Credit for Engineering Courses

Transfer students will have their previous credit and coursework evaluated by the appropriate Admission Office or the Office of the University Registrar in conjunction with the appropriate academic department. Engineering transfer courses must be from an ABET-accredited program or a program that is recognized by one of the following ABET's mutual recognition agreements (MRAs): The bilateral agreement between Engineers Canada and ABET or the multilateral Washington Accord. Students looking to transfer an Engineering course from a non-ABET-accredited program may be required to provide additional documentation to determine course equivalence. Accordingly, Engineering courses will transfer in as follows:

- **ABET Accredited Program (United States & International)**
  - Engineering courses will receive SNHU Credit if they match an established equivalency. Otherwise, courses will receive Free Elective Credit.
- **Non-ABET Accredited Program (United States & International)**
  - Engineering courses will receive Free Elective Credit unless determined to be equivalent to an existing course offering by the academic department through a Petition to Amend Degree Requirements form.

### International Transfer Credit

Students who wish to receive transfer credit for college-level coursework from an international institution outside of the United States or Canada must have their transcript(s) evaluated by an educational credential evaluation service that is recognized by the National Association of Credential Evaluation Services (NACES) or the Association of International Credentials Evaluators (AICES). Students may also use the services of the American Association of Collegiate Registrars and Admissions Officers International Education Services (AACRAO) or the Credentials Evaluation Service of the Commission on Graduates of Foreign Nursing Schools (CGFNS). The Office of the University Registrar holds the right to

## Online Programs

waive this stipulation for English-issued transcripts received from recognized foreign institutions the Office of the University Registrar deems appropriate to evaluate in-house.

NOTE: SNHU recognizes 3-year 180 ECTS credit bachelor's degrees (conferred after 2003, or year of [Bologna Process](#) adherence) from institutions in member countries that adhere to the Bologna Process as the equivalent of a 4-year 120 semester credit bachelor's degree from the United States. In order to validate equivalency, SNHU must receive official transcripts of the conferred degree along with a European Commission recognized [Diploma Supplement](#), both in English. *These international transcripts are excluded from the requirement of being evaluated by a recognized NACES or AICE international transcript evaluation agency.*

NOTE: Evaluations for on-campus international students are often conducted in-house by the International Admission Office staff.

Students may use only one evaluation service. Multiple evaluations for transfer credit will not be accepted. The official transcript evaluation must be sent directly from the credential evaluation service.

### Undergraduate Transfer Credit Requirements

Undergraduate courses accepted for transfer credit require a grade of "C-" or higher. Most credits taken externally will be considered for transfer credit regardless of when they were completed. However, time limits exist in some academic programs, such as in Information Technology or Accounting, to ensure that transfer credits meet present-day academic standards. Students should consult with their Admission Counselor or Academic Advisor regarding these time limits. Time limits are set and approved by academic program leadership. Regardless of the total number of transfer credits awarded, students must meet minimum institutional and program credit requirements and institutional residency credit requirements as appropriate. See the [Institutional Credit Requirement Policy](#).

### College for America (CfA)-Transfer Credit Requirements

#### • AA Programs

Students who completed a minimum of 30 credit hours through one of SNHU pre-approved Partner Programs are allowed to transfer in these credits as a block. The transfer block must demonstrate student command of General Education content areas.

The remaining 30 credit hours must be completed at CfA following the direct assessment approach as outlined in the AA program requirements.

#### • BA Programs

Students enrolled in a CfA BA program with a completed Associate Degree (or the equivalent of 60 credit hours) are awarded a transfer block to fulfill the associate's degree portion of the BA program. The transfer block must demonstrate student command of General Education content areas. This allows the student to enroll directly into the BA program of their choice to complete the additional 60 credit hours that are needed.

NOTE: The transfer block portion of CfA programs may be accepted in any combination of courses and/or prior learning assessment (PLA) credit, in alignment with this policy. PLA credit is not permitted in CfA direct assessment portion of programs.

### Graduate Transfer Credit Requirements

Graduate courses accepted for transfer credit require a grade of "B" or higher and must have been completed within the last five (5) years. Some courses in certain subject areas, such as Accounting, may have a shorter expiration date to ensure that transfer credits meet present-day academic standards. Students should consult with their Admissions Counselor or Academic Advisor regarding these time limits. Time limits are set and approved by academic program leadership. A graduate course may be used only once to fulfill a requirement.

Graduate students may be awarded a maximum of credit hours, as follows:

- Master's degree: a maximum of four graduate-level courses not to exceed twelve (12)\* graduate-level credits;
- Graduate certificate program or specialization: three (3) graduate-level credits;
- Low-Residency MFA students may transfer up to one (1) full semester of credit from another low-residency or full-residency MFA program in creative writing. A successfully completed semester at another low-residency or full-residency MFA program may be counted as one fifteen (15) credit semester in the Low-Residency MFA, which includes both residency and semester coursework.

\*Students that are seeking transfer of nursing courses should review the [RN to BSN Nursing Admission and Academic Requirements](#) and [Graduate Nursing Admission and Academic Requirements](#) policies.

NOTE: Students must complete the minimum Institutional Credit Requirements for each credential.

### Transfer Evaluation Process

When a student applies to SNHU and official transcripts are received, the Admissions team compares and evaluates the SNHU course and the transfer course. The student then is sent a letter of acceptance along with transfer credit evaluation,

## Online Programs

listing all transfer credits accepted by the University and all courses remaining to be completed for a degree.

### Request to Take Courses at Another Institution

Students who are enrolled at SNHU and wish to take a course elsewhere, must submit a request by filling out the Request to Take Courses at Another Institution form to ensure that the course fulfills the desired requirement. Failure to obtain prior approval to take a course at another institution may lead to SNHU's not granting transfer credit for that course. The following information is required by the Office of the University Registrar:

- Name of the institution;
  - name and number of the course;
  - anticipated completion date;
  - course description; and
  - student's reason for taking the course elsewhere.

Upon approval and once the course is completed, the student must arrange to have an official transcript sent to the Office of the University Registrar so that credit for the course may be applied toward degree completion.

NOTE: Nursing students may not transfer credit for nursing courses once they have enrolled at SNHU.

### Quarter Hour to Semester Hour Conversion

One (1) quarter hour is equivalent to .67 semester hours. Two (2) semester hours of transfer credit for a transfer course that aligns to a corresponding SNHU course meets the required SNHU course equivalency. Students still must meet overall program and degree credit hour requirements.

## Graduation and Commencement

### Academic Record and Degree Revocation

Southern New Hampshire University's awards of academic credit and Degrees constitute its certification of student achievement. However, a student's academic record, admissions and/or a conferred degree may be awarded in error or as a result of fraud, misrepresentation, or other intentional or unintentional actions. To preserve the integrity of Southern New Hampshire University's academic standards and the Degrees granted by the University, the University may exercise its right to revoke a previously conferred Degree or academic credit as outlined in this procedure. The authority to revoke a Degree rests with the President. The President at this moment delegates that authority to the University Chief Academic Officer.

Definitions/General Provisions:

1. Clear and convincing evidence: Clear and convincing evidence is defined as evidence of such convincing force that it demonstrates, in contrast to the opposing evidence, a high probability of the truth of fact(s) for which it is offered as proof. Such evidence requires a higher standard of proof than proof "by a preponderance of the evidence" but a lower standard than required for proof "beyond a reasonable doubt."
2. Academic record: An academic record is defined as any academic activity attempted that becomes part of the student's permanent record.
3. Degree: A Degree is defined as any form of Degree, academic credential, certificate, professional designation, or another award (e.g., Honors designation) conferred by the University or any of its colleges, departments, or units.
4. Registrar: Registrar is defined as the management personnel in the Office of the Registrar at the University.
5. Notice of Intent to Revoke: Notice of Intent to Revoke is defined as the written notice issued to a Student whose academic record, admissions and a conferred degree the University intends to revoke under the terms of this policy.
6. University Academic Record and Degree Revocation Committee: The University Academic Record and Degree Revocation Committee shall consist of members of each business unit.
7. Timelines: The University may, but is not required to, extend timelines set forth herein. The University Chief Academic Officer shall determine extensions. The UCAO or designee shall promptly and in writing notify the Student and any University administrators involved of any revised timeline.

Basis for Revocation:

An academic record, admissions and/or a conferred degree may be revoked by the University if 1) upon examination of a Student's record, it is determined that the requirements for the admissions and/or a conferred degree as established by Southern New Hampshire University at the time of admission or Degree conferral were not met or 2) information comes to light which, if known at the time of admission or the awarding of the Degree, would have resulted in a determination that the admission or the Degree should not have occurred. The basis for an academic record, admissions and/or a conferred degree revocation include, but are not limited to, the following:

1. Intentional misconduct by administrators, faculty, staff, or Students, including fraud, dishonesty, or falsification or unauthorized altering of information of a Student record (including in an Official University student information system).



## Online Programs

2. Error(s) by administrators, faculty, staff, or Students which resulted in the granting of the Degree when the Degree otherwise would not have been awarded.
3. Other violations of the University's Student Conduct Code that are of such a nature that had they been discovered before the issuance of the Degree, they would have resulted in the suspension or expulsion of the Student from the University.

### Investigation:

1. When information comes to light that places into question the validity of an academic record, admissions and/or a conferred degree, it shall be referred to the Vice President/University Registrar or Assistant Vice President of Academic Operations & Strategy.
2. Upon receipt of such information, the Vice President/University Registrar or Assistant Vice President of Academic Operations & Strategy shall conduct an initial review of the information and determine whether such information is credible and whether, if established as true, the evidence would justify the revocation of an academic record, admissions and/or a conferred degree.
3. The Vice President/University Registrar or Assistant Vice President of Academic Operations & Strategy will contact the University Academic Record and Degree Revocation Committee to complete a further investigation, which will be completed within five calendar days. After such investigation, a report of the findings and recommendation will be sent to the University Chief Academic Officer.
4. The University Chief Academic Officer will determine if there is sufficient information to determine to revoke an academic record, admissions and/or a conferred degree and if so, he/she will issue a Notice of Intent to Revoke to the Student. If the University Chief Academic Officer determines that there is insufficient evidence to justify a revocation, no further action shall be taken.
5. The University Chief Academic Officer may direct the Vice President/University Registrar or Assistant Vice President of Academic Operations & Strategy to place an administrative hold on the issuance of any official transcript for a student to whom a Notice of Intent to Revoke has been sent.

### Process, when Notice of Intent to Revoke, is issued:

1. The Notice shall be a written notice sent to the Student informing the Student that the University has clear and convincing evidence that justifies the revocation of the Student's an academic record, admissions and a conferred degree under this policy. The Notice shall describe the evidence based on sufficient detail to allow the Student to respond to the Notice. A copy of this policy shall also accompany the Notice. The Notice shall state that if the Student decides to contest the revocation, the Student shall, within thirty calendar days of confirmed receipt of the Notice, make a written request to the University Chief Academic Officer for a hearing. The confirmed receipt can be a document signed by the person who delivered the Notice indicating that the Student was given the Notice; a receipt signed by the Student acknowledging receipt of the Notice by certified mail; a signed acknowledgement by the Student of receipt of the overnight mail containing the Notice; or other proof of actual receipt by the Student, such as email delivery confirmation. The Notice shall also state that if the Student requests a hearing, the Student shall prepare a written response to the Notice stating whether the Student disputes the information set forth in the Notice and/or the University's conclusion that the academic record, admissions and/or a conferred degree should be revoked as well as the specific evidence and reasons upon which the Student bases such dispute or conclusion.
2. The Notice shall be sent by certified mail, personal or overnight delivery, to the last known mailing or contact address for the Student. If possible, the request for a hearing shall be sent to the University Chief Academic Officer via certified mail.
3. If the Student does not request a hearing within thirty calendar days of confirmed receipt of the Notice, the University may revoke the academic record, admissions and/or a conferred degree without further proceedings.
4. If the Student requests a hearing, the University Chief Academic Officer shall use reasonable efforts to schedule such hearing no sooner than thirty and no later than sixty calendar days after the Student notifies the University of the request for a hearing. The Student shall be provided with written notice of the scheduled hearing date and location no later than fourteen days before the hearing.
5. The Student shall be entitled to review the evidence that supports the University's Notice and may request a copy of such evidence at cost.
6. The Student and the University may be accompanied at the hearing by an Advisor, who may neither speak for nor on behalf of, the Student or University.
7. The Student and the University shall be allowed to introduce evidence and call witnesses to testify at the hearing. The formal rules of evidence applied in courtroom proceedings do not apply in the hearing.
8. If, after requesting the hearing, the Student fails to appear at the hearing without good cause, the hearing shall proceed, and the University Chief Academic Officer shall render a decision based on the evidence submitted. The University Chief Academic Officer shall weigh the evidence presented and shall draw no inferences from the Student's absence from the hearing.
9. If despite its due diligence, the University received no confirmation that the Student received the Notice or is unable to locate the Student to provide the Notice, the University may nonetheless seek revocation of the academic record, admissions and/or a conferred degree. The University shall schedule a hearing within sixty calendar days of the date of the Notice that shall proceed in the absence of the Student. The University Chief Academic Officer shall consider the evidence presented at the hearing by the University and shall determine whether there is sufficient evidence to revoke the Student's academic record, admissions and/or a conferred degree under this policy.
10. The University Chief Academic Officer shall consider and weigh the evidence and shall prepare written findings concerning whether there is clear and convincing evidence to revoke the academic record, admissions and/or a conferred degree. If the University Chief Academic Officer finds that the evidence establishes that the academic

## Online Programs

record, admissions and/or a conferred degree should be revoked, s/he shall also consider whether the Student should be permitted to complete the requirements for his or her academic program after some sanction is applied. Sanctions may include but are not limited to, a ban from enrollment for some period or a loss of catalog year rights.

11. The University Chief Academic Officer shall prepare a letter that explains the reasons for the decision. The decision letter shall be issued within ten calendar days of the hearing.
12. Nothing in this policy shall be construed to prevent the University Chief Academic Officer from agreeing to an informal resolution of the matter with a Student instead of, or after, a hearing.
13. The University shall allow any affected Student to petition the University to reopen the revocation decision, provided the Student establish that he/she received notice after the 60-day timeframe discussed in Section 1 above or, for a good cause shown, was unable to contact the University or to respond within the period specified. Any Student who meets the above-noted requirements shall be provided an opportunity to respond and a hearing in the manner described in this policy.

Post-Revocation Steps-If an academic record, admissions and/or a conferred degree is revoked:

1. Ensure that all relevant records of the University relating to the Student are promptly amended to reflect the revocation.
2. Note the effective date of the revocation on the Student's transcript and use reasonable efforts to transmit a copy of the official (revised) transcript to the Student.
3. The Student should take appropriate steps to notify all former and current employers, relevant educational institutions, professional registration bodies or associations, or others as applicable to the revocation. If despite its due diligence, the University is unable to provide this notice to the Student due to an inability to contact or locate the Student, the University shall place a hold on the Student's records until it can provide such notice.
4. If at the time of the revocation the Student is enrolled at the University, the University Chief Academic Officer shall promptly notify the University Student Conduct Officer of the revocation so that the Student Conduct Officer can consider whether to take any further steps.
5. The student is not relieved of any financial obligation unless it is determined that fees shall be reversed after a comprehensive review completed by Student Financial Services.

## Commencement Participation

### Petition to Graduate

In order to graduate, students must Petition to Graduate. The Petition to Graduate link can be found under the Self Service section on the homepage of mySNHU.

### Undergraduate Day Students

The deadlines to petition to graduate and degree conferral dates for undergraduate day students are:

<b>For a conferral date of:</b>	January 1, 2020	May 2020 Commencement Ceremony
<b>Petitions to Graduate are due no later than:</b>	September 1, 2019	January 1, 2020
<b>Program requirements must be complete and grades must be received and verified by the University Registrar by:</b>	December 30, 2019	May 6, 2020
<b>Diploma Mailing Date:</b>	January 15, 2020	10 business days after May 2020 Commencement Ceremony

### Graduate and College of Online and Continuing Education Students

The deadlines to petition to graduate and degree conferral dates for graduate and COCE students are:

## Online Programs

Petition by	Conferral Date
November 1st	January 1st
December 1st	February 1st
January 1st	March 1st
February 1st	April 1st
March 1st	May 1st
April 1st	June 1st
May 1st	July 1st
June 1st	August 1st
July 1st	September 1st
August 1st	October 1st
September 1st	November 1st
October 1st	December 1st

### College for America Students

In order to graduate, College for America (CfA) students must complete the Petition to Graduate process no later than the 15th of the current month to qualify for conferral on the 1st of the next calendar month. They may do so by either utilizing the link provided to them within their congratulatory graduation email sent by Student Affairs upon completion of their program, or through the Petition to Graduate link under the Self Service section on the mySNHU/CfA homepage. College for America students will need to petition both eligible programs:

- UG - Student's Undergraduate Degree Program (ex. AA.GST)
- CFA - Student's Competency Program (ex. AA.GST.CFA)

Failure to petition for both programs may result in a delay to the graduation process. Students may contact Student Affairs with questions related to the Petition to Graduate link.

### Participation in Commencement

Students are permitted to participate in only one commencement ceremony per degree. Participation in the ceremony does not indicate degree completion. Degree conferral is only confirmed when recorded on the official transcript. Certificate students are not eligible to participate in the ceremony.

### Eligibility to Participate in the May Commencement Ceremony: March 15th Deadline

Students must anticipate completing all program requirements by October 31st.

Students who have up to 12 credit hours remaining to complete all program requirements as of the date of commencement will be allowed to participate.

Students with more than 12 credit hours to complete all program requirements are not eligible to participate in the current year's commencement ceremony, unless an appeal has been granted, based on the criteria described below (see Appeals to Participate).

Students must be in good academic standing with at least a 2.0 cumulative GPA (undergraduate) and a 3.0 cumulative GPA (graduate).

### Appeals to Participate

In rare circumstances, a student who is within 18 credit hours of completion may be allowed to participate in the commencement ceremony. To be considered, the student must be able to complete remaining requirements by October 31st. They also must have a strong GPA and have demonstrated the ability in the past to complete three courses in one term. Students who believe they meet these criteria and who wish to appeal should work with their academic advisors and forward the appeals to the Office of the University Registrar, who will make the final determination.

### Late Petitions to Participate

Students who petition to participate after the March 15th deadline may be approved to participate in the ceremony. However, they will not be included in the commencement booklet, will not be eligible for ceremonial honors (including cords and tassels), and may not receive the standard amount of ceremony tickets.

### Doctoral Students

All graduate requirements must be completed including dissertation defense no later than March 15th. Exceptions may be requested by dean for students who are expected to meet all requirements including defense after March 15th if approved by the VPAA's office after consulting with the commencement office to see if commencement materials can be ordered.

## Online Programs

There is no guarantee that materials will be able to be ordered after the March 15th date.

### Degree and Certificate Conferral

#### Petition for Degree Conferral

In order for degrees to be conferred and eligibility to participate in the commencement ceremony to be determined, learners must Petition for Degree Conferral (commonly referred to as the Petition to Graduate). This link can be found under the Self Service section on the homepage of mySNHU.

#### Participation in Commencement

Learners are permitted to participate in only one commencement ceremony per degree. Conferral of your degree and participation in the commencement ceremony are two distinct events. Participation in the ceremony does not indicate degree completion. Degree conferral is only confirmed when recorded on the official transcript. Those earning certificates are not eligible to participate in any commencement ceremony. For full details on participation in commencement, click [here](#).

#### Petition for Degree Conferral Deadlines: Undergraduate Day School Learners:

Learners must submit a petition to graduate to the Office of the University Registrar in accordance with the following deadlines:

<b>For a conferral date of:</b>	January 1, 2021	May 2021 Commencement Ceremony
<b>Petitions to Graduate are due no later than:</b>	October 1, 2020	December 1, 2020
<b>Program requirements must be complete and grades must be received and verified by the University Registrar by:</b>	December 30, 2020	May 5, 2021
<b>Conferral Posted Date:</b>	January 15, 2020	10 business days after May 2021 Commencement Ceremony

#### University College Graduate Learners and College of Online and Continuing Education Graduate and Undergraduate Learners:

Learners must submit a petition to graduate to the Office of the University Registrar no later than two months prior to their planned conferral date. For example, a student planning to graduate as of March 1st must submit their petition by January 1st.

#### College for America Learners:

In order to have a degree conferred, College for America (CfA) learners must complete the Petition to Graduate process no later than the 15th of the current month to qualify for conferral on the 1st of the next calendar month. They may do so by either utilizing the link provided to them within their congratulatory graduation email sent by Student Affairs upon completion of their program, or through the Petition to Graduate link under the Self Service section on the mySNHU/CfA homepage. College for America learners will need to petition both eligible programs:

- UG - Learner's Undergraduate Degree Program (ex. AA.GST)
- CFA - Learner's Competency Program (ex. AA.GST.CFA)

Failure to petition for both programs may result in a delay to the graduation process. Learners may contact Student Affairs with questions related to the Petition to Graduate link.

#### Graduation Fee:

Upon petition submission, a non-refundable Petition to Graduate fee will be applied to the learner's account. Certificate learners are not eligible to participate in the ceremony and therefore will not be assessed a fee.

#### Conferral Dates:

Degrees are conferred 15 times per year: the first of every month, the dates of the May and MFA commencement ceremonies.

#### Conferral Requirements:

A credential will be conferred only when all program requirements are complete and all grades are received and verified

## Online Programs

by the Office of the University Registrar within the University's information system prior to or on the last business day of the month.

A period of ten business days following the conferral date is required to post the conferral information to the record.

### Diplomas and Certificates

Only the degree, primary major, honors (if earned), and the University Honors program graduate indication will appear on the diploma.

The name on the diploma must be the legal name of the graduate, or within reason. For example, a learner can request their middle initial rather than their full middle name.

All credentials will be issued within 20 business days of the degree conferral date provided the learner has met all financial obligations. If the learner has an outstanding financial obligation, he or she will need to contact the Office of Credit and Collections to settle the balance. The Office of Credit and Collections will then notify the Office of the University Registrar. The learner needs to verify their mailing address prior to the diploma being sent out.

If the learner does not receive their diploma within 30 days of it being mailed at the address specified through the petition to graduate process, the learner should contact the Office of the University Registrar. We will send the learner another diploma. However, if the diploma mailing address was not updated, the learner will need to provide the updated address and pay the cost of a replacement diploma (\$30).

## Degree and Certificate Requirements

### Undergraduate Students

Students must fulfill the following university requirements to be eligible for an undergraduate degree or certificate:

#### Undergraduate Degree

1. General education requirements.
2. All prescribed courses and program requirements.
3. A minimum of 120 credits of work in a bachelor's degree program (more than 120 credits may be required depending on the program of study) or 60 credits in a program leading to an associate degree (more than 60 credits may be required depending on the program of study). A minimum of 30 credit hours of institutional credit taken at SNHU, excluding developmental courses. *Note: Credit earned for **ENG 099** (formerly ENG 101) and/or **MAT 050** does not count towards graduation or institutional (30 credit) requirements. Southern New Hampshire University will limit academic residency to twenty-five percent of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.*
4. An overall undergraduate level GPA of 2.0 or higher; some programs require a higher GPA.

#### Undergraduate Certificate

1. All prescribed courses and program requirements.
2. A minimum of 12 credit hours of institutional work taken at SNHU.
3. An overall undergraduate level GPA of 2.0 or higher.

**NOTE: It is the responsibility of the student to be familiar with their program-specific requirements as these may supersede the university's minimum standards.**

### Graduate Students

Students must fulfill the following university requirements to be eligible for a graduate degree or certificate:

#### Ph.D. in International Business (on campus only)

1. Complete a minimum of 39 credit hours of required doctoral level courses, and possibly up to 15 credit hours of master's level international business courses as prerequisites for the doctoral level courses.
2. Complete and satisfactorily pass all written/oral comprehensive examinations.
3. Submit and receive approval of dissertation topic.
4. Finalize and receive approval of dissertation research.
5. Complete with a GPA of 3.0 or higher.
6. Complete the program within 8 years of their first day of their first term.

#### Ed.D. in Educational Leadership (on campus only)

1. Complete a minimum of 48 credit hours of required doctoral level courses with a GPA of 3.0 or higher.
2. Complete and satisfactorily pass all written/oral comprehensive examinations.
3. Complete Human Subjects Research training and submit certificate of completion.

## Online Programs

4. Submit and receive approval of dissertation topic.
5. Complete dissertation research.
6. Successfully defend the dissertation proposal.
7. Submit the dissertation proposal and relevant documents to the University Institutional Review Board (IRB).
8. Successfully defend dissertation research.
9. Submit a final copy of the dissertation one month prior to graduation.

### Master's Degree

1. All prescribed courses and program requirements.
2. A minimum of 24 credit hours of institutional credits taken at SNHU, with no more than four transfer courses, a maximum of 12 transfer credit hours.  
*Southern New Hampshire University will limit academic residency to twenty-five percent of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.*
3. An overall graduate level GPA of 3.0 or higher.
4. No more than two grades of "C" or "C+" within the program's prescribed courses.
5. Completion within 8 years of the first day of the first term.

### Graduate Certificate

1. All prescribed courses and program requirements.
2. A minimum of 12 credit hours in residence.
3. An overall graduate level GPA of 3.0 or higher.
4. No more than one grade of "C" or "C+" within the certificate's prescribed courses.
5. Completion within 8 years of the first day of the first term.

**NOTE: It is the responsibility of the student to be familiar with their program-specific requirements as these may supersede the university's minimum standards.**

### College for America Students

Students must fulfill the following requirements to be eligible for a certificate or an undergraduate degree:

#### Certificate:

- Mastery of 60 Competencies through the CFA program

#### Associates:

- Mastery of 120 Core Competencies through the CFA program

#### Bachelors:

- Satisfactory completion of all requirements for the CFA AA in General Studies degree OR approval to begin the BA program with the 120 Advanced Competencies
- Mastery of the 120 Advanced Competencies required by each degree through the CFA program

**NOTE: It is the responsibility of the student to be familiar with their program-specific requirements as these may supersede the university's minimum standards.**

## Institutional Credit Requirements

Associate degree-seeking students must complete a minimum of 15 institutional credit hours with SNHU. Bachelor's degree-seeking students must complete 30 institutional credit hours from SNHU. Graduate degree-seeking students must complete a minimum of 24 institutional credit hours from SNHU. Institutional credit requirements cannot be fulfilled by developmental courses. Bachelor's degree candidates must complete a minimum of 12 institutional credit hours within the major beyond required school core courses. Associate degree candidates must complete a minimum of 9 institutional credit hours within the major. For a minor, an optional bachelor's degree component, students must complete a minimum of 9 credit hours of institutional credit, and for a certificate students must complete a minimum of 12 credits. Approved international study and consortium courses are considered to be institutional credit.

Students may use the same institutional credit to fulfill requirements for their first certificate and degree of the same level. For additional certificates, students must complete a minimum of 12 additional institutional credits. For additional associate degrees, students must complete a minimum of 15 additional institutional credits. For additional bachelor degrees, students must complete a minimum of 30 additional institutional credits. For additional graduate degrees, students must complete a minimum of 21 additional institutional credits.

### Last Hours of Institutional Credit

## Online Programs

Students are required to complete their last credit hours at SNHU; for students working toward their bachelor's degree that requirement is the last 12 credit hours and for students working toward their associate degree that requirement is the last 9 credit hours. In extenuating circumstances, students may request that a course or a test score be transferred in during their last credit hours. Students must submit both the "Request to Take Courses at Another Institution" as well as the "Petition for Waiver of Policy" forms prior to their last credit hour requirement as defined above. Forms submitted after these credit hours will be denied. The request will be reviewed by the Office of the University Registrar and must be approved by the Chief Academic Officer of the student's respective unit. This policy will not exempt students from completing the total institutional credits as in the first paragraph.

*NOTE: Southern New Hampshire University will limit academic residency to twenty-five percent of the degree requirement for all degrees for active-duty servicemembers and their adult family members (spouse and college-age children). In addition, there are no "final year" or "final semester" residency requirements for active-duty servicemembers and their family members. Academic residency can be completed at any time while active-duty servicemembers and their family members are enrolled. Reservist and National Guardsmen on active-duty are covered in the same manner.*

## Non-Conferred Completer (NCC)

A "non-conferred completer" is a student that has completed all program requirements or is enrolled in courses that will complete their program requirements.

The Office of the University Registrar will notify students via SNHU email if they fall into one of these categories. Students intending to increase their remaining requirements to graduate (for example, adding a minor) must file a [Program Modification form](#) within 5 business days of the notification email\*. If the student does not respond within 5 business days, a registration hold will be placed on the student's account on the 6th business day. The student will be removed from any courses they are registered for in future terms and will not be able to register for any future courses. The Office of the University Registrar will officially confer the student's credential in accordance with normal [petition to graduate](#) deadlines. The graduation fee will be applied to the student's account. The student will not be able to obtain an official transcript or diploma until the account is settled.

If the student does not intend to increase their program requirements they should [Petition to Graduate](#) via [mySNHU](#) in accordance with official [Petition to Graduate](#) Deadlines.

\*NOTE: The costs of courses taken above and beyond program requirements are not eligible for financial aid. If the student intends to take additional courses simply to raise their GPA, they must pay for the course (or courses) out-of-pocket. The registration hold will remain in place on the student's account, so registration for these courses must be processed internally. Once the credential in question is officially conferred, the registration hold will be removed.

## Posthumous Degree

An academic degree or certificate may be awarded posthumously or to a student who is permanently incapacitated if at least 75 percent of the program institutional credit requirements have been completed (and in the case of thesis-based graduate degrees, the student had achieved significant progress on a thesis or dissertation, according to the opinion of the faculty advisor), the student is in good standing, and meeting the minimum GPA of 2.0 for Undergraduate Students and 3.0 GPA for Graduate and Doctoral Students at the time of death or permanent incapacitation.

## Miscellaneous

### Class Cancellations

Classes held at an SNHU Center cancelled due to inclement weather or other reasons will be rescheduled before the conclusion of the term. In many cases, the rescheduled class will take place online. The decision to cancel will be made by 2:00 p.m. for night classes or 5:30 a.m. for weekend classes. The New Hampshire local news station (Channel 9 - WMUR) will report any cancellations. The most accurate information about class cancellations can be found by checking [my.SNHU.edu](#) or by calling 603.644.3133. Students are encouraged to register for SNHU Alerts to get text messages sent to their cell phone whenever there is an SNHU related crisis, closure or weather-related delay. Traditional classes that fall on holidays will be rescheduled by the instructor. As online courses are accessible 24/7, there are no course cancellations.

### Cancellation and Refund Policy

Tuition for the program is as stated and there will be no increase in the tuition rates after completion of the Enrollment Agreement. The cost of books and supplies is an estimate and is subject to change. Books and supplies are non-refundable.

1. Applicants who have not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment when training and services are provided.
2. The Application Fee will be refunded in full if the Applicant withdraws the application within seven (7) days of signing the Application for Admission, or is not accepted.
3. Applicants may cancel the Enrollment Agreement at any time prior to the start of classes. All payments made to the school will be refunded in full within 30 days except for the \$50 Application Fee as noted above.
4. If an Applicant enrolls and then withdraws or is dismissed before completion of the term for any reason, the tuition charged for the completed portion of the term will be calculated according to the Refund Schedule below:

# Online Programs

## Refund Schedule

Tuition Refund	Cancel Date	Charge	Refund
Prior to the start of the term	Prior to the start of the term	0%	100%

Withdrawal Date	Charge	Refund
Calendar Day 1 through Day 7	0%	100%
Calendar Day 8 through Day 14	50%	50%
Calendar Day 15 and above	100%	0%

This Refund Policy is used to calculate the refund of institutional charges. A separate Return of Federal Financial Aid calculation is performed to determine the amount of federal aid that must be returned to the federal government by SNHU and the student. The last date of attendance is used for both calculations. Any refund of institutional charges is credited to the student's account within 30 days of determining the student is no longer enrolled.

## Definition of Terms

### Academic Programs

A degree program is any program of study that results in the awarding of a formal, post-secondary degree. It is generally defined as the combination of the degree type (associates, bachelor's, master's, or doctorate) and the major/discipline of study (accounting, business administration, history, etc.). A certificate is a formal award that requires completion of an organized program of study.

- **Undergraduate Certificate.** An undergraduate certificate includes the equivalent of at least 12 credit hours certifying the satisfactory completion of a postsecondary education program. Undergraduate certificates are comprised of discipline-specific (or interdisciplinary) coursework. At least 12 credit hours must be institutional credits completed at SNHU.
- **Associates Degree.** A degree granted for the successful completion of a pre-baccalaureate program of study equivalent to two years of full-time study. An associates degree includes the equivalent of a minimum of 60 credit hours drawn from general education courses, electives, and courses required for a specific major. At least 15 credit hours must be institutional credits completed at SNHU. Associates degree programs may not have any program additions (majors, minors, concentrations) added to the base program.
- **Bachelor's Degree.** A degree granted for the successful completion of a baccalaureate program of study equivalent to four years of full-time study. A bachelor's degree includes the equivalent of a minimum of 120 credit hours drawn from general education course requirements, major course requirements, and elective courses. At least 30 credit hours must be institutional credits completed at SNHU.
- **Graduate Certificate.** A graduate certificate includes the equivalent of at least 12 credit hours beyond the bachelor's degree, but not meeting the requirements of a master's degree. All graduate certificate coursework must be at the post-baccalaureate level. At least 12 credit hours must be institutional credits completed at SNHU. Successful completion of a competency-based program of study fulfills graduation requirements.
- **Master's Degree.** A degree awarded for successful completion of a post-baccalaureate program of study. A master's degree includes the equivalent of a minimum of 30 credit hours, with most requiring 36 or more credit hours. All coursework must be at the post-baccalaureate level. At least 24 credit hours must be institutional credits completed at SNHU.
- **Doctorate Degree.** A degree awarded for successful completion of a program of advanced study and scholarly work equivalent to at least 3-years of full-time study beyond the master's degree level. A doctoral degree includes at least 39 credit hours (but may require substantially more) and commonly requires a dissertation, comprehensive exam(s), or a comparable exit option. Required credit hours vary according to discipline and the speed at which the student candidate can complete the work.

### Academic Renewal

The purpose of Academic Renewal is to provide students who have been academically unsuccessful in the past with an academic fresh start in terms of cumulative GPA. Academic Renewal is only granted once at the undergraduate and/or graduate level, and students are not able to return to the program(s) for which it was granted. See academic catalog for policy requirements.

### Additional Concentration

Additional concentrations are allowed at the undergraduate level in any program as long as all concentrations provide a more in-depth focus related to the major and each concentration has at least nine credits separate from the major and the other concentration(s). Requests to add additional concentrations must be reviewed and approved by the student's advisor.



## Online Programs

Multiple concentrations are not permitted at the graduate level.

### Additional Minor

A student may elect to earn additional minors by completing both the program requirements associated with the primary minor and the requirements of additional minor(s).

No more than fifty percent of the courses that fulfill a student's additional minor requirements can also be applied to a student's primary major or primary minor requirements.

Courses taken to complete a student's additional minor can also be used to fulfill general education, school core, and free elective requirements.

### Capstone

A capstone is a culminating experience in which students apply the knowledge, skills, and abilities of their degree program to a project or similar demonstration of competency. A capstone generally does not introduce new content for students to learn, but rather asks them to demonstrate that they can integrate their learning into a cohesive body of work.

### Commencement

The formal celebration for those who have completed or are near completing all requirements for their chosen program. Learners may have already had their degrees conferred or may be completing final requirements and anticipate conferral at a later date. Participation in the Commencement ceremony does not mean that your degree is conferred (see below). There is only one annual Commencement ceremony weekend for SNHU, held in May, following the end of spring semester. Learners may participate in one commencement ceremony for each degree conferred.

### Concentration

A concentration is a sequence of inter-related coursework that a student chooses to pursue within a major or discipline. A concentration generally replaces elective coursework in the major or discipline, allowing students to focus their studies on an area of interest. A concentration is not an official credential, nor is it noted on the diploma. It is, however, acknowledged on student transcripts. A concentration is typically an optional component within a program of study. A concentration consists of at least nine credit hours.

For undergraduate programs only, the concentration is part of the major beginning with the 2013-2014 academic year. Beginning with this academic year, concentration courses will be combined with the major courses on the undergraduate degree audit so that they will automatically be considered to meet residency requirements.

For graduate programs, concentrations are not part of the major.

### Conferral

The actual posting of a degree to your academic record (transcript). This is the SNHU's official seal of approval, indicating that all degree requirements are complete. Conferral can take place before or after the Commencement ceremony and conferrals take place once a month.

### Conferral Date

The date on which a degree is effective. Degrees are conferred 15 times per year, the first of every month and the days of the May and MFA commencement ceremonies.

### Course Numbering

001-099	Developmental coursework; does not count toward total hours needed for degree completion.
100-299	Lower division coursework; introductory level.
300-499	Upper division course work.
500-799	Graduate level course work.
800-999	Doctorate level coursework.

### Credit Hours

SNHU has adopted the US Department of Education and the New England Commission of Higher Education guidelines regarding the definition of a credit hour. Federal regulations define a credit hour under Section 600.2 and 600.24(f) of the Higher Education Opportunity Act as: "An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:

1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit or the equivalent amount of work over a different period of time; or

## Online Programs

2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.”

### Credit Load

Students attending at a less than half-time credit load status: 1) student loans will not go into deferment, 2) eligibility for other benefits may be affected. Credit load is defined by academic level as well as degree program in some instances. See the academic catalog for credit load requirements.

### Double Major

A student may elect to earn a second major by completing both the degree requirements associated with a primary major and the requirements of a second major excluding associated school core courses. No more than two courses in the second major may overlap with the primary major. The student’s diploma lists the primary major; the transcript reflects both majors.

### Dual Degrees

A student seeking to earn an additional degree of the same level must complete additional institutional credits and complete all other requirements of the new degree. Dual degrees may be pursued concurrently. Students seeking another associates degree must complete at least 15 additional institutional credit hours. Students seeking another bachelor's degree must complete at least 30 additional institutional credits; no more than two courses in the new major may overlap with the major(s) of the previous degree(s). Students seeking another master’s degree must complete at least 21 additional institutional credits. Students will receive individual diplomas for each degree that they earn. For details on credit requirements for each additional degree, reference the Institutional Credits Requirements Policy.

### Elective Courses

An elective is a course that students choose from among various optional courses in a curriculum. Two types of electives exist. One is electives within a specific subject area, which fulfill the requirements of a major or program of study. The second type of electives is free electives, used to complete the number of credits required for a degree (commonly 60 for an associates, and 120 for a bachelor’s). Students may choose any courses they wish to broaden their educational experience while completing their degree requirements.

### Foundation Courses, Graduate

Certain master’s degree programs may require foundational coursework as a prerequisite to core program requirements. Graduate program foundation courses serve to identify essential knowledge requirements for the respective program.

### General Education Requirements

General education requirements strive to provide undergraduate students with an educational foundation of knowledge, skills and cultural awareness.

Students pursuing an associates degree must complete the equivalent of a minimum of 20\* credit hours of general education coursework to include one composition course, one science or mathematics course, and one social and behavioral science course.

Students pursuing a bachelor’s degree must complete the equivalent of a minimum of 42 credit hours of general education.

\*Per New England Commission of Higher Education requirements.

### Grade Point Average (GPA) Requirements

A grade point average (GPA) is a measure of scholastic achievement, calculated by dividing the number of quality points earned by the number of credits attempted. A detailed description of how SNHU calculates GPA is included in the current catalog. To meet program of study completion requirements, students must meet certain GPA requirements:\*

- Associates degrees require a cumulative GPA of at least 2.0.
- Bachelor’s degrees require a cumulative GPA of at least 2.0, but certain bachelor’s degree programs require a higher GPA.
- Master’s degrees require a cumulative GPA of at least 3.0.
- Doctorate degrees require a cumulative GPA of at least 3.0.
- Majors may have GPA or minimum grade requirements.
- Minors may have GPA or minimum grade requirements.
- Certificates, Undergraduate require a minimum of 2.0 GPA.
- Certificates, Graduate require a minimum of 3.0 GPA.

\* There are no quality points associated with competency based MA grades, therefore there is no GPA for students in competency based programs.

### Graduation

A term used interchangeably to refer to both Commencement and Conferral. It is more accurate to refer to these two

## Online Programs

events separately, as they have different requirements and one does not necessarily include the other. For example, attending Commencement does not guarantee the conferral of a degree.

### Internship

An internship is a course of supervised practical training, frequently in an off-campus workplace, where the student is guided in his or her learning by a site supervisor and a faculty sponsor. Internships may be paid or unpaid, depending on the specific location and duties involved.

### Major

A major is the disciplinary (or interdisciplinary) area of emphasis for an undergraduate degree program that includes coursework focused on a specific professional or academic area. The total number of credit hours required by a baccalaureate major is at least 42 credits (including school core) with most majors requiring more. Students pursuing a bachelor's degree must complete at least 12 credit hours of institutional credit at SNHU within the major that are in addition to school core courses within the major. Students pursuing an associates degree must complete at least nine credit hours of institutional credits at SNHU within the major.

No major courses may be used to meet general education requirements.

### Minor

A minor is an optional secondary area of emphasis for a bachelor's degree program intended to enhance or broaden students' knowledge, skills, and abilities.

A minor consists of at least 15 credit hours. Of these, at least nine credit hours must be institutional credits completed at SNHU.

No more than fifty percent of the courses that fulfill a student's minor requirements can also be applied to a student's major requirements. Students cannot minor in the same area of the major or concentration.

Courses taken to complete a student's minor can also be used to fulfill general education, school core, and free elective requirements.

### Program Offering

A program offering is any credit or non-credit course of study offered at SNHU by any of its divisions. Examples of program offerings include a concentration, certificate, minor, undergraduate program and graduate program.

### Program of Study

A program of study is a coherent, logically-sequenced learning path that progressively leads to the mastery of a predefined set of program outcomes. A program of study is a general term used to describe awarded credentials including an undergraduate or graduate level degree or certificate.

### Scholastic Standing

In order to remain enrolled in courses and qualify for graduation, a student must be in good scholastic standing. Students with a cumulative GPA that falls below the minimum face scholastic sanctions that include Scholastic Warning, Continued Scholastic Warning and Academic Suspension and Academic Dismissal. See academic catalog for policy requirements.

### School Core

The School of Business and the School of Arts and Sciences have core requirements as part of their programs. The School of Business Core is comprised of 10 courses designed to meet program accreditation standards. The School of Arts and Sciences Required Courses are three courses from arts and sciences disciplines that complement each major.

### Seminar

A seminar is a course offered to a small group of students engaged in intensive study.

### Specialization

Used interchangeably with concentration or track. This term is being phased out in favor of the term concentration.

### College for America Programs Key Terms

- A **Competency** is a "can do" statement, such as "can define and use marketing terminology and concepts" or "can generate a variety of approaches to addressing a problem." At CfA you master Competencies by completing Projects.
- **Course Equivalency:** One credit equivalency is earned with the mastery of each competency, and these are mapped to course equivalencies.
- **Projects** are workplace relevant activities that enable you to demonstrate mastery of Competencies.
- **Mastery** lies at the heart of the College for America program. At CfA, you work on Projects that enable you to demonstrate what you know and can do. You either complete a Project by mastering a given set of Competencies,

## Online Programs

or you receive a 'Not Yet.'

- **Not Yet:** If you receive a 'Not Yet' from a Reviewer . . . Congratulations! A 'Not Yet' indicates that you are on your way to mastering the Competencies inside the Project. When you receive a 'Not Yet,' you also receive detailed and targeted feedback from the Reviewer, so you know what you need to do to master the Competencies in that Project. The Reviewer may recommend resources for you to review or offer encouraging and specific suggestions to help you move toward mastery. You can continue to submit the Project until you achieve mastery of all the Competencies. Feel free to ask the Reviewer for clarification on the feedback, the Rubric criteria, or talk to your Advisor/Coach if you have questions.
- **Kudos:** Each week you should complete academic activities and earn Kudos. Kudos are participation points that help keep you on track to reaching your goals. You earn Kudos for completing academic activities. See the student handbook for more details.

## Institutional Review Board

The COCE IRB shall protect the rights and welfare of human subjects recruited to participate in research activities conducted on or by COCE stakeholders. The COCE IRB shall have the primary responsibility to review and monitor all human subject research in compliance with all local, state, and federal laws; SNHU policies and procedures; and the highest standards of ethical conduct and practice. The COCE IRB follows SNHU's [Institutional Research Review Board Policies and Procedures Manual](#)

The members are charged to:

- Review all proposals involving human subject research conducted at SNHU COCE and/or in collaboration with other institutions. This includes all human subject research conducted under the direction of any employee or agent in connection with his or her institutional responsibilities or use of SNHU's name or academic or nonacademic titles.
- Approve, require modifications to, or disapprove the aspects of research activities that involve human subjects.
- Notify applicants of decisions made by the board concerning their proposed research.
- Conduct periodic reviews of ongoing research projects that involve human subjects and maintain records of review proceedings, decisions, and activities, in accordance with federal and SNHU guidelines, for at least three (3) years following completion of the projects.
- Develop policies, procedures, and instruments needed to align SNHU policies with the scope and purpose of the COCE IRB and disseminate those policies, procedures, and instruments to the COCE community.

Membership:

Federal regulations dictate that IRB membership will include:

- at least five members that come from varied demographic backgrounds and professions,
- at least one member whose primary concerns are in nonscientific areas,
- at least one member whose primary concerns are in a scientific area, and
- at least one member who is not otherwise affiliated with the institution.

Voting Members:

- Chaired by an academic staff member with considerable experience with IRBs and/or research compliance, appointed by COCE CAO or designee,
- vice chaired by an academic dean or staff member with considerable experience with IRBs and/or research compliance, appointed by COCE CAO or designee,
- one graduate full-time faculty representative appointed by the Chair,
- one undergraduate full-time faculty representative appointed by the Chair,
- one adjunct faculty representative appointed by the Chair,
- one student representative appointed by the Chair, and
- one outside community member that is a person who is not otherwise affiliated with SNHU and appointed by the Chair.

Non-Voting Members:

- legal/regulatory/compliance representative, and
- an IRB Administrator selected by the Chair.

Officer Duties:

The Officers of the COCE IRB shall be a Chair, a Vice Chair, and an IRB Administrator. In addition to the standard duties, the Chair shall invite researchers to meetings as appropriate, ensure that each element of review is covered in meetings, and serve as a liaison between researchers and the IRB.

Term of Office:

The COCE IRB Chair and Vice Chair serve for a three (3) year term. Other members serve for a two (2) year term.

## Meetings:

The COCE IRB shall meet bimonthly at minimum, including throughout the summer.

## Records and Right to Privacy

### Academic Record Retention

#### Introduction

Southern New Hampshire University (the “University”) requires that University student academic and course records be retained for specific periods of time. These academic records must be managed according to the guidelines outlined in this policy.

This policy establishes guidelines that set forth the minimum length of time that records should be retained. This will allow the University to:

- Meet its business and legal needs
- Optimize the use of space and minimize the cost of academic records retention

Ensure that outdated or useless records are deleted/destroyed

Record retention periods for selected academic records may be increased for various reasons including government regulation, judicial or administrative orders, contracts, pending or threatened litigation, or audit requirements. Such changes in the records retention schedule supersede the requirements listed in this schedule and will be so noted on the appropriate document. When needed, the Dean of the University Library, or designee, provides advice as to what non-current records of enduring value should be transferred to the University Archives at the Shapiro Library.

#### Definitions

##### Academic Record

An academic record is anything containing academic or course related information regardless of format (paper, digital, photographic, recordings, etc.). Typical academic records include transcripts, admission documents, waivers, and other items found in student files, as well as instructor grade books, final exams, etc. Records will be retained, archived, and/or destroyed based on the retention periods defined in this policy.

##### Retention Schedules

A descriptive schedule that provides a guideline for the minimum length of time that selected records should be retained before they are deleted/destroyed or placed in archival preservation.

##### Retention Period

Minimum required length of time for maintaining records. Records may be held longer than the retention period, but should not be disposed of prior to that date.

##### Records Destruction

The physical or electronic destruction of a record after it has become obsolete or otherwise in accordance with this policy.

##### Litigation Hold

A communication issued as the result of current or anticipated litigation, audit, and government investigation or other similar matter that suspends the normal process regarding the retention and disposition of University records.

##### Associate

An employee, faculty member, or staff member of the University.

Policy

##### Purpose

The purpose of this policy is to allow the University to make sensible decisions about what information to keep and what information to discard, and to establish procedures for the maintenance, retention, preservation, and disposal of academic records.

##### Roles and Responsibilities

All employees, faculty members, or staff members of the University are responsible for being aware of, and adhering to, the provisions outlined within this Policy.

Procedure

## Online Programs

Records for which there is a retention requirement in the retention schedule are recommended to be deleted/destroyed when they have reached the conclusion of their retention period. Academic records not specifically identified in this document should be retained a minimum of five (5) years if there is a legitimate business reason to do so, and deleted/destroyed if there is not.

Academic records should be deleted/destroyed in ways commensurate with their confidentiality and with methods which do not permit recovery, reconstruction or future use of confidential information. For example, paper records should be cross-shredded and not placed in recycle bins, electronic or machine readable records should undergo multiple overwrites, physical destruction, or degaussing. E-mails should be handled as any other record in terms of retention and disposal.

<b>Academic Record Retention/Purge Schedule</b>	
<b>Admission records for applicants who do not enroll</b>	
<b>Retention Period: 2 years after application term</b>	
Record Type	Description
Acceptance Letters/Admission Letters/Decision Letters	Notices of admission, denial, or waitlist
Alien Registration Receipt Card (international students)	Evidence of admissibility as a permanent resident
Application for admission or readmission	Admission applications such as undergraduate, graduate, international, or non-degree/special admittance
Attestation Form	Student document certifying completion of high school program
Credit by examination	Reports/scores on AP, CLEP, etc.
Diploma	
Disciplinary Action	Documentation of violation and Disciplinary Action, including plagiarism
Dual Enrollment forms	
Entrance examination reports/test scores	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL
Honors Application/Honors Essay	
1-20 (international students)	Certificate of eligibility for F-1 visa status
Letter of intent	
Manuscript (admission)	
Military documents	including Certificate of Eligibility, DD214, etc.
Personal Statement	
Request for final transcript letters	
Resume	
School Report	Common Application: includes senior grades, recommendation and transcript
Transcript - high school	
Transcript - other colleges	Including college courses in progress
Preliminary Transfer Credit Evaluation	
Statement of Educational Costs (international students)	Estimate of total school year costs
Statement of Financial Responsibility (international students)	Evidence of adequate financial resources
Waivers of rights of access	Waiving right of access to admission letters of recommendation
Waiver requests	Forms to waive: transfer credit evaluation from another institution, application fee, deposit fee

## Online Programs

<b>Admission records for applicants who do not enroll and Student Academic Records</b>	
<b>Retention Period: 4 years after application term</b>	
Record Type	Description
Text Opt In	

<b>Student Academic Records</b>	
<b>Retention Period: 5 years from receipt</b>	
Record Type	Description
Academic Advising Records	Including, but not limited to, electronic and non-electronic documents, forms and records
Acceptance Letters/Admission Letters/Decision Letters	Notices of admission, denial, or waitlist
Add/Drop Course Withdrawal Form	(non-electronic)
Alien Registration Receipt Card (international students)	Evidence of admissibility as a permanent resident
Application for admission or readmission	Admission applications such as undergraduate, graduate, international, or non-degree/special admittance, MFA Manuscript
Athletic Eligibility Reports	
Attestation Form	Student document certifying completion of high school program
Class Schedules (students)	Student schedules for each term
Enrollment Verifications	Verifications of enrollment, graduation, GPA, and other related academics
Entrance examination reports/test scores	Standardized test scores, such as ACT/SAT, LSAT, MCAT, GRE, TOEFL
Degree Audit records	Degree audits in support of graduation clearing
Grade Change Forms	Non-electronic record of authorization to change grade
Grade Dispute Documents	Student final grade disputes
Honors Application/Honors Essay	
1-20 (international students)	Certificate of eligibility for F-1 visa status
Leave of Absence Forms	
Major/Minor Add/Drop Forms	
MFA Manuscript	
Military documents	
Personal Data Information Forms	Including Certificate of Eligibility, DD214, etc.
Personal Statement	Non-electronic change of address and other demographic data (excluding name changes)
Petitions to Graduate	
Preliminary Transfer Credit Evaluation	Degree application, record of degree name, etc.
Registration/Enrollment Records	

## Online Programs

Release from high school or Dual Enrollment forms	(non-electronic)
Resume	
Returned Diplomas	
Scholastic Standing Documentation	Notice of academic scholastic standing related to academic nonperformance/deficiency (except academic dismissal, which is permanent)
Statement of Educational Costs (international students)	Estimate of total school year costs
Statement of Financial Responsibility	Evidence of adequate financial resources (international students)
Student Inquiries Relating to Academic Records	
Teacher Certifications	
Transcript Request Forms	Official transcript requests by student
Transfer Credit Evaluations	
VA certification records	Certifying documents for federal VA benefits
Waiver requests	Forms to waive: transfer credit evaluation from another institution, application fee, deposit fee
Withdrawal from the University Forms	(non-electronic)

### Course Records

#### Retention Period: 1 year after course completion

Record Type	Description
Final Exams	If not returned to the student
Graded Coursework	If not returned to the student

### Course Records

#### Retention Period: 2 years after course completion

Record Type	Description
Faculty grade book	Record of students in course and work completed

### Student Academic Records

#### Retention Period: 7 years after course completion

Record Type	Description
Field Trip permission slips	

### Student Academic Records

#### Retention Period: 10 years after graduation or non-attendance

Record Type	Description
Athletic Records	Initial and continuing eligibility information, academic information, documentation of participation, tutor evaluation and assessment
Data Change Logs	Electronic log of changes to enrollment and other data, including date/time stamp information and use that changed data if that data is maintained separately in the system
Email data/information	Emails and other electronic communications that authorize academic/enrollment actions and/or provide directory/non-directory information about a student
Enrollment Data	Electronic record of enrollment in classes, including records of drop, add and enrollment change activity
Letter of Intent	



## Online Programs

<b>Student Academic Records</b>	
<b>Retention Period: 50 years after graduation or non-attendance</b>	
Record Type	Description
Student Demographic Information	Electronic student data including student characteristics, date of birth, former names, address information, photo ID and ethnic information, etc.

<b>Student Academic Records</b>	
<b>Retention Period: Permanent</b>	
Record Type	Description
Academic Dismissal	Notice of academic action related to academic non-performance/deficiency
Academic Integrity Code Violations (with sanctions)	Documentation of violation and Disciplinary Action, including plagiarism
Approvals for:	
Course Audit	
Course Repeat	
Credit/no Credit	Authorization for various enrollment options
Exceptions	Exceptions to academic rules
Overrides	Exceptions to academic rules
Petitions to Amend	Exceptions to academic rules
Waivers	Approvals to meet program requirements with administrative action
Catalogs	Published annually or bi-annually, record of courses, degrees, and programs of study offered
Class Lists/Rosters	Record of class rosters for each term
Commencement programs	Published annually or bi-annually, record of courses, degrees, and programs of study offered
Comprehensive Exams	
Credit by examination	Reports/scores on AP, CLEP, etc.
Degree statistics	Record of degrees granted by institution per graduation term and/or annually
Diploma	
Enrollment Statistics	Per term report of enrolled students, eg. by class, by course, totals, headcount, and FTE
FERPA:	(unless terminated by student)
Requests for formal hearings	Student-initiated request for formal hearing regarding amendment of education record
Authorization to disclose non- directory information	Necessary for compliance with record keeping requirements in FERPA
Authorization to prevent or resume directory information	Student request to opt-out of directory information disclosure
Statements on content of records regarding hearing panel decision	Documentation when student request for amendment of a record is not granted
Written decision of hearing panels	Decisions resulting from hearings regarding amendment of education records
Grade Data	Electronic record of submitted grades and grade changes, including date/time stamp and user data
Grade distribution and other grade statistics	Report of grades, given, including summary grade point statistics by class
Grade submission sheets	Non-electronic original record of grades submitted at end of term
Graduation lists	Lists of graduates for graduating class

## Online Programs

Narrative Evaluations and Competency Assessments	
Race/ethnicity reporting	Report of student enrollment, graduation, and other metrics by race and ethnic origin
School Report	Common Application: includes senior grades, recommendation and transcript
Transcripts - high school	Including request for final transcript letters
Transcripts - other colleges	Including college courses in progress documents and request for final transcript letters
Thesis/Dissertation	

### Change of Student Name, SSN or DOB

To request a change of legal name, diploma name, social security number, or date of birth from the one that is currently on record at SNHU, a student must submit appropriate documentation using the Change to Biographical Record form through the Service Portal on mySNHU. **This must be completed by the student requesting the change.**

The student must provide official supporting documentation. Acceptable documentation is limited to one of the following:

- Driver's license
- Marriage certificate
- Divorce decree
- Social Security card
- Court order verifying name change
- Government-issued non-driver ID card
- Government-issued passport

NOTE: Students who have submitted a Petition to Graduate, and wish to have their name updated on their diploma, should indicate that in their request.

### FERPA Student Right to Privacy

#### Student Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the university registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

The University forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled as long as the disclosure is for purposes related to the students' enrollment or transfer.

## Online Programs

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901.

### SNHU Directory Information

In compliance with FERPA, Southern New Hampshire University (SNHU) does not disclose personally identifiable information contained in student education records, except as authorized by law. SNHU may disclose appropriately designated Directory Information without a student's consent, unless the student has advised SNHU to the contrary in accordance with established procedures.

SNHU has designated the following information as directory information:

- Student's name
- Address(es)
- Telephone listing(s)
- Electronic mail address
- Photograph(s)
- Fields of study (major(s), minor(s), etc.)
- Dates of attendance/Enrollment status
- Anticipated program completion date
- Class level
- Degrees, honors, and awards received
- Weight and height of members of athletic teams
- Participation in officially recognized activities and sports
- The most recent educational agency or institution attended

If you do not want SNHU to disclose directory information from your education records without your prior written consent, you must notify the University in writing. This may be done at any time by submitting an [Authorization to Prevent or Resume Disclosure of Directory Information](#) to the Office of the University Registrar by fax 603-629-4647 or by email to [registrar@snhu.edu](mailto:registrar@snhu.edu). The primary purpose of Directory Information is to allow the University to confirm attendance to prospective employers and other third parties, and to include this type of information from your education records in certain University publications. Examples include: a playbill, showing your role in a drama production, the annual yearbook, Dean's List, President's List, recognition lists, Commencement Ceremony Program, and sports activity sheets/team rosters, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. Disclosures of directory information will be limited to specific parties for specific purposes or both.

### Solomon Amendment & FERPA

**Solomon Amendment** is a federal law that allows military recruiters to access the following "student recruiting" information on students age 17 and older at the time of the request:

- First Name
- Last Name
- Student Class Level (e.g. Freshman, Sophomore)
- Academic Program (e.g. BS in Accounting)
- Age
- Phone – Cell
- Phone – Home
- SNHU Email Address
- Preferred Address

Under the Solomon Amendment, information will be released for military recruitment purposes only. The military recruiters must be from one of the 12 eligible units within the five branches of the service:

1. **Army:** Army, Army Reserve, Army National Guard
2. **Navy:** Navy, Navy Reserve
3. **Marine Corps:** Marine Corps, Marine Corps Reserve
4. **Air Force:** Air Force, Air Force Reserve, Air Force National Guard
5. **Coast Guard:** Coast Guard, Coast Guard Reserve

## Online Programs

The Department of Education has determined that the Solomon Amendment supersedes most elements of FERPA. An institution is therefore obligated to release data included in the list, which may or may not match FERPA directory information list. However, if a student has submitted an [Authorization to Prevent Disclosure of Directory Information](#) to the Office of the University Registrar to prevent the release of their directory information, then no information from the student's education record will be released under the Solomon Amendment.

### Releasing Academic Records of Deceased Students

Education records are no longer protected under FERPA after a student's death; consequently the disposition of records pertaining to a deceased individual is not a FERPA issue but a matter of institutional policy. Southern New Hampshire University maintains full discretion in deciding whether, and under what conditions, education records of deceased students should be disclosed.

The university will not release education records without written authorization of the executor/executrix of the deceased student's estate, or next of kin if an executor/executrix has not been appointed.

### Request for Transcript

Except as provided by the Federal Family Education Rights and Privacy Act and in instances in which a student consents to release his or her transcript to another party, the Office of the University Registrar will not release a transcript to any person other than to the person identified by name on the transcript. Transcripts will not be furnished to students or former students whose financial obligations to the university have not been satisfied. To request an official copy, please visit the [Credential Solutions](#) website.

### Students Forwarding SNHU Email to Personal Email

All students are expected to access their official SNHU email accounts regularly to check for official University communication and to respond as necessary to such communications. Students who choose to forward email from their official university email address to a non-university email system are solely responsible for all consequences arising from such forwarding arrangements. These may include, but are not limited to, any failure by the non-university system to deliver or retain official University communications, lost or misdirected communications, including those that result in violation of FERPA privacy regulations. Students communicating from a non-university email address may be asked to resend from their SNHU email in order to receive a response or action.

### Transcripts from Other Institutions

Student transcripts from previously-attended institutions that were provided to the university for any reason become the property of SNHU and are considered official only at the time of receipt. SNHU does not provide copies of transcripts from other institutions that are part of a student's education record to the student or any other third party. In order to obtain accurate up-to-date information and assure that no protocol of the issuing institution is circumvented, a student must contact the originating school for a copy of that transcript.

## Rights and Responsibilities

### Disability Access Statement

Individuals with disabilities requiring accommodations may contact the Online Accessibility Center at 1-866-305-9430 or [oac@snhu.edu](mailto:oac@snhu.edu).

### Non-Discrimination, Equal Access & Equal Opportunity

#### Non-Discrimination, Equal Access & Equal Opportunity Statement

Consistent with all applicable federal and state laws, rules, regulations and ordinances (e.g. Title III, Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended), and in recognition of its responsibilities to its faculty, staff, and students as well as to the communities in which it operates, Southern New Hampshire University reaffirms its continuing commitment to afford qualified or qualifiable individuals equal access and equal opportunity within the University. To ensure equal access and equal opportunity, Southern New Hampshire University shall not discriminate against any individual or group because of race, color, creed, ethnicity, sex, religion, national origin, citizenship, marital or parental status, disability (including intellectual disability), age, gender, gender identity or expression, sexual orientation, pregnancy, veteran/military status, genetic information, or on any other legally prohibited basis.

#### Discrimination Complaint Process

## Online Programs

The University will respond swiftly to concerns raised about behavior that is considered discriminatory, harassing or hateful. Complainants can expect a thorough investigative process which is outlined in the [Discrimination Complaint Protocol](#).

- **University College - Campus Students** may file a report in one of two ways. First by filing a report in person with the Office of Public Safety or by filing an online [Incident Form](#). A staff member from the Office of Community Standards or Title IX Coordinator and Equity Officer will be in touch once a report is filed.

### **Campus Students - Contact Information:**

Public Safety

2500 North River Road, Manchester, NH 03106

603.645.9700

- **Global Campus - Online Students and College for America Students** may file an online [Student Dispute Form](#) through the Office of Dispute Resolution and Student Conduct.

### **Online and College for America Students - Contact Information:**

Dispute Resolution

2500 North River Road, Manchester, NH 03106

855-414-6142

- **Contact Information for Employees:**

Human Resources

2500 North River Road, Manchester, NH 03106

603.644.3146

Contact your Human Resources Business Partner or submit a [Complaint Notification Form](#).

- **Title IX - sexual misconduct, sex discrimination or sexual harassment inquiries should be addressed to:**

Title IX Coordinator/Equity Officer

The Green Center

2500 North River Road

Manchester, NH 03106

[titleix@snhu.edu](mailto:titleix@snhu.edu)

603.644.3188

## **Sexual Misconduct**

### **1. Introduction**

Southern New Hampshire University ("the University"), in compliance with the spirit of various federal and state laws (e.g., Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, title VII of the Civil Rights Act of 1964, the Violence Against Women Reauthorization Act of 2013 ("VAWA"), and other similar state and federal statutes and regulations), adopts the policy and fosters an environment where no individual may threaten the health, safety and welfare of a member of the University community; or any person on University property; or at a University sponsored or supervised activity, through the commission of a sexual assault, engaging in sexual harassment, discrimination, battery, and/or misconduct, including acquaintance rape.

The University does not condone and will not tolerate sexual misconduct, sexual harassment or sexual violence of any kind. The University prohibits rape, domestic violence, dating violence, sexual assault, stalking, and cyber-stalking, as well as discrimination or harassment based on sex.

The University encourages the reporting of sexual misconduct that is prompt and accurate. This allows the University community to quickly respond to allegations and offer immediate support to the victim. The University is committed to protecting the confidentiality of victims as permitted under law and will work closely with students who wish to obtain confidential assistance regarding an incident of sexual misconduct. Certain professionals at the University are permitted by

## Online Programs

law to offer confidentiality. Those who do not maintain the privilege to offer confidentiality are expected to keep reports private to the extent permitted under the law and University policy. This means that they may have to report to University officials, but will not broadcast the information beyond what is required by law and policy. All allegations will be thoroughly reviewed and appropriately investigated in a prompt manner, and both the complainant and the accused will be afforded equitable rights during the process.

The University does not discriminate on the basis of sex in its educational programs and in other activities operated by the University and is required by Title IX, and specifically 34 C.F.R. Part 106.9, not to discriminate in such a manner. This extends to Associates of and applicants for admission to the University. Inquiries concerning the application of Title IX may be directed to the University's Title IX Coordinator.

In an effort to promote a safe and secure campus environment and prevent acts of sexual misconduct from occurring, the University engages in ongoing prevention and awareness education programs. All incoming students and employees are required to participate in these programs, and all members of the University/university community are encouraged to participate throughout the year in ongoing campaigns and trainings focused on the prevention of sexual misconduct on campus.

## **2. Definitions**

**Acquaintance Rape** - Forced, manipulated or coerced sexual contact committed by someone who knows the victim

**Associate** - A faculty member, staff member, or University personnel

**Consent** - Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision –indicated clearly by words or actions–to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Coercion includes unreasonably pressuring another to engage in sexual activity. Lack of mutual consent is the crucial factor in any sexual misconduct. Consent to some form of sexual activity does not necessarily constitute consent to another form of sexual activity. Silence without demonstrating permission does not constitute consent.

Consent is not valid when a person is incapacitated, or when an intellectual or other disability prevents a person from having the capacity to give consent. A person is incapacitated if they lack the capacity to consent to sexual activity because the person is asleep, unconscious, mentally and/or physically helpless, or otherwise unaware that sexual activity is occurring.

Incapacitation is not necessarily the same as legal intoxication. Where alcohol or other drugs are involved, evaluating Incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications of incapacitation when viewed from the perspective of a sober, reasonable person. Under New Hampshire State Law, a person under sixteen years of age cannot consent to sexual contact.

**Dating Violence** - "Dating Violence" includes violence committed by a person:

- (1) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - a. the length of the relationship
  - b. the type of relationship.
  - c. the frequency of interaction between the persons involved in the relationship.

**Discrimination** - Treating an individual differently in the terms or conditions of his or her employment or education on the basis of his or her race, color, religion, sex, ethnicity, national origin or ancestry, age, physical or mental disability, sexual orientation, gender identity, gender expression, genetic information, veteran or military status, and all other categories protected by applicable state and federal laws.

**Domestic Violence** - The State of New Hampshire defines domestic violence as the commission or attempted commission of one of the following offenses against a victim who is a family or household member or a current or former sexual or intimate partner of the offender:

- assault or reckless conduct
- criminal threatening
- sexual assault
- interference with freedom
- destruction of property
- unauthorized entry,
- harassment, and
- cruelty to animals.

The offense or attempted offense must represent a credible threat to the safety of the victim. This may require consideration of all acts by the perpetrator that reflect an ongoing pattern of behavior which reasonably causes or has

## Online Programs

caused the victim to fear for his or her safety or well-being.

**Gender-Based Harassment** - “Gender-based harassment” is unwelcome conduct of a nonsexual nature based on a student’s actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.

**Hostile Environment** - A “hostile environment” exists when sex-based harassment is sufficiently serious to deny or limit the student’s ability to participate in or benefit from the University’s programs or activities.

A hostile environment can be created by anyone involved in a University’s program or activity (e.g., administrators, faculty members, students, and campus visitors).

In determining whether sex-based harassment has created a hostile environment, the University considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed. But the University will also need to find that a reasonable person in the student’s position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a student or students, the University considers a variety of factors related to the severity, persistence, or pervasiveness of the sex-based harassment, including: (1) the type, frequency, and duration of the conduct; (2) the identity and relationships of persons involved; (3) the number of individuals involved; (4) the location of the conduct and the context in which it occurred; and, (5) the degree to which the conduct affected one or more student’s education.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

*First Amendment Considerations* This policy does not impair the exercise of rights protected under the First Amendment. Nor does it create First Amendment rights that do not currently exist within a private post-secondary institution. The University’s sexual misconduct policy prohibits only sex-based harassment that creates a hostile environment. In this and other ways, the University applies and enforces this policy in a manner that respects the First Amendment rights of students, faculty, and others.

**Sex-Based Harassment** - “Sex-based harassment” includes sexual harassment and gender-based harassment.

**Sexual Assault** - New Hampshire law defines three levels of Sexual Assault: Sexual Assault, Felonious Sexual Assault, and Aggravated Felonious Sexual Assault.

Sexual Assault ([RSA 632-A:4](#)) means unwanted or unwelcome touching of a sexual nature, including: fondling; penetration of the mouth, anus, or vagina, however slight, with a body part or object; or other sexual activity that occurs without valid Consent.

Felonious Sexual Assault ([RSA 632-A:3](#)) includes the offense often referred to as the “statutory rape law,” which involves sexual penetration of a person between the ages of 13 and 16 when the age difference between the actor and the other person is 4 years or more. It also applies when a person is in a position of authority over another and coerces that other person to engage in sexual contact with the actor or with him/herself in the actor’s presence.

Aggravated Felonious Sexual Assault ([RSA 632-A:2](#)) is defined as a Sexual Assault under certain circumstances, including but not limited to: use or threat of physical violence or superior physical strength on the victim, coercion by threatened retaliation against the victim or another person, submission under false imprisonment, kidnapping or extortion, or sexual assault after the administration without prior consent of an intoxicating substance which incapacitates the victim.

**Sexual Battery** - Sexual contact that occurs without consent.

**Sexual Exploitation** - “Sexual exploitation” occurs when a person takes sexual advantage of another person for the benefit of anyone other than that person without that person’s consent. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Recording images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness without that person’s consent;
- Distributing images (e.g., video, photograph) or audio of another person’s sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure; and,
- Viewing another person’s sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person’s consent, and for the purpose of arousing or gratifying sexual desire.

**Sexual Harassment** - As defined in the 1980 Equal Employment Opportunity Commission’s Guidelines On Sexual Harassment, sexual harassment encompasses “unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature” such as intentional patting, pinching, touching or other sexually suggestive behavior that is sufficiently serious to deny or limit a student’s ability to participate in or benefit from the education program. Sexual

## Online Programs

harassment occurs when:

1. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, creating an intimidating or hostile employment, educational or living environment for an individual; or
2. Such conduct has the purpose or effect of abusing, threatening, or intimidating an Associate or student through insulting or degrading sexual remarks or conduct; or
3. Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or of a student's status in a course, program or activity; or
4. Submission to or rejection of such conduct is the basis for academic or employment decisions affecting an individual; or
5. Such conduct is directed against an individual persists despite requests for its cessation and/or when a claim of sexual harassment has resulted in retaliation against Associates/students for complaining about such behavior.

**Sexual Misconduct** - Any sex discrimination that can include discrimination, sex-based harassment, sexual battery, gender-based harassment, sexual harassment, sexual violence or assault, rape, sexual coercion or exploitation, sexual threats or intimidation, domestic violence, dating violence, stalking, and cyber-stalking.

**Stalking** - Under New Hampshire state law (RSA 633.3), Stalking occurs when a person:

1. engages in a course of conduct or repeatedly commits acts toward another person, under circumstances that would place the person in reasonable fear for safety, or of harm or bodily injury to self or others; or
2. engages in a course of conduct that the person knows will place that individual in fear for his or her personal safety or the safety of that individual's immediate family; or
3. after being served with a protective order prohibiting contact with an individual, purposely, knowingly, or recklessly engages in a single act of conduct that is included in the "Course of Conduct" definition below.

A course of conduct refers to a pattern of behavior of two or more acts over a period of time that include any of the following acts:

1. Threatening the safety of the targeted person or an immediate family member.
2. Following, approaching, or confronting that person, or a member of that person's immediate family.
3. Appearing in close proximity to, or entering the person's residence, place of employment, school, or other place where the person can be found, or the residence, place of employment or school of a member of that person's immediate family.
4. Causing damage to the person's residence or property or that of a member of the person's immediate family.
5. Placing an object on the person's property, either directly or through a third person, or that of an immediate family member.
6. Causing injury to that person's pet, or to a pet belonging to a member of that person's immediate family.

Any unwelcome act of communication as defined in N.H. RSA 644:4, II, including through email, text, phone, mail, etc.

**Unwelcome Conduct** - Conduct is considered "unwelcome" if the individual did not request or invite it and considered the conduct to be undesirable or offensive.

Unwelcome conduct may take various forms, including, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be physically threatening, harmful, or humiliating. Unwelcome conduct does not have to include intent to harm, be directed at a specific target, or involve repeated incidents. Unwelcome conduct can involve persons of the same or opposite sex.

Participation in the conduct or the failure to complain does not always mean that the conduct was welcome. The fact that an individual may have welcomed some conduct does not necessarily mean that they welcomed other conduct. Also, the fact that a person requested or invited conduct on one occasion does not mean that the conduct is welcome on a subsequent occasion.

### **3. Policy Scope**

This policy applies to all members of the University Community including all students, faculty, staff, and other university officials, whether full or part-time and guest lecturers, as well as to conduct by third parties (i.e., individuals who are neither students nor employees, including but not limited to guests and consultants) directed toward, University students, faculty, or staff members. The policy applies to these parties regardless of sexual orientation or gender identity or expression. The policy governs the conduct of all faculty, staff, administration, Associates, students, volunteers and visitors at off-campus University sponsored events, including, but not limited to academic and educational programming, internships, study abroad programs, athletic events, and all other University programming, as well as to the conduct of all faculty, staff, administration, Associates, students, volunteers and visitors occurring off-campus but having an effect on the University's educational environment or a victim's educational experience.

#### **Purpose**

To define, prevent, and respond to Sexual Misconduct.

#### **Prohibited Conduct**



## Online Programs

The University strictly prohibits all forms of Sexual Misconduct. As defined above, this includes discrimination, sex-based harassment, sexual battery, gender-based harassment, sexual harassment, sexual violence or assault, rape, sexual coercion or exploitation, sexual threats or intimidation, domestic violence, dating violence, stalking, and cyber-stalking. Sexual Misconduct is prohibited whether occurring on or off campus and whether directed against a member of the University community or outside the University. Allegations of sexual misconduct are investigated and processed in accordance with the discipline process outlined herein and in the Student Handbook, Employee Handbook, and/or SNHUPEA Agreement.

### Reporting Policy

The University encourages community members to report incidents of sexual harassment, sexual assault or any other sexual misconduct immediately to the University and the police. A report may be made by the victim of a violation of this Policy or by any other person having knowledge of the violation. Confidentiality concerns are addressed below.

### Employee Reporting

The University takes the position that all employees not having a legal duty of confidentiality (e.g. a licensed counselor, doctor, or nurse) are "Responsible Employees". A Responsible Employee is a University employee who has the duty to report incidents of sexual misconduct. With respect to students who are also employed by the University, only Resident Assistants (RAs) and those student employees with similar significant responsibility for student welfare are Responsible Employees under this policy.

A Responsible Employee who witnesses or has knowledge of sexual misconduct against a student must immediately contact the Title IX Coordinator, Human Resources, or anyone in a managerial position e.g., Chair, Division Director, Deans, Supervisor, Manager, Department Head, Director, or Vice President for advice and assistance and to ensure the University responds appropriately. A failure by a Responsible Employee to report a violation of this policy perpetrated against a student may warrant disciplinary action, and may in some circumstances also result in civil or criminal liability.

Any employee who has themselves been a victim of sexual misconduct should contact the Title IX Coordinator, Human Resources, or anyone in a managerial position e.g., Chair, Division Director, Deans, Supervisor, Manager, Department Head, Director, or Vice President.

### Bystander Policy

The University encourages all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention where it is safe to do so, creating a distraction, calling law enforcement, or seeking assistance from a person in authority.

### Connection Between the Sexual Misconduct Policy and the Drug and Alcohol Policy

Victims, bystanders, or other parties may have concerns about reporting sexual misconduct because of the University's drug or alcohol policy. The University's primary concern is student safety, and any drug or alcohol rules violations will be addressed separately from the sexual misconduct allegation. In addition, the University personnel involved in investigating violations of this Policy have discretion to grant amnesty from violations of the University's drug and alcohol policy on a case by case basis. The use of alcohol or drugs never makes a victim at fault for sexual violence.

## 4. Role of the Title IX Coordinator

Pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R. Part 106, the University's Title IX Coordinator has primary responsibility for coordinating the University's efforts to comply with and carry out its responsibilities under Title IX, which prohibits sex discrimination in all the operations of this University, as well as retaliation for the purpose of interfering with any right or privilege secured by Title IX.

Sexual Misconduct against students, including sexual harassment, sexual assault, rape, and sexual exploitation, can be a form of sex discrimination under Title IX. The Title IX coordinator oversees the University's response to reports and complaints that involve possible sex discrimination affecting students to monitor outcomes, identify and address any patterns, and assess effects on the campus climate, so the University can address issues that affect the wider school community.

A student or employee should contact the Title IX Coordinator or Deputy Title IX Coordinator(s) in order to:

- seek information or training about victim's rights and courses of action available to resolve reports or complaints that involve potential sex discrimination, including sexual misconduct,
- file a complaint or make a report of sex discrimination, including sexual misconduct,
- notify the University of an incident or policy or procedure that may raise potential Title IX concerns,
- get information about available resources (including confidential resources) and support services relating to sex discrimination, including sexual misconduct, and
- ask questions about the University's policies and procedures related to sex discrimination, including Sexual Misconduct.

### Functions and Responsibilities of the Title IX Coordinator

The Title IX Coordinator's functions and responsibilities include the following:

# Online Programs

## (1) Training for Students, Faculty, and Staff

The Title IX Coordinator provides or facilitates ongoing training, consultation, and technical assistance on Title IX for all students, faculty and staff, including:

- regular training for faculty and staff outlining their rights and obligations under Title IX, including the appropriate response to reports of sexual misconduct, the obligation to report sexual misconduct to appropriate University officials, and the extent to which counselors and advocates may keep a report confidential, and
- regular training for students outlining their rights under Title IX; with regard to sexual misconduct, this training will include what constitutes sexual misconduct and when it creates a hostile environment, the definition of consent, reporting options (including reports to Responsible Employees, campus and local law enforcement, and confidential reporting to counselors or advocates), the procedures used to process complaints, applicable disciplinary code provisions relating to sexual misconduct and the consequences of violating those provisions, the role of alcohol and drugs in sexual misconduct, the effects of trauma, strategies and skills for bystander intervention, the offices or individuals with whom students can speak confidentially, the offices or individuals who can provide support services, the employees who must report incidents to the Title IX coordinator, and Title IX's protections against retaliation.

## (2) Investigations

The University is responsible for conducting adequate, reliable, and impartial investigations of reports and complaints of Sexual Misconduct. The Title IX Coordinator oversees many aspects of this response, including:

- determining whether the report or complaint alleges conduct that may, upon investigation, constitute prohibited sexual misconduct,
- reviewing the intake information to assess whether there is sufficient information upon which an investigation may proceed,
- appointing an investigative team upon such determination,
- making certain that individual reports and complaints are handled properly and in a prompt and timely manner,
- informing all parties regarding the disciplinary process,
- confirming that all parties have been notified of disciplinary decisions and of the right to, and procedures for, appeal, if applicable,
- maintaining information and documentation related to the investigation in a secure manner, and
- monitoring compliance with timeframes specified in the discipline procedures.

The Title IX Coordinator evaluates requests for confidentiality, as outlined below, by those who report or complain about sexual misconduct in the context of the University's responsibility to provide a safe and non-discriminatory environment for all students.

## **5. Reporting Sexual Assault or Other Violations of the Sexual Misconduct Policy****Timing of Complaints**

If the respondent is a current Southern New Hampshire University student (undergraduate or graduate, full-time or part-time), there is no time limit for filing a complaint to initiate these Procedures. However, students are strongly encouraged to report sexual misconduct in a timely manner to maximize the University's ability to gather evidence, and conduct a thorough, impartial, and reliable investigation. If the respondent is a second semester senior (or in the final semester of a graduate program), the University may withhold that student's Southern New Hampshire University degree pending conclusion of the complaint resolution procedures.

### **After Graduation Complaints of Pre-Graduation Incident**

This Policy does not include adjudicating incidents that occurred before the accused was matriculated or after the student has graduated. The college can hear complaints against students who have graduated if the alleged incident took place before the accused student graduated and the complainant files a written complaint within the twelve months of the accused's date of graduation. If found to be responsible for a violation of sexual misconduct policy, the former student charged could face revocation of their diploma.

### **Contact Information for Reporting:**

All reports of sexual misconduct under this policy can be made to the Title IX Coordinator, or any other member of the Title IX compliance team. The University's Title IX compliance team includes Rebecca Lawrence, Title IX Coordinator; Danielle Stanton, Michael Graskemper, and Jim Winn, Deputy Title IX Coordinators:

- Rebecca Lawrence is the University's Title IX Coordinator and can be reached in person at The Green Center on the University's main campus at 2500 North River Road, Manchester NH, by telephone at 603-644-3188, or by email at [r.lawrence2@snhu.edu](mailto:r.lawrence2@snhu.edu). Ms. Lawrence, as Title IX Coordinator, is responsible for overseeing the University's response to all Title IX complaints.
- Danielle Stanton is the VP for Human Resources and can be reached in person at 1230 Elm Street, 5th Floor, Manchester NH, by telephone at 603-629-7820, and by email at [d.stanton3@snhu.edu](mailto:d.stanton3@snhu.edu).
- Michael Graskemper is the Director of Dispute Resolution for the College of Continuing and Online Education (COCE) and is also the Deputy Title IX Coordinator for COCE. He can be reached at 603-314-7647, or at [M.Graskemper@snhu.edu](mailto:M.Graskemper@snhu.edu).
- Jim Winn is the Director of Public Safety, in addition to being a Deputy Title IX Coordinator for University College,

## Online Programs

and can be reached in person at Morrissey House, 2503 North River Road, Manchester NH 03106, by telephone at 603-645-9700, or by email at [safety@snhu.edu](mailto:safety@snhu.edu).

### Students:

Any student who believes that he or she has been subject to sexual misconduct and wishes to report it should immediately contact the Title IX Coordinator or any member of the Title IX Compliance team using the contact information above. Violations may also be reported to Public Safety at 603-645-9785, the office of Residential Life at 603-645-9758, coaches, Athletic Director, or any member of the Division of Student Affairs. and Academic Development staff, or any other Responsible Employee. Confidentiality and the opportunity for confidential reporting are addressed below.

### Employees:

Any manager or Responsible Employee who wishes to report a complaint of sexual misconduct should immediately contact a member of the Title IX Compliance Team or the office of Human Resources at 603-644-3125.

### Reporting to the Police

Students are also encouraged to report sexual assault and relationship violence not only to the Public Safety or a Title IX Coordinator, but also to law enforcement authorities. However, students have a right to choose not to file a report with law enforcement. The decision to file a criminal complaint is a deeply personal choice. Students often make this decision based on the circumstances surrounding the incident and the circumstances in their life at the time of the incident. Some students discover that participating in a proceeding to hold the accused accountable helps them to regain some measure of control lost by virtue of the assault, and to protect themselves and others from future harm. Students must also understand that SNHU Public Safety is not a police force, and a report to Public Safety is not equivalent to filing a police report.

Upon reporting an incident, students will be given the opportunity and assistance to speak with appropriate local law enforcement personnel to make the report. Public Safety and/or the Title IX coordinator will assist students wishing to file a criminal complaint. Students do not need to file a criminal complaint in order to initiate disciplinary proceedings with the University, and the University may find an accused student responsible for violating the student disciplinary policy regardless of the status or outcome of the criminal proceedings, if any. Absent extenuating circumstances, the University will not unduly delay its Response Procedure to await the completion of any criminal proceeding or investigation, unless required to do so by valid court order.

Students may also wish to pursue a criminal or civil restraining order from a local court, and the University can offer a victim resources with information about how to obtain such an order.

Students in an ongoing emergency should dial 911. Contact information for local police in the Manchester area for non-emergency reporting is as follows:

#### Hooksett Police Department

15 Legends Dr.  
Hooksett, NH 03106  
(603) 624-1560

#### Manchester Police Department

405 Valley Street  
Manchester, NH 03106  
(603) 668-8711

#### Health Care Resources in the Manchester Area

Every victim has the option to seek treatment for injuries sustained during an incident of sexual misconduct, preventative treatment for sexually transmitted diseases, and other health services. A medical exam is also an important way for a health provider to properly collect and preserve evidence, which could later be used in a civil or criminal case. In cases where necessary, rape kits are also available at local emergency rooms.

In the case of an ongoing emergency, dial 911.

#### Elliot Hospital

4 Elliot Way, Manchester, NH 03013  
(603) 669-5300

#### Catholic Medical Center (CMC)

100 McGregor St, Manchester, NH 03102  
(603) 668-3545

Sexual Assault and Domestic Violence resources in New Hampshire and the Manchester area include:

#### New Hampshire Sexual Assault Hotline

1-800-277-5570

#### New Hampshire Domestic Violence Hotline

1-866-644-3574

#### YWCA Crisis Service

72 Concord Street, Manchester  
Crisis line: 603-668-2299

# Online Programs

## On-Campus

Medical treatment and counseling for on-campus students are also available at the Campus Wellness Center, located in the Robert A. Freese Student Center. Students can access health services during normal business hours by walk-in and may reach the Wellness Center Counselors at 603-645-9679. Emergency counseling services are also available twenty-four hours a day. During regular business hours, a student can speak with a counselor by contacting the Wellness Center staff. During nights, weekends and holidays, a student seeking emergency counseling can access services by contacting Public Safety or Residence Life who will notify a counselor on call.

## Resources for Online Students

In addition, a list of counseling, health, mental health, victim advocacy, legal assistance, and other services available including crisis help lines can also be found on the COCE Wellness Center's webpage at <https://my.snhu.edu/Offices/COCE/Wellness>. Students located outside of New Hampshire can click the "Locate Resources in Your Area" link to be directed to crisis resources based on their location.

## 6. Confidentiality

Cases involving alleged discrimination, harassment or violence based on sex demand special attention to issues of confidentiality. Dissemination of information relating to these cases is limited so as to ensure, as fully as possible, the privacy of the individuals involved. Additionally if the complainant wishes to remain anonymous, or not pursue a formal complaint, the complainant should be advised that the University's response may be limited. Furthermore, because of the University's obligation to maintain a safe environment for all members of the University community, the University may have an obligation to pursue an investigation without the complainant's cooperation. In such cases, the University will take preventative measures to preserve confidentiality to the extent practicable and permissible by applicable law.

The University encourages victims of sexual violence to talk to somebody about what happened – so victims can get the support they need, and so the University can respond appropriately.

Different employees on campus have different abilities to maintain a victim's confidentiality.

- Some, including professional counselors, doctors, or nurses, are required to maintain near complete confidentiality (*See "Exceptions to Confidentiality" below for an explanation of when this duty of confidentiality may not apply*)
- All other employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX coordinator. A report to these employees (called "Responsible Employees") constitutes a report to the University—and generally obligates the University to thoroughly review and, if deemed necessary, appropriately investigate the incident and take appropriate steps to address the situation.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The University encourages victims to talk to someone identified in one or more of these groups.

## Reporting Options: A. Privileged and Confidential Communications

### • Professional and Pastoral Counselors

SNHU can provide members of its campus community with professional, licensed counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor). SNHU Wellness counselors can be reached at 603-645-9679. Pastoral counselors may also be available to speak to students through Campus Ministry, which can be reached at 603-645-9608 or by referral at the Wellness Center.

These counselors are not required to report any identifying information about an incident to the Title IX coordinator without a victim's permission. A counselor may collect and eventually report some general, non-identifying data that will not lead to an investigation, such as the date of the report, date of the crime, and general location as part of the University's crime data reporting responsibility. A member of the community wishing to speak with a professional, licensed counselor can request to do so through the on-campus Wellness Center.

Emergency services are available 24 hours a day. Students can access services during normal business hours by calling 603-645-9679. During nights, weekends and holidays, a student can access services by contacting Public Safety at 603-645-9700 who will notify a counselor on call.

Students in the College of Online and Continuing Education (COCE) can also log on to <https://my.snhu.edu/Offices/COCE/Wellness> and find a list of available professional counseling resources in their state.

### • Registered Nurses

In addition to counseling services, the campus Wellness Center is staffed by two full-time Advanced Practice Registered Nurses (APRN) and one licensed registered nurse. New Hampshire law (RSA 326-B) provides that confidential communications made to a nurse by a patient are entitled to the same privilege as those between a physician and a patient. As a result, a nurse in the Wellness Center is not required to reveal any details of an incident to the Title IX coordinator. As with a professional counselor, a nurse may collect and eventually report some general, non-identifying data that will not lead to an investigation, such as the date of the report, date of the crime, and general location as part of the

## Online Programs

University's crime data reporting responsibility.

Both professional counselors and licensed nurses may be required to break confidentiality in certain circumstances, as more fully described in "Exceptions to Confidentiality," below.

A victim who speaks to a professional counselor or nurse must understand that, if the victim wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. Again, as a practical matter, the full availability of some of these services may be limited in certain circumstances by a victim's desire for confidentiality and level of cooperation. A victim who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors will provide the victim with assistance if the victim wishes to do so.

### **Exceptions to Confidentiality:**

While these professional counselors and nurses may maintain a victim's confidentiality vis-à-vis the University, they may have mandatory reporting or other obligations under state law. For example, New Hampshire has a mandated reporter law for when a person "has reasons to suspect that a child has been abused or neglected" (R.S.A. §169-C:29), which requires timely disclosure to the N.H. Department of Health and Human Services if the victim is under eighteen years of age. A similar reporting law applies to incapacitated and elderly adults. (RSA 161-F:46). New Hampshire also has an anti-hazing statute that requires that any person who is present or otherwise has direct knowledge of any student hazing must report the hazing to law enforcement or educational institution authorities. (RSA 631:7).

Likewise, behavior that poses a serious threat of harm to self or others, or receipt of a court order or a subpoena under certain circumstances can trigger a duty to timely disclose confidential information, irrespective of the categories above.

Also, if the University determines that the alleged perpetrator(s) poses a serious and immediate threat to the University community, Campus Safety may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### **B. Reporting to "Responsible Employees."**

A "Responsible Employee" is a University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a Responsible Employee about an incident of sexual violence, the victim has the right to expect the University to take immediate and appropriate steps to review thoroughly and appropriately investigate what happened and to resolve the matter promptly and equitably.

A Responsible Employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the victim and that the University will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report. A Responsible Employee should not share information with law enforcement without the victim's consent or unless the victim has also reported the incident to law enforcement.

All University employees other than licensed counselors or medical professionals are deemed to be Responsible Employees. This includes, but is not limited to: University administrators, Campus Safety Officers, student affairs personnel, residence life employees, and all faculty, adjuncts, and instructors. The only Student Employees who are Responsible Employees are Resident Assistants (RAs) and those student employees with similar significant responsibility for student welfare.

To the extent possible and practicable, a Responsible Employee should try to ensure that the victim understands the employee's reporting obligations before a victim reveals any information to a responsible employee, – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the Responsible Employee what happened but also maintain confidentiality, the employee should tell the victim that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the Responsible Employee will also inform the Coordinator of the victim's request for confidentiality.

Responsible Employees will not pressure a victim to request confidentiality, but will honor and support the victim's wishes, including for the University to fully investigate an incident. By the same token, Responsible Employees will not pressure a victim to make a full report if the victim is not ready to do so.

### **Requesting Confidentiality: How the University Will Weigh Request and Respond**

## Online Programs

If a victim discloses an incident to a Responsible Employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University's ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited.

There are times when the University may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all members of the university community.

The University has designated the Title IX Coordinator to evaluate requests for confidentiality once a Responsible Employee is on notice of alleged sexual misconduct. The Title IX Coordinator may consult other appropriate University stakeholders in his or her assessment of such a request and consideration of the factors identified below.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, the University will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;
- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the University will likely respect the victim's request for confidentiality.

**If the University determines that it cannot maintain a victim's confidentiality**, the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

The University will remain ever mindful of the victim's well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan.

Retaliation against the victim, whether by students or University employees, will not be tolerated. The University will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see portion of policy identifying these);
- provide other security and support, which in some circumstances could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do

The University may not require a victim to participate in any investigation or disciplinary proceeding.

**If the University determines that it can respect a victim's request for confidentiality**, the University will also take immediate action as necessary to protect and assist the victim.

## **7. The University's Response Procedure**

Upon the University receiving notice of an incident of Sexual Misconduct, the University will provide the complainant with additional resources and a written notification outlining a number of choices including but not limited to:

- speaking with a counselor
- seeking medical assistance
- reporting the incident to local police
- filing formal conduct charges
- requesting reasonable accommodations

### **Timeframe for Response Process**

Unless otherwise stated, all timeframes under this policy are listed in calendar days, not business days.

The University will conduct a timely review of all complaints of sexual misconduct. Absent extenuating circumstances, review and resolution is expected to take place within sixty (60) calendar days from receipt of the complaint, or a

## Online Programs

maximum of ninety (90) calendar days in the event of a subsequent appeal.

An appeal of the results, whether by the complainant or the accused, must be submitted within five (5) business days of receipt of the written result. Absent extenuating circumstances, decisions on appeals are typically issued within thirty (30) days of the date of the original decision.

### Extensions

All deadlines and time requirements in the Code may be extended for good cause as determined by the Title IX officer or his or her designee. Both the respondent and the complainant will be notified in writing of the delay, the reason for delay, and provided the date of the new deadline or event. Extensions requested by one party will not be longer than 5 business/school days.

### Extenuating Circumstances

Notwithstanding the above, Extenuating Circumstances may require that this timeline be extended. For example, a complainant who seeks confidentiality and chooses not to name an accused at the time of intake may cause an investigation to be paused. If that complainant later identifies an accused, the Response Process may be re-initiated, and the time from the receipt of the initial incident report to sanctions, if imposed, may extend beyond sixty (60) days.

### Hearing Procedures

Please refer to the Southern New Hampshire University Student Handbook, Employee Handbook and/or SNHUPEA Agreement for a further description of investigation, grievance, and adjudication procedures. With respect to incidents of alleged Sexual Misconduct, any conflict between the procedures described in this Policy and either Handbook, the terms of this Policy shall control.

### Intake

Upon receiving a complaint, the University will conduct an Intake. At the Intake stage, the University will take steps to make a safety plan, prevent or address any retaliatory conduct, address any immediate physical or emotional safety concerns for anyone involved, offer support to the complainant with any law enforcement reporting decision, address any threat to the safety of the University community, and enter any non-identifying information into the University's crime log.

Prior to initiating its investigation, the University will inform the complainant of their intention to investigate, and request his or her consent to do so. The University will assess any requests for confidentiality or requests not to investigate further at that time, consistent with the Confidentiality policy outlined above. If the University cannot honor such a request, the complainant will be informed at that time.

### Informal Resolution Options

The University may present an opportunity for informal remedies or resolution at any time during the response process. A complainant will never be expected to work out a resolution directly with the accused. Likewise, in incidents of sexual assault or sexual violence, mediation is never an option. Informal resolutions are voluntary.

### Interim Measures

If necessary, the University will take immediate steps to protect complainants pending the final outcome of an investigation with interim measures. If it is determined by a staff member that contact between specific persons may pose a threat to the safety or emotional well-being of an individual, a No-Contact order can be issued by the University. Other interim measures available to the University include but are not limited to: temporary administrative suspension, restrictions on participation in a team or organization, or student accommodations as described below.

### Student Accommodations

A student who has been a victim of sexual misconduct may request an academic accommodation or change in residence after a report of sexual misconduct. Any individual who makes a request will receive an appropriate and reasonable accommodation. Possible requests include the ability to change academic schedules or work schedules, withdraw from or retake a class without penalty, access academic support such as tutoring services, and change residence hall assignments. Pursuant to Title IX, in most cases of sexual violence or sex discrimination, the University will endeavor, to the extent practicable, to change the schedule or accommodations of the accused student prior to changing the schedule or accommodations of the complainant.

After any necessary Interim Measures or Accommodations have been made, the scope of any further investigation or disciplinary action will depend upon factors including but not limited to: whether the complainant wishes to pursue a complaint to the University Conduct Board and whether the University has an obligation to pursue a University Conduct Board hearing regardless of the wishes of the complainant to preserve the safety of the University community.

### Investigation and University Conduct Board Discipline Process

After the Intake, the Title IX Coordinator or an assigned Deputy Coordinator will determine if the allegations contained in the complaint would, if proven, constitute a violation of this Policy. If a determination is made that the allegations would constitute a violation, an Investigation will be initiated by the Title IX coordinator or his or her deputy or designee.

## Online Programs

If the Title IX coordinator determines that the allegations, if true, would not constitute a violation of the Policy, the complainant will be provided with other support options as appropriate, but the Title IX coordinator will not pursue any further investigation or discipline under this Policy at that time.

If, however, the complainant presents new evidence, reveals new information, or presents a violation of another SNHU Policy, this decision can be reevaluated by the Title IX Coordinator in his or her discretion.

### Investigation Process

If the Title IX Coordinator determines that an investigation is appropriate under the standard described above, the Title IX Coordinator or an assigned deputy Title IX coordinator will conduct a prompt, fair, and impartial investigation that involves interviewing parties and witnesses as appropriate, and reviewing evidence including available police reports. All investigations will be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct a hearing process that protects the safety of victims and promotes accountability. Any member of the university community who knowingly makes a false statement to the investigator during the course of the investigation may be subject to disciplinary action.

The Investigator will complete an investigation report within a reasonable time period after initiating the investigation. The Title IX Coordinator will then, based upon the findings in that report, determine whether the conduct in question should be referred to the University Conduct Board for a hearing. If so, written charges will be prepared by the Title IX Coordinator or his or her designee, provided to the complaining party and the accused simultaneously by email, and filed with the University Conduct Board. An investigative report completed as part of this process is a fact-finding report that will not include a recommendation of sanctions to the University Conduct Board, which will determine what sanctions, if any, are to be imposed. The report shall be mandatory evidence for the University Conduct Board hearing, and will be presented to the Board by the Title IX Coordinator or the Investigator.

If the Title IX Coordinator determines that the information presented does not merit a referral for a University Conduct Board hearing, he or she will inform both the complainant and the accused simultaneously by email to their SNHU email accounts of the decision. That email will include Notice that the investigation may be re-opened at the discretion of the Title IX Coordinator if new evidence is presented, new information comes to light, or a violation of another SNHU Policy or another section of this Policy are discovered.

### Option to File Independent Charges:

Under extenuating or unusual circumstances, at the sole discretion of the Dean of Students, the complainant may be permitted, despite a decision by the Title IX Coordinator not to refer the matter to the University Conduct Board, to file independent charges with the University Conduct Board on his or her own behalf. In such cases, the Investigator's report shall be considered as evidence by the Conduct Board, and the Investigator shall be called by the Board as a necessary witness. A complainant wishing to file independent charges must seek permission of the Dean of Students, no later than 180 days of the alleged incident, unless extended for good cause by the Dean of Students in his or her sole discretion.

### University Conduct Board Hearing for Students

If the matter is referred to the University Conduct Board, or if a complainant files independent charges with the Student Conduct Board, a hearing will be conducted consistent with the process outlined in the Student Handbook and herein. All hearings conducted involving allegations of Sexual Misconduct will be conducted by officials with annual training related to domestic violence, sexual assault, and stalking, and on processes that protect the safety of victims and promote accountability. In the event of any discrepancy between the procedures described in the Student Handbook and this Policy, this Policy shall control.

### Applicable Procedures for Employees

The adjudication of complaints lodged against Southern New Hampshire University employees will be handled consistent with the Southern New Hampshire University Professional Employees Association Agreement and the Employee Handbook.

### Parties' Rights to Advisors

The accused and the complainant may be assisted during disciplinary hearings, any mediation, and related meetings, by an advisor of their choice, including an attorney. The respondent and complainant may propose witnesses and may produce other evidence for consideration by the University Conduct Board. The respondent and complainant are responsible for presenting evidence on their own behalf. Either party may request a brief recess to consult with their advisor which will be granted at the discretion of the hearing officer or his or her designee. Advisors may speak privately to their advisee, during the proceeding, but may not present evidence, question witnesses, raise objections, or address the student conduct body.

### Student Sanctions

The University considers Sexual Misconduct violations as extremely serious and subject to sanctions including expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions.

### Evidentiary Standard in Sexual Misconduct Complaints:

The burden of proof in all cases of Sexual Misconduct to be adjudicated by the conduct board is "the preponderance of the evidence" standard – whether it is "more likely than not" that the sex discrimination, dating violence, domestic violence, sexual assault, or stalking occurred. If the evidence presented meets this standard, then the respondent must be found



## Online Programs

responsible.

### **Conflict of Interest**

If there is a real or reasonably perceived conflict of interest involving the actions of the designated University official or University office typically responsible for handling matters of concern for a student, employee or faculty member, an alternative University representative or University office can be contacted instead. Alternate representatives may include the Office of Academic Affairs, Provost's Office, or Office of Human Resources. The alternate University representative or office may then designate an impartial and appropriate University official to resolve the matter following applicable University policy.

### **Evidence and Witnesses**

Evidence to be presented by complainant(s) and respondent(s) during any hearing on the charges must be presented to members of the University Conduct Board presiding over the hearing at least 24 hours prior to the hearing, who will then share it with the opposing party in advance of the scheduled hearing. The Conduct Board members presiding at and/or hearing the case may exclude evidence that has not been shared or adjourn the hearing to afford all parties the opportunity to review evidence to be presented during the hearing.

If a party intends to present witnesses, a list of proposed witnesses and a written witness statement for each witness must be presented to the hearing officer at least 24 hours prior to the hearing. Written witness statements will be shared with the opposing party as documentary evidence. Witnesses are defined as someone who perceived the actual incident as it occurred. The Conduct Board will have discretion to call or choose not to call proposed witnesses during the hearing. The parties may not question witnesses directly during the hearing, but may submit questions to the Conduct Board, which the conduct board may, in their discretion, ask directly to the witness. Any attempt to coerce or intimidate a proposed witness by any person will constitute Retaliation under this policy subject to appropriate disciplinary action.

Members of the University Conduct Board presiding at and/or hearing the case will have broad discretion and make the final decision relating to the admissibility of all evidence and the presentation of witnesses. When the circumstances warrant, Conduct Board members may, in their sole discretion, consider evidence or admit witnesses submitted with less than 24-hours' notice. Where required by applicable law, witness statements or evidence may be reasonably redacted to protect recognized privacy rights.

### **Documentation or Recording of Proceedings**

The University will seek to maintain a record of all hearings, including findings of fact. The record of the University Conduct Board Hearing will generally be made by audio recording, though alternative methods of recording or documentation may be employed at the University Conduct Board's discretion or as needed.

### **Notice to Parties**

Both the complainant and the accused will be informed, simultaneously, by email to their Southern New Hampshire University email accounts, of (1) the outcome of any disciplinary proceeding involving and allegation of sexual misconduct, (2) the University's appeal process and the rights of both the complainant and the accused to appeal the results (3) any change to the results that occurs prior to the results becoming final, and (4) when such results become final.

### **Rights of Appeal**

Both parties shall have the opportunity to appeal a decision by the University Conduct Board using the procedure described in the Student Handbook. Appeals must be submitted within five (5) business days of the decision, and are only to be allowed on the limited grounds defined in the Student Handbook.

### **Additional Reporting Resources**

A student or applicant who believes that he or she has been discriminated against can file a Charge of Discrimination at their regional U.S. Department of Education Office for Civil Rights.

The New Hampshire Regional Office can be contacted at:

U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Facsimile: (617) 289-0150  
[Email: OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

A student or applicant may also file a Charge of Discrimination at their state Fair Employment Practices agency, such as the New Hampshire Human Rights Commission, which can be contacted at:

## Online Programs

New Hampshire Human Rights Commission

2 Chenell Drive Unit 2

Concord, NH 03301-8501

Telephone: (603) 271-2767

Fax: (603) 271-6339

Email: [humanrights@nhsa.state.nh.us](mailto:humanrights@nhsa.state.nh.us)

### Retaliation

Retaliation against any individual who files a complaint or participates in a harassment inquiry is prohibited. Anyone who reports an actual or suspected incident of harassment, discrimination or violence based on sex, or who participates in an investigation, will not be subjected to retaliation. If a Complainant or witness believes s/he has been subjected to retaliation s/he should contact the Association Vice President for Human Resources, Title IX Coordinator or the Dean of Students, Deputy Title IX Coordinator. Anyone found to be in violation of this retaliation provision will be subject to disciplinary action.

## Student Academic Complaint

### Purpose of Policy

The purpose of the Student Academic Complaint policy is to provide students with an avenue to seek help or resolution when they feel that academic courses, program or services have failed to meet reasonable expectations. Examples might include complaints about the design or delivery of a course/competency/project or about the behavior of an instructor or staff member.

### Process

Students are encouraged to address their concerns first with their instructors/reviewers or their advisors. If the issue cannot be resolved at that level, students who wish to file academic complaints must complete the [Student Concern Dispute Form](#). The form asks for a description of the student's complaint and the resolution sought. Upon receipt of the form, a member of the Dispute Resolution team will review and research the concern to determine a fair resolution in consultation with the appropriate academic dean/goal lead. Every effort will be made to resolve the issue in a timely manner, and students will be contacted during the process so that they know their complaints are under consideration. While complaints are being reviewed, students should continue to participate in their courses/program unless instructed otherwise by the Dispute Resolution team member.

### Process for Arizona Students:

If the Student complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private Postsecondary Education. The student must contact the State Board for further details.

The State Board Address is:

[1740 W. Adams Street, Suite 3008](#)

[Phoenix, Arizona 85007](#)

602-542-5709

Website: [www.azppse.gov](http://www.azppse.gov)

## Student Account and Fees

### Course Withdrawal Refund

Undergraduate students may drop a course during the first week of a term, and the dropped course will not appear on the student's academic transcript. Undergraduate students may withdraw from courses at any time during the second through fourth week of the undergraduate term with the course grade of "W". Any withdrawals after the fourth week may only be allowed with approval by the academic advisor and will be processed at no refund. Withdrawals are not permitted in the last week of class. This policy also applies to an undergraduate student taking a 16-week course.

The following policies apply to undergraduate students taking online or center-based face-to-face and hybrid undergraduate courses.

# Online Programs

## 1. Submission of Withdrawals

Requests to withdraw must be submitted via this form in mySNHU ([COCE Course Withdrawal](#)). In all cases, the date of withdrawal is the date the completed form is received. No paper withdrawal forms or emails will be accepted.

## 2. Tuition Fee & Refunds

Withdrawals from 8-week or 16-week course (all types, including online, hybrid, and face-to-face courses):

**During Week 1 (Drop period):** No tuition fee charged or 100% refund if full payment is submitted

**During Week 2:** 50% tuition fee charged or 50% refund if full payment is submitted

**After Week 2:** 100% tuition fee charged or no refund if full payment is submitted

For the purpose of withdrawals, all term weeks start on Monday and end on Sunday 11:59pm EST. Holidays during the week do not impact the Sunday 11:59PM deadline.

## 3. Financial Aid Disbursements and return of Title IV (Financial Aid Funds)

All tuition charges and withdrawal requests are subject to review, and students who withdraw may be responsible for paying back part or all of their financial aid disbursement for that term. In addition, withdrawals may have an impact on a student's eligibility for future financial aid. Please contact the Student Financial Services Office at 1-877-455-7648 or via email at [studentfinance@snhu.edu](mailto:studentfinance@snhu.edu) for details.

## QUESTIONS?

Students should contact an academic advisor for further clarification.

## Payment Information

### Student Payment Policies Online Students

Student Financial Services combines financial aid, billing, and student account services into one centralized location. You can visit Student Financial Services online at <https://my.snhu.edu/Offices/SFS/Pages/default.aspx>, email questions to [studentfinance@snhu.edu](mailto:studentfinance@snhu.edu) or call 1-877-455-7648 to speak with a Finance Counselor.

### Student Account Payment

Tuition must be paid prior to the start of coursework. Textbooks and supplies are sold separately. Student financial accounts must be settled in one of the following ways:

1. Students may make payments online at [my.snhu.edu](https://my.snhu.edu)
2. Students may make payments through Student Financial Services in person (cash, check, money order, debit/credit cards and wires accepted)
3. Student may make payments through the mail by sending payments to:

Southern New Hampshire University

Client 800100

PO Box 55008

Boston, MA 02205-5008

### Payment Options

### Industry Sponsors

The university cooperates with many company tuition sponsorship and reimbursement plans. Students attending under these plans should provide Student Financial Services the necessary authorization and inform the office how the tuition payment will be handled.

### Deferred Tuition

## Online Programs

Southern New Hampshire University offers a Deferred Tuition Plan for employer reimbursed students to take advantage of their employer's tuition benefit plan. SNHU allows students to defer tuition payments for 45 days after completion of coursework within a specified academic period. This is a contract between the student and Southern New Hampshire University. Participating students may carry a one-term outstanding balance, allowing access to registration for the next term.

To enroll in this payment option, the student would register and activate an account with ECSI, our third party Deferred Tuition Plan company. A new plan must be completed for each enrollment period. Students who are enrolled in the Deferred Tuition Plan should work with their employer to receive direct reimbursement. Tuition payment is solely the student's responsibility and is not dependent on grades, employment status or date of reimbursement from their employer.

If full payment is not received 45 days from the last day of the term, the student's personal debit/credit card on file will be charged. However, if the student pays their balance before the 45 day deadline, they may log back into ECSI to cancel the scheduled tuition payment.

### Active Duty Military

First time students using tuition assistance must present a tuition assistance form from the military branch in which they are enlisted. Continuing students may enroll in successive trimesters without making initial payments but must submit tuition assistance forms to allow direct billing and payment from the military. If a tuition assistance form is not provided, the student's account will be placed on financial hold, which will prevent future registration, and the student will be responsible for the unpaid balance.

### Third Party Direct Billing

Students may authorize direct billing from the university to a third party. Students must first submit a voucher, letter of credit or military tuition assistance form to Student Financial Services. The voucher must include beginning and end dates of the academic period, courses covered, books, and other fees covered (if any) and maximum dollar value. Paperwork is due before the term start date. Payers will be billed at the beginning of the academic period covered by the voucher. Payment is due within 30 days of the billing. Student reimbursement based upon satisfactory completion of the course and grades are not subject to third party billing.

### Credit and Collections Policy

All outstanding balances are the student's responsibility to pay. Unpaid balances may be subject to further collections efforts as detailed below.

### Other Information

All students with unresolved balances must contact the Credit Department for resolution. The Credit Department can be reached at:

Email: [credit@SNHU.edu](mailto:credit@SNHU.edu)

Phone: 1-888-867-7376

Fax: 1-603-668-0259.

- Where permissible by law, transcripts, diplomas, along with registration for future classes may be withheld if the student owes a balance.
- Students with unresolved balances will be placed on Financial Hold.
- All student accounts sent to a third-party collection agency will be reported to the credit bureaus.
- The Credit and Collections Policy is at the discretion of the Credit and Collections Department and subject to change without notice.
- Students acknowledge and authorize SNHU and/or its agents, including attorneys and/or collection agencies to allow

## Online Programs

contact via cellular telephone and /or all forms of electronic technology, unless such party is notified in writing to cease such communication.

### **College for America Students**

#### **CfA Student Financial Services**

MySNHU provides quick access to your billing, payment and financial aid information. Through this site you can access your invoice, check your balance and make payments to your account on-line. If you have any questions, please contact Student Financial Services at 1-877-455-7648, option 3 or email [sfscfa@snhu.edu](mailto:sfscfa@snhu.edu).

#### **Payment Options**

##### **Payment Plan**

Students who wish to participate in a monthly payment plan may do so by completing a contract with Tuition Management Systems (TMS). Students will receive instructions via email to complete this plan prior to the start of every trimester. If the student fails to make 2 payments within a trimester, TMS will cancel the contract and tuition will then be immediately due to the University.

##### **Title IV Federal Financial Aid**

Students enrolled at College for America may be eligible to receive Title IV federal financial aid. A student pursuing his or her degree may apply for Federal Title IV financial aid by completing the Free Application for Federal Student Aid (FAFSA) form. A FAFSA form may be completed at [www.fafsa.gov](http://www.fafsa.gov). When prompted, list Southern New Hampshire University's federal school code: 002580. The student must meet all eligibility requirements to qualify. If you have any questions regarding eligibility, please contact Student Financial Services at 1-877-455-7648.

##### **Third Party Billing**

A student eligible to participate in third party direct billing, in which a third party will authorize direct billing from the University, must first submit a third party voucher/letter to the Student Financial Services Office. The voucher must include beginning and end dates of the academic trimester, other fees covered (if any) and the maximum dollar value of the voucher. The voucher must be submitted prior to the payment due date.

##### **Employee Reimbursement**

Many CFA corporate and community partners provide tuition reimbursement for their employees. The specific policies regarding employee tuition reimbursement are determined with each partnering organization. Students should contact their Human Resources Department for information regarding specific employee reimbursement programs.

##### **Deferred Tuition Plan**

A student receiving tuition benefits from an employer/partner may qualify for deferred tuition. A student on a Deferred Tuition Plan Contract may carry a one-trimester outstanding balance. Eligibility is based on completion of a Deferred Tuition Plan Contract prior to the payment due date. The Deferred Tuition Plan Contract must be renewed each trimester.

##### **Student Account Payment Due Date**

## Online Programs

Tuition must be paid prior to the start of the trimester.

### **Credit and Collections Policy**

All outstanding balances are the student's responsibility to pay. Unpaid balances may be subject to further collections efforts as detailed below.

### **Other Information**

All students with unresolved balances must contact the Credit Department for resolution. The Credit Department can be reached at:

Email: [credit@SNHU.edu](mailto:credit@SNHU.edu)

Phone: 1-888-867-7376

Fax: 1-603-668-0259.

- Where permissible by law, transcripts, diplomas, along with registration for future classes may be withheld if the student owes a balance.
- Students with unresolved balances will be placed on Financial Hold.
- All student accounts sent to a third-party collection agency will be reported to the credit bureaus.
- The Credit and Collections Policy is at the discretion of the Credit and Collections Department and subject to change without notice.
- Students acknowledge and authorize SNHU and/or its agents, including attorneys and/or collection agencies to allow contact via cellular telephone and /or all forms of electronic technology, unless such party is notified in writing to cease such communication.

### **Printing on Campus (PenmenPrint)**

Students who use on campus printing are provided with an allotment for printing. This service is called PenmenPrint. All active student accounts will receive two printing allotments a year of \$50 each, which will be distributed on January 1st and July 1st of each year. PenmenPrint accounts will stay active the same length of time that a student's email remains active.

### **Refund Policy**

#### **University College**

Students who withdraw from the university may be eligible to receive a refund according to the policy listed below that applies to their situations. This policy is also applicable to part-time undergraduate day school students.

Student accounts will be adjusted within 30 days of the notification of withdrawal.

Tuition, on-campus room and meal plans are canceled/reduced based on the following schedule for standard day school students and is the same schedule for institutional merit and need awards:

- 100 percent refund before the first day of the term (includes fees).
- 90 percent refund from day 1 to day 10 of the term.
- 50 percent refund from day 11 to day 25 of the term.
- 25 percent refund from day 26 to day 52 of the term.
- No refund after day 52 of the term.

Note: The refund calculation is based on calendar days.

Fees: No refund after the first day of class.

Meal plan refunds are based on the remaining balance the student has at the time of the withdrawal date.

Example: If a withdrawal occurs on day 5 of a semester, then tuition, on-campus room and meal plan (if applicable) would be refunded by 90%. Each SNHU merit and need award would be reduced by 90% as well. A revised award letter is provided for notification of award reductions.

#### **College of Online and Continuing Education (COCE)**

Undergraduate students may drop a course during the first week of a term, and the dropped course will not appear on the

## Online Programs

student's academic transcript. Undergraduate students may withdraw from courses at any time during the second through fourth week of the undergraduate term with the course grade of "W". Any withdrawals after the fourth week may only be allowed for significant conditions beyond the student's control (e.g. serious illness documented by a physician's letter), as determined and approved by COCE administration, and will be processed at no refund. Withdrawals are not permitted in the last week of class. This policy also applies to an undergraduate student taking a 16-week course.

The following policies apply to ALL students taking online or center-based face-to-face and hybrid courses.

### **Undergraduate Students:**

Withdrawals from courses (all types, including online, hybrid, and face-to-face courses):

- During Week 1 (Drop period): No tuition fee charged or 100% refund if full payment is submitted
- During Week 2: 50% tuition fee charged or 50% refund if full payment is submitted
- After Week 2: 100% tuition fee charged or no refund if full payment is submitted.

For the purpose of withdrawals, all term weeks start on Monday and end on Sunday 11:59pm EST. Holidays during the week do not impact the Sunday 11:59PM deadline.

### **Graduate Students:**

Withdrawals from courses (all types, including online, hybrid, and face-to-face courses):

- During Week 1 (Drop Period): No tuition fee charged or 100% refund if full payment is submitted
- During Week 2: 50% tuition fee charged or 50% refund if full payment is submitted
- After Week 2: 100% tuition fee charged or no refund if full payment is submitted

For the purpose of withdrawals, all term weeks start on Monday and end on Sunday 11:59 pm EST. Holidays during the week do not impact the Sunday 11:59PM deadline.

### **College for America Program**

#### **Cancellation and Refund Policy**

Students have 14 days from the start of the trimester to cancel enrollment and receive a full refund of any tuition paid for that trimester. If the student withdraws after the 14-day period, the student will be responsible for the full tuition amount. If the student withdraws or is dismissed from CFA, the University and/or the student may be required to return a portion of any Federal Title IV financial aid received. A Return of Title IV calculation will be performed for any student who has received Federal Title IV financial aid to determine the amount of federal aid that must be returned to the federal government by the University and the student.

#### **Return of Military Tuition Assistance**

Military Tuition Assistance (TA) is awarded to a student under the assumption that the student will attend for the entire period for which the assistance is awarded. When a student withdraws or stops attending, the student may no longer be eligible for the full amount of TA funds originally awarded.

SNHU will return any unearned TA funds on a proportional basis through the 60% portion of the period for which the funds were provided to comply with Department of Defense policy. TA funds are earned proportionally, during an enrollment period, with unearned funds returned based upon when a student stops attending. Any SNHU balance due to a TA return is the responsibility of the student.

In instances when a service member stops attending due to a military service obligation during the term, SNHU will remove the student from the coursework and will scholarship the amount owed to SNHU due to a return of unearned TA funds so no debt is incurred by the student. Please note – prior-existing service obligation will not warrant the reversal of charges. The service member will be required to provide documentation in the form of current military orders, signed letter from the command, or a similar form of documentation.

## **Tuition and Fees**

## Online Programs

<b>Online Undergraduate Program Tuition</b>	<b>Per Credit Hour</b>	<b>Per 3 Credit Course</b>	<b>Annual Cost for 30 credits</b>
Online Undergraduate Degrees/Certificates	\$320	\$960	\$9,600
Online Undergraduate Active Duty Military	\$225	\$675	\$6,750
SNHU Advantage Program	\$295	\$885	\$8,850
SNHU Manchester (teaching out)	\$320	\$960	\$9,600
SNHU Maine (teaching out)	\$243	\$729	\$7,290
Cooperative Education	\$320	\$960	\$9,600
Non-Degree Seeking, Course Work Only	\$320	\$960	

<b>Online Graduate Program Tuition</b>	<b>Per Credit Hour</b>	<b>Per 3 Credit Course</b>	<b>Annual Cost for 15 credits</b>
Online Graduate Degrees/Certificates	\$627	\$1,881	\$9,405
SNHU Maine (teaching out)	\$375	\$1,125	\$5,625
Active Duty Military	\$470	\$1,410	\$7,050

<b>College for America Program</b>		<b>Per Trimester</b>	<b>Annual Cost</b>
Flat rate Tuition		\$1,665	\$4,995

The College for America tuition is a flat rate and is not assessed based on the number of competencies that the student does or does not complete. Students may be eligible for discounted tuition based on the relationship between Southern New Hampshire University and the student's employer/partner.

Students are not required to purchase textbooks or other course materials. Students must, however, have access to a computer and an Internet connection.

<b>Nursing Program:</b>	<b>Per Credit Hour</b>	<b>Per 3 Credit Course</b>	<b>Per 6 Credit Course</b>
Dual Enrollment for students in the Community College System of New Hampshire	\$200	\$600	
Community College System of New Hampshire Graduates on or after May 2012	\$260	\$780	\$1,560
Bachelor of Science Nursing	\$320	\$960	\$1,920

<b>SHRM (Society for Human Resource Management)</b>			<b>Per Certificate</b>
Certification - Member			\$1,125
Certification - Non Member			\$1,190

<b>Program Fees:</b>		<b>One Time</b>	<b>Annual</b>
Application Fee (PhD, FBGE)		\$40	
COU 540 Residency Fee		\$1,400	

<b>Parking Permit Fees:</b>			<b>Annual</b>
Parking (Manchester campus) *Other charges may apply			\$50



## Online Programs

Conditional Fees:		Per Term	Per Occurrence
Student Activities Fee (optional) - Fall & Spring Terms		\$165	
Graduation Fee			\$150
Application Fee (Graduate students only)			\$40
Student ID for online students (optional)			\$3
Bounced Check & Credit Card Decline			\$35
Transcript Fee (Paper)			\$7
Transcript Fee (Electronic)			\$5
Rush Fee - Transcript/Diploma (Domestic)			\$23-\$30
Rush Fee - Transcript/Diploma (International)			\$53
Apostille - Notarized/Certified Transcript, State of NH			\$17
Apostille - Notarized/Certified Diploma, State of NH			\$40
Apostille - Notarized/Certified Transcript or Diploma, State of NH			\$10
Duplicate Diploma Fee			\$30

### Withdrawal and Proration of Fees

Undergraduate students may drop a course during the first week of a term, and the dropped course will not appear on the student's academic transcript. Undergraduate students may withdraw from courses at any time during the second through fourth week of the undergraduate term with the course grade of "W". Any withdrawals after the fourth week may only be allowed with approval by the academic advisor and will be processed at no refund. Withdrawals are not permitted in the last week of class. This policy also applies to an undergraduate student taking a 16-week course.

The following policies apply to ALL students taking online or center-based face-to-face and hybrid courses.

#### Submission of Withdrawals

Requests to withdraw must be submitted via this [form](#) in mySNHU. In all cases, the date of withdrawal is the date the completed form is received. No paper withdrawal forms or emails will be accepted.

#### Tuition Fee & Refunds

##### Undergraduate Students:

Course Withdrawals (all types, including online, hybrid, and face-to-face courses):

- During Week 1 (Drop period): No tuition fee charged or 100% refund if full payment is submitted
- During Week 2: 50% tuition fee charged or 50% refund if full payment is submitted
- After Week 2: 100% tuition fee charged or no refund if full payment is submitted

For the purpose of withdrawals, all term weeks start on Monday and end on Sunday 11:59pm EST. Holidays during the week do not impact the Sunday 11:59PM deadline.

##### Graduate Students:

Course Withdrawals (all types, including online, hybrid, and face-to-face courses):

- During Week 1 (Drop period): No tuition fee charged or 100% refund if full payment is submitted
- During Week 2: 50% tuition fee charged or 50% refund if full payment is submitted
- After Week 2: 100% tuition fee charged or no refund if full payment is submitted

For the purpose of withdrawals, all term weeks start on Monday and end on Sunday 11:59pm EST. Holidays during the week do not impact the Sunday 11:59PM deadline.

#### Financial Aid Disbursements

All tuition charges and withdrawal requests are subject to review, and students who withdraw may be responsible for paying back part or all of their financial aid disbursement for that term. In addition, withdrawals may have an impact on a student's eligibility for future financial aid. Please contact the Student Financial Services office at 1-877-455-7648 or via email at [studentfinance@snhu.edu](mailto:studentfinance@snhu.edu) for details.

#### Participation Policy Unofficial Withdrawal

Ongoing participation in courses and completion of assignments are two critical components to student success. The institution does not monitor attendance and withdraw students who stop participating, but students who use financial aid

## Online Programs

and fail all courses within a term will be reviewed for participation. Students who cease participation in graded activities before 60 percent of the term are classified as an "unofficial withdrawal" and may result in an adjustment of their Financial Aid. The last date of participation is defined as the last day the student participated in a graded activity within the course. This recalculation may result in a balance on their account and could place students' future financial aid funding and registration at risk.

## Student Code of Conduct

### Academic Honesty Policy

#### Standards of Academic Honesty

As an academic community committed to fostering an ethical and intellectual environment, Southern New Hampshire University holds its students to these standards of academic honesty: The University expects that all aspects of a student's educational pursuit are conducted with the highest degree of honesty, accountability for one's own work, and respect for the intellectual property of others. Violations of these academic standards, such as plagiarism and cheating, constitute serious offenses and will result in sanctions. This policy defines the standards of honesty that students and members of the academic community are expected to follow. In addition, it describes procedures for handling allegations of misconduct and the sanctions that may result from violations.

#### Academic Honesty Definitions

The violation of the University's Standards of Academic Honesty constitutes a serious offense. Violations include, but are not limited to, the major categories of academic dishonesty, as defined below:

- **Cheating.** Cheating is the act of deceiving, which includes such acts as: receiving or communicating information from another during an examination; looking at another's examination (during the exam); using notes during examinations when prohibited; using electronic equipment to receive or communicate information during examinations; using any unauthorized electronic equipment during examinations; obtaining information about the questions or answers for a project (CfA or COCE) or an examination prior to the administering of the examination; or whatever else is deemed contrary to the rules of fairness, including special rules designated by the instructor/reviewer in the course/competency.
- **Plagiarism.** Plagiarism is the representation of someone else's ideas or words as one's own without crediting the source. It is the use, whether by paraphrase or direct quotation, of the published or unpublished work of another without full and clear acknowledgment through proper citation format. The submission of an assignment or parts of an assignment written by someone other than the student, including but not limited to, other students, commercial organizations, and electronic sources constitutes plagiarism.
- **Misrepresentation.** Misrepresentation is having another student or individual substitute for oneself in any instance.
- **Unauthorized Collaboration.** Unauthorized collaboration is the sharing of work completed for an assignment, project, quiz, or examination questions or answers with another student without the permission of the instructor/reviewer in the course/competency. Examples of unauthorized collaboration includes copying another student's course or competency work, or allowing another student to copy one's work. It also includes group collaboration on individual assignments without permission by the instructor/reviewer in the course/competency.
- **Dishonesty in Papers.** Dishonesty in papers entails using a writing service or having someone else write a paper or complete other academic work. All work submitted for a course or competency must be the student's own original work unless the sources are cited.
- **Alteration or Fabrication of Data.** Alteration or fabrication of data refers to the submission of data not obtained by the student during the course of research or the deceitful alteration of data obtained by the student during the course of research.
- **Self-Plagiarism (Work Done for One Course and Submitted to Another).** Work done for one course and submitted to another refers to work previously submitted at this or any other institution to fulfill academic requirements in another class, to include repeated classes. Slightly altered work from one course that has been resubmitted to another is also considered to be fraudulent. In some instances instructors may allow a certain amount of work from a prior course to be repurposed; students who wish to do this must seek express approval from the instructor in advance. Under no circumstances will a complaint be considered if resubmitted work earns a different grade than from the original submission.
- **Other Academic Misconduct.** Other academic misconduct includes, but is not limited to, stealing quizzes or examinations; altering academic records, including grades; sabotaging the work of another student; distributing materials for the purpose of cheating; altering, forging, or misusing University-related documents; intentionally reporting a false violation of academic integrity; and offering a bribe to any University member in exchange for special consideration or favors.

#### Academic Honesty Policy Awareness

All members of the COCE community, including students in the CfA programs have a responsibility to acquaint themselves with the Academic Honesty Policy. Instructors/reviewers, and appropriate staff are asked to join in educating students about academic honesty; and students are expected to acquaint themselves with the Policy.

**Faculty.** Instructors/reviewers must know the policy on academic honesty. Further, the policy should be published on syllabi and instructors/reviewers should discuss their own expectations regarding academic honesty on discussion boards

## Online Programs

or in announcements, as it applies to specific features of a course/competency.

**Students.** Students are expected to read and adhere to the Academic Honesty Policy, the Definitions of Violations of Academic Honesty (above). Students must seek clarification from the instructor/reviewer in the course/competency on any aspect of the Academic Honesty Policy about which they have questions or confusion. Students should remind fellow students about the requirements for academic honesty and are expected to report any instance when another student attempts to inappropriately obtain or use their work or any suspected violation.

Academic Honesty and Process for Violation

### General Provisions

The process applies to all COCE students, including students in the CfA programs. The policy covers all academic conduct, including submitted drafts; final course/competency work; research; comprehensive examinations; and the preparation of theses or dissertations. Responses to violations of the Academic Honesty Policy are initiated by the course instructor/competency reviewer or any individual or committee with responsibility for a class/competency, project or activity. Other University employees, should they suspect a violation of the Policy, are expected to bring the suspected dishonesty to the attention of the responsible instructor/reviewer, individual or committee.

### Process for Violation of Policy

When the instructor/reviewer becomes aware of a possible violation of academic honesty, and before imposing a penalty, the instructor/reviewer should notify the student as soon as possible, in writing, via an email to the student's University email address, of the suspicion of dishonesty and allow the student an opportunity to informally discuss the situation with him or her.

If unsure of the Academic Honesty Policy or in need of help and guidance, the instructor/reviewer is encouraged to consult with the Student Conduct Manager at [coceconduct@snhu.edu](mailto:coceconduct@snhu.edu) and the student with his or her advisor.

### Filing an Academic Dishonesty Complaint Form

If the instructor/reviewer determines that the violation was an unintended mistake rather than a purposeful act of dishonesty, then the instructor/reviewer may use the occasion to help educate the student about standards of academic honesty. For example, the instructor/reviewer might require the student to correct the original assignment or submit a substitute assignment.

If the instructor/reviewer decides to penalize the student, for example, by assigning a lower or failing grade, the instructor/reviewer must complete and submit the [Student Conduct/Academic Honesty Concern Form](#). Submitting this form serves to notify the Student Conduct Manager of the charge of violation of academic honesty and provides the university a means for checking for repeat offenses.

An explanation of the process followed for violations of the Academic Honesty policy may be found in the Student Code of Conduct policy in the Student Manual.

## Acceptable Use Policy

### 1 Introduction

Southern New Hampshire University (the University) supports the lawful use of information technologies and data (technology assets). Technology assets must be used for their intended purpose in serving the interests of the University's educational, instructional, research, and administrative business while respecting the rights of other technology users and the integrity of the workplace.

The University community includes faculty, adjunct faculty, staff, students, learners, senior leadership, members of the Board of Trustees (the Board), vendors, consultants, contractors, outside agencies and other external groups with which the University has relationships.

If an individual is in violation of the Acceptable Use Policy, the University may take the following action:

- Restriction of and possible loss of access or privileges
- Disciplinary action
- Termination of employment
- Termination of contract or other business agreement
- Expulsion from the University
- Requirement to repay costs incurred by the University
- Referral to law enforcement for legal action

### 2 Definitions

[Link to Master Definitions & Roles List Here](#)

## 3 Policy

The University requires users to adhere to the Acceptable Use Policy.

Users of technology assets have access to valuable University resources and legally controlled and Confidential Information.

Technology assets issued by the University remain the property of the University. Members of the University community are individually responsible for appropriate use of all resources assigned to them. Members of the University community must have a valid business or educational need and authorization to access University technology assets.

Data created and/or stored on University assets remains the property of the University unless a policy exception applies. Users should have no expectation of privacy when using University systems unless otherwise required by University policy or applicable law. The University reserves the right to monitor all activity for security purposes (see the Security Monitoring Policy). When in doubt as to whether an action is authorized, please contact your direct supervisor or the University's Information Security Management Office (ISMO).

### 3.1 Scope

This policy applies to all users and technology assets owned, provisioned, entrusted to, or managed by the University. It includes but is not limited to computer equipment, hardware, storage media, software, business applications, data files, business licenses, operating systems, networks, as well as use of services such as internet, voice communication, computer accounts, electronic mail, collaboration tools, and data in use or entrusted to the University or any portion or subsidiary. It also extends to:

- The use of personally-owned devices for University business
- The use of University assets for personal business

### 3.2 Purpose

Members of the University community are expected to follow a standard of conduct in the use of computing resources. Use of technology assets must be ethical, comply with all laws and University policies, and be used for the purpose of achieving the University mission. Members of the University community must refrain from activity known to put the well-being of the University and its members at risk.

### 3.3 Roles and Responsibilities

All users are responsible for knowing and complying with University policies that apply to appropriate use of its technologies and resources to include this Acceptable Use Policy (see the Employee Handbook, Student Handbook, Faculty Handbook or other agreements in place). Members of the University community are required to use assets lawfully and are individually responsible for knowing the law.

## 4 Procedure

### 4.1 Acceptable Use

This section of the policy identifies the acceptable use of technology assets at Southern New Hampshire University to protect the user and the University community.

In making acceptable use of resources, individuals covered by this policy must:

- Use resources for authorized purposes and adhere to local, state, federal, and international laws governing the use of technology assets issued by the University.
- Protect user credentials and systems from unauthorized use. Each individual is responsible for all access to University technology assets by their credentials and/or any activity originating from their system.
- Access only the information to which you have been authorized or that is publically available using the appropriate account.
- Protect Confidential Information in accordance with the Data Protection and Data Classification Policies and Standards. Examples of Confidential Information include but are not limited to personally identifiable information

## Online Programs

(PII), protected health information (PHI), student data, financial aid data, bank account information, payment card data and other data such as intellectual property, confidential, and competition-sensitive information.

- Protect data that resides on or is transmitted to and from University systems in all forms to include but not limited to electronic data and hardcopy data.
- Use only legal versions of copyrighted software in compliance with vendor license requirements and comply with third-party agreements.
- Report immediately any suspicious or unusual activity, unexplained service interruption or degradation, suspected theft, loss, or compromise of technology assets to your supervisor or University point of contact.
- Limit personal use of University technology assets to incidental, intermittent and minor use that is consistent with applicable law and University policy. Personal use must never put the University at risk and must not interfere with University business or productivity. The University is not responsible for the confidentiality, integrity, or availability of personal content on University-issued assets. Examples include but are not limited to personal files, pictures, videos, sound files, personal software or software licenses, personal emails, eBooks, user credentials that access personal accounts, and other personal electronic files residing on a University-issued asset.
- Return University assets when separating from the University.

### 4.2 Prohibited Use

In making acceptable use of resources, individuals covered by this policy must not:

- Use technology assets unlawfully or in violation of University policy.
- Install unauthorized software or hardware on a University-issued asset.
- Allow access to University technology assets to an unauthorized individual (individuals who do not have a user account, or business relationship with the University).
- Leave your endpoint without initiating screen lock or logging out of the system or positioning screen away from public view when accessing Confidential Information.
- Speak confidential information publicly or to unauthorized individuals.
- Access, process or store Confidential Information if not authorized.
- Fail to provide reasonable physical protection to University-issued assets to avoid theft (ways of preventing theft include storing assets out of view, locking them up, and keeping them on your person).
- Attempt to circumvent security controls.
- Change or remove any computer settings, software or controls that provide confidentiality, integrity or availability to data or systems such as antivirus software, group/active directory policies, system folder permissions, user permissions, screen lock settings, audit settings, system services.
- Deliberately introduce to a University-issued asset unauthorized software such as malware, hacking/cracking tools, anti-forensic or network tunnelling software especially through the use of a personal (non-SNHU issued) email account (be cautious when accessing these email accounts from a University-issued device).
- Share University-issued passwords.
- Physically connect personally owned devices to University assets without prior authorization.
- Disclose confidential University information to an unauthorized entity or person.
- Attempt to gain unauthorized access to any University information system.
- Use of a University technology asset that conflicts with the Employee, Faculty or Student Handbook or University policy (including but not restricted to abusive, harassing, defamatory, profane, racist, or illegal behavior).
- Use of Cloud services not specifically approved via the Security Review risk management process (see the WISP).

### 4.3 Use of Personally-Owned Computing Devices

Users are required to adhere to local, state, federal and international laws governing the use of personally owned devices while on University property or while conducting University business regardless of location. An example is the New Hampshire Hands- Free Law.

University staff who have been authorized to access Confidential Information using their personally owned device must use reasonable security controls, including requiring authentication to access the device (PIN, password, biometric, encryption).

Users who are not authorized to use personal devices to access Confidential Information must not:

- Access, store, or record legally regulated University information on personal devices. Privacy data, payment card and bank account information, health data, and student data are examples of data regulated by law (see the Data Classification Policy and Standard for more information on protected data).
- Use personally owned devices of any kind to take pictures or record video in the gym, locker room, bathrooms, and any other area of the University where a reasonable expectation of privacy exists.

## 5 Related Documents

For a complete list of related documents, please see the University Administrative Policy Library.

## Administrative Dismissal

If a student is found to have knowingly submitted falsified or intentionally misleading information regarding their identity, SNHU shall reserve the right to dismiss the student from the University without opportunity for re-admission.

## Copyright Guidelines

### Guide to Online Use of Published Material in SNHU Courses

The following is a guide prepared by the Shapiro Library for the use of published material in support of SNHU courses through a learning management system. This is intended for educational purposes only and does not constitute legal advice or SNHU policy. SNHU employees are responsible for adhering to U.S. copyright law and applicable SNHU policies.

Some material is not protected by U.S. copyright law. Material that is in the Public Domain can be posted without copyright clearance or further Fair Use analysis. This applies mostly to older material (in general 1923 or older) that was published in the U.S. A convenient tool to use when trying to determine if something is in the Public Domain is the Copyright Digital Slider at <http://librarycopyright.net/resources/digitalslider/>. Additionally, government documents created by an officer or employee of the U.S. Government as part of that person's official duties are not protected by copyright law. Material published in an open format, such as under a Creative Commons license (<http://creativecommons.org/licenses/>), may also be used in accordance with the license.

Providing students with links to material available on the Internet or in library databases is not the creation of a copy and may be done unless there are specific licensing agreements in place prohibiting linking (Harvard Business Review articles are a notable instance in which licensing prohibits linking). Linking to illegally created material that infringes on copyrights can, however, be considered contributory copyright infringement and should be avoided.

Fair Use allows for the copying of copyrighted material in certain circumstances based on the balancing of several factors:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
4. The effect of the use upon the potential market for or value of the copyrighted work.

Under Fair Use it is generally permissible to post:

- One chapter from a book with more than 10 chapters, or 10% of a book with fewer than 10 chapters;
- One article from an issue of a periodical or newspaper;
- A short story or short essay (less than 2,500 words) or short poem (less than 250 words);
- A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

If you wish to use a portion of a copyrighted work in excess of the limitations listed above, you may do so under Fair Use; provided, there is not a reasonable method for obtaining copyright clearance AND the amount duplicated does not constitute a replacement for purchasing the original work. Otherwise, copyright clearance is required.

### Making Copies

- When using an excerpt the portion of the material used should not be "the heart of the work."
- Access to the material must be limited to students enrolled in the course and must not persist beyond the end of the course.
- Students must be reminded of the limitations of the U.S. Copyright Law and must be expressly told that policy prohibits re-distribution of copied material.
- Copied material "must fill a demonstrated, legitimate purpose in the course curriculum" and be narrowly tailored to accomplish it.
- The duplication of works that are consumed in the classroom, such as standardized tests, exercises, and workbooks, normally requires copyright clearance.
- It is permissible to use the same materials from semester to semester without seeking copyright clearance.
- Materials purchased on an individual basis, such as case studies, cannot be posted without copyright clearance.
- Material borrowed through interlibrary loan cannot be posted without copyright clearance.

Clearance can be obtained through vendors such as the [Copyright Clearance Center](#).

If you have questions regarding the copyright status of a particular work, please contact your [library liaison](#).

For more information on Copyright, please visit the library's [copyright guide](#).

## Copyright Policy

SNHU requires all members of the University community to comply with all state and federal laws including copyright laws. The students, faculty and staff at SNHU have access to the fundamentals of copyright law and SNHU's guidelines for educational use of copyright materials at [SNHU policies and resources concerning U.S. Copyright Law](#) and the [U.S. Copyright Office's Home Page](#). Unauthorized distribution of copyrighted material, including unlawful peer-to-peer file sharing, is a violation of University policy and may subject the infringing individual to disciplinary action, and also civil and/or criminal penalties described below.

Allegations of copyright infringement by SNHU users that comply with the Digital Millennium Copyright Act, Title II, Section 512 (c) (3) ("DCMA") will be investigated. The University's designated DCMA agent will notify the Provost and Vice President of Academic Affairs of all valid notification of claimed copyright infringement received by SNHU for appropriate

## Online Programs

action. If SNHU determines that any users have infringed copyrights of others on a repeat basis, the offending user's access to online services may be terminated. SNHU reserves the right to choose how to address or respond to any allegation of copyright infringement received including, without limitation, the choice of any defense under applicable law.

Notification of Claimed Infringement under the Digital Millennium Copyright Act: If any owners of copyrights believe SNHU's users are infringing copyright protected work, they may send a notice to SNHU's designated agent at:

Evan Lowry, Staff Attorney  
General Counsel's Office  
Southern New Hampshire University  
2500 North River Road  
Manchester, NH 03106  
603.626.9100  
[e.lowry@snhu.edu](mailto:e.lowry@snhu.edu)

Notification of claimed infringement must contain the information required by and otherwise comply with the Digital Millennium Copyright Act, Title II, Section 512(c).

### SNHU DMCA Take-Down Procedure:

In compliance with the Digital Millennium Copyright Act, Southern New Hampshire University adopts the following procedure for the removal of infringing materials. As stated above, the University reserves the right to modify this response procedure on a case by case basis provided that the requirements of the law are met.

1. All DMCA notices shall be sent to the University's designated agent listed above. The agent will review the notice to ensure that it contains all elements required by Section 512(c)(3)(A) of the DMCA.
2. The designated agent shall acknowledge receipt of the claim to the complainant. If the notice provided does not substantially comply with the requirements of the DMCA, the agent shall attempt to contact the sender to notify of the non-compliant notice.
3. The designated agent shall coordinate the University's response, maintain records of notices and offenses, and assure all incidents are processed in accordance with the law. The actions of the agent shall protect the rights of intellectual property owners, while also respecting the rights of those accused of infringement. The agent shall consult the University's General Counsel regarding any questions of applicable law.
4. Upon receipt of a complaint, the designated agent shall work with a representative of the Information Security team to ensure the prompt removal of all infringing material. The agent will take reasonable steps to ensure such action does not negatively impact activities essential to the University's mission.
5. When a compliant counter-notice is received, the designated agent will ensure that the material is restored in accordance with the provisions of the DMCA.
6. Southern New Hampshire University may take steps to terminate access and exercise other disciplinary action in response to valid copyright infringement claims, particularly with regard to claims of repeat infringement.
7. Questions regarding this procedure should be directed to the University's designated agent listed above.

### Using SNHU's Copyright Protected Materials

As a general rule, you may print, reproduce, and use the information in, and retrieve files containing publications or images from, only those WWW documents to which SNHU expressly grants permission or license, provided: (1) the use is for non-commercial, personal, or educational purposes only, (2) you do not modify any information or image, and (3) you include any copyright notice originally provided in the materials. If a particular author places further restrictions on the material, you must honor those restrictions. In some instances, specific information contents may be copyrighted by others. By using any of this material, you assume all risks of copyright infringement and related liability.

### Using SNHU Logos, Trademarks and Licensed Graphics, and Web Templates

All standard graphics, photographs, and text of the SNHU Home Page and connected pages displaying the SNHU logos and logotype are copyrighted and trademarked by SNHU. Redistribution or commercial use are prohibited without express written permission.

### Unlawful File-Sharing

Southern New Hampshire University strictly prohibits unlawful peer-to-peer file sharing, and has instituted [File Sharing Policy](#) and [Network Acceptable Use Policy](#), which prohibit illegal sharing over the University's network. Students who engage in illegal downloading or unauthorized distribution of copyrighted materials over the University's networks will be subject to disciplinary action and may have their network privileges suspended or terminated.

### Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess



## Online Programs

costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

### Disciplinary Dismissal

If a student is dismissed from SNHU for disciplinary reasons, he/she is permanently dismissed from the university without opportunity for readmission and the student will not be allowed on campus at any time.

### Disciplinary Suspension

Southern New Hampshire University reserves the right to suspend any student for disciplinary reasons. Suspension means that the student is dismissed from Southern New Hampshire University for a given period, with an opportunity for readmission. This sanction may only be imposed by the Dean of Students or designee after a hearing. If suspended from the university, the student will be persona non grata on all university facilities and from all university functions for the period of their suspension. This information will be used in evaluating re-admission.

Pending action on any disciplinary allegations, the status of students shall not be altered, nor are their rights to continue working toward a degree suspended, except to protect the well-being of students or staff. Only the Chief Academic Officer or Dean of Students may make such a determination and direct provisional suspension.

### File Sharing

#### Introduction

H.R. 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include requirements that:

- Institutions make an annual disclosure informing students that the illegal distribution of copyrighted materials may subject them to criminal and civil penalties and details the steps institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certify to the Secretary of Education that they have developed written plans to "effectively combat" the unauthorized distribution of copyrighted material.
- Institutions, "to the extent practicable," offer alternatives to illegal file sharing.
- Institutions identify procedures for periodically reviewing the effectiveness of the plans to combat the unauthorized distribution of copyrighted materials.

This policy document outlines SNHU's plan to comply with these requirements.

#### Annual Disclosure

Consistent with our educational principles, we view education as the most important element in combating illegal sharing of copyrighted materials at SNHU. We use a wide variety of methods to inform our community about the law and SNHU's response to copyright infringement claims:

1. In order to use University computing resources, all members of the SNHU community are required to adhere to a [Network Acceptable Use Policy](#) that prohibits use of University computing resources for copyright infringement and a [Copyright Policy](#) that specifically addresses the University's position on copyright laws and file sharing.
2. Every fall we send an email to all students regarding illegal distribution of copyrighted materials.
3. SNHU's policies and procedures concerning the Digital Millennium Copyright Act and our response to infringement claims are published on the University web site.
4. Southern New Hampshire's library staff have provided extensive educational materials regarding copyright rights and responsibilities, which can be viewed [here](#).

#### Plans to "Effectively Combat" the Unauthorized Distribution of Copyrighted Material

Southern New Hampshire University employs multiple technology-based deterrents to combat the unauthorized distribution of copyrighted materials. SNHU's firewall and network monitoring technologies enable bandwidth-shaping technology to both block network access to known sites/services employed in the unauthorized distribution of copyrighted materials. SNHU responds promptly to legitimate notices or letters of illegal copyright infringement based on the requirements of the Digital Millennium Copyright Act and sent to our DMCA agent address. In addition, SNHU takes appropriate disciplinary action against community members who violate its rules and policies governing file-sharing and copyright. Disciplinary procedures may include, but are not limited to, referral to student affairs or human resources with possible sanctions including suspension or termination of network privileges for repeat infringers.

#### Alternatives to Illegal File Sharing

There are many legal sources for copyrighted material such as music and movies. They have a wide range of business models; some are free and some charge a nominal fee. The Motion Picture Association of America maintains an up-to-date and comprehensive list of legal sources available at <https://www.wheretowatch.com>. In addition, Educause maintains a comprehensive list of Legal Downloading Resources at <https://www.educause.edu/legalcontent>. Members of the SNHU



# Online Programs

community are encouraged to take advantage of these legitimate sources of digital content.

## Reviewing Effectiveness

Beginning in 2011-2012 and periodically thereafter, SNHU will assess the extent to which our anti-piracy efforts are succeeding. We will analyze the impact of our technical efforts to combat illegal file sharing, and other aspects of our plan to combat the unauthorized distribution of copyrighted materials, and make changes or updates deemed necessary.

## Online Course Etiquette

All students are expected to adhere to the Student Code of Conduct when working in the online environment. Due to the open nature of the discussion forums, students are expected to post professional, relevant responses that are suitable to an academic environment. Since any number of sensitive topics may be discussed, students must maintain an open mind while reading their peers' postings. Students are required to be mindful of and respectful toward the person receiving any communication. Any comments deemed disruptive to the learning environment may be permanently deleted and may result in disciplinary action (minor or major).

## Online Services

Students can search for classes, register online, print course schedules, view mid-term and final grades, submit address or phone number changes, drop or add classes and much more with my.SNHU. Students gain access to my.SNHU by visiting [my.snhu.edu](http://my.snhu.edu), and using their assigned login ID and password. Complete instructions are available online for all students.

## Personal Computer Software

Southern New Hampshire University licenses the use of computer software from a variety of outside companies. Southern New Hampshire University does not own this software or its related documentation and, unless authorized by the software developer, does not have the right to reproduce it.

Southern New Hampshire University students learning of any misuse of software or related documentation within the university shall notify Southern New Hampshire University's Information Technology Solutions Department.

According to the U.S. Copyright Law, persons involved in the illegal reproduction of software can be subject to civil damages of as much as \$50,000 and criminal penalties, including fines and imprisonment. Southern New Hampshire University does not condone the illegal duplication of software. Southern New Hampshire University students who make, acquire or use unauthorized copies of computer software shall be disciplined as appropriate under the circumstances. Such discipline may include dismissal from the university.

## Support Services

### ADA/504 Grievances

#### 1 Introduction

Southern New Hampshire University (the University) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act of 2008. The University prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The University has adopted this policy providing for prompt and equitable resolution of complaints regarding any action prohibited by the ADA or Section 504.

#### 2 Definitions

##### Complaint

Disability discrimination concern handled informally through the appropriate department as outlined in the Informal Complaint Process

##### Grievance

Disability discrimination concern handled formally through the appropriate department as outlined in the Formal Grievance Process

#### 3 Policy

##### 3.1 Scope

It is the policy of Southern New Hampshire University to not discriminate on the basis of disability. This policy extends to all rights, privileges, programs, and activities including housing, employment, admissions, financial assistance, and educational and athletic programs. It is also the policy of the University to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question; or for employees, would unreasonably interfere with the performance of the position's essential functions.

##### 3.2 Purpose

The purpose of this policy is to ensure that all complaints based on disability are thoroughly and fairly investigated by the

## Online Programs

authorized units of the University, which will conduct an adequate, reliable, and impartial investigation of all complaints, with due regard for the rights of all parties. The University will take steps to prevent the recurrence of any discrimination or harassment and to correct its discriminatory effects on the complainant and others, if appropriate. Retaliation against any individual who has filed a complaint, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of University policy.

The University has adopted an internal grievance process providing for prompt and equitable resolution of complaints regarding any action prohibited by the Americans with Disabilities Act (ADA) and by the Department of Education regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended. Section 504 states, in part, that "no otherwise qualified individual with a disability...shall solely by reason of his or her disability, 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..." Complaints can include physical, electronic, or programmatic barriers (such as an inoperative elevator, an inaccessible website, or a blocked access ramp), a refusal to make a reasonable accommodation, failure to follow an approved accommodation, the inadequacy of an accommodation that has been granted, etc.

### 4 Procedure

Any student, faculty, staff, or member of the public who believes he or she has been subject to discrimination on the basis of disability, by any party, may file a complaint or grievance under this procedure. Concerns can be handled through an *informal complaint process* or can be escalated to a more *formal grievance process*. Steps for both options are outlined below.

Southern New Hampshire University will make appropriate arrangements to ensure that persons with disabilities are provided reasonable accommodations, if needed, to participate in the grievance process. The complainant should contact the ADA/504 Compliance Coordinator by email at [adacompliance@snhu.edu](mailto:adacompliance@snhu.edu) or phone 603.645.9664 for such arrangements.

### Informal Complaint Process

The University encourages the informal resolution of complaints and will assist any individual with that process. The University is also committed to the prompt investigation and resolution of concerns pertaining to the civil rights of individuals attending the University, employed by the University or participating in University functions, of which it is aware regardless of the filing of an actual grievance. Complaints can be resolved informally by:

- Online & Advantage students should contact:

Director, Online Accessibility Center

866.305.9430

[oac@snhu.edu](mailto:oac@snhu.edu)

- Campus students should contact:

Director, Campus Accessibility Center

603.644.3118

[cac@snhu.edu](mailto:cac@snhu.edu)

- Staff and Faculty of the University should contact their local HR Business Partner or request information from:

[Hr4u@snhu.edu](mailto:Hr4u@snhu.edu)

- Members of the public and those with questions should contact:

ADA/504 Compliance Coordinator

[adacompliance@snhu.edu](mailto:adacompliance@snhu.edu)

- Students working in a paid capacity for the University should contact the appropriate department depending on the circumstances. Student-related complaints would be handled through the student channels listed above. Employment-related complaints would be handled through Human Resources.

## Formal Grievance Process

1. An individual dissatisfied with the informal resolution attempt or wishing to forego an informal resolution may follow the more formal grievance process. A formal grievance should be filed as soon as possible after the incident or informal resolution attempt and no more than 180 calendar days from date of the incident. A formal grievance must be filed in writing and should contain a statement of facts, as specific as possible, regarding the concern or action. Any person having an issue with completing the grievance form may contact the ADA/504 Compliance Coordinator by email at [adacompliance@snhu.edu](mailto:adacompliance@snhu.edu) or by phone at 603.645.9664 for assistance.

### • Online & Advantage:

Students should file a grievance using the following form:[https://cm.maxient.com/reportingform.php?SouthernNHUnivCOCE&layout\\_id=3](https://cm.maxient.com/reportingform.php?SouthernNHUnivCOCE&layout_id=3)

### • Campus:

Students should file a grievance using the following form:[https://cm.maxient.com/reportingform.php?SouthernNHUnivCOCE&layout\\_id=55](https://cm.maxient.com/reportingform.php?SouthernNHUnivCOCE&layout_id=55)

### • HR:

Staff and Faculty should contact their local HR Business Partner or request information from [Hr4u@snhu.edu](mailto:Hr4u@snhu.edu)

- The formal grievance process for employees will differ from the steps below. Employees should refer to the Employee Handbook and Master Agreement for details on the employee grievance process. Contact Human Resources for more information.
- **Members of the public:**
  - Members of the public may file a formal grievance by requesting a formal grievance form from the ADA/504 Compliance Coordinator by email at [adacompliance@snhu.edu](mailto:adacompliance@snhu.edu) or by phone at 603.645.9664.
- The formal grievance process for members of the public will be similar to the processes identified below and will be investigated by the appropriate reviewer depending on the nature of the grievance.
- Students working in a paid capacity for the University should contact the appropriate department depending on the circumstances. Student-related complaints would be handled through the student channels listed above. Employment-related complaints would be handled through Human Resources.

1. To be timely, a formal grievance must be filed within 180 calendar days of the date the incident.
1. Once a formal grievance form is received, the reviewer will investigate the matter set forth in the written grievance, as may be appropriate, within 20 working days following the opening of a grievance. These rules contemplate thorough investigations, affording all interested persons and their representatives, if any, an opportunity to present witnesses and submit evidence relevant to the grievance. In conducting an investigation, the reviewer may forward a copy of the grievance statement to the persons whose actions (or inactions) are the subject of the grievance and

## Online Programs

may request a written response from appropriate individuals within the University. The reviewer may also interview witnesses, meet with concerned parties, receive oral or written statements, and make other appropriate inquiries.

1. The reviewer will issue a written determination as to the validity of the grievance and a description of the resolution, if any, and forward a copy to the complainant's SNHU email account, and respondent if applicable, no later than 20 working days after the grievance is received. The deadline may be extended for good cause.

- **Online:**

After completing the investigation, if no discrimination is found, the reviewer will forward a copy of the report and recommendation to the Senior Director of Dispute Resolution. If discrimination is found, the reviewer will forward a copy of the report and recommendation to the appropriate University officials as follows:

COCE:

- If the grievance arises out of an academic unit, the report will be forwarded to the Senior Director of Dispute Resolution as well as the Dean of the appropriate school or college, unless he or she is the subject of the grievance. In such cases, the report will be sent to the COCE Vice President of Academic Affairs (or designee).
- If the grievance arises from a non-academic unit, the report will be forwarded to the Senior Director of Dispute Resolution as well as the administrative head of the unit, unless he or she is the subject of the grievance. In such cases, the report will be forwarded to the COCE Associate Vice President of Student Experience (or designee).
- In all cases, formal written notification will be sent to the student's SNHU email account at the conclusion of the investigation.

CfA:

- If the grievance arises out of an academic unit, the report will be forwarded to the Senior Director of Dispute Resolution as well as the Director of Academic Operations, unless he or she is the subject of the grievance. In such cases, the report will be sent to the Executive Director of CBE Programs (or designee).
- If the grievance arises from a non-academic unit, the report will be forwarded to the Senior Director of Dispute Resolution as well as the Associate Vice President of Student Experience.
- In all cases, formal written notification will be sent to the student's SNHU email account at the conclusion of the investigation.

- **Campus:**

After completing the investigation, if no discrimination is found, the reviewer will forward a copy of the report and recommendation to the Director of Campus Accessibility Center. If discrimination is found, the reviewer will forward a copy of the report and recommendation to the appropriate University officials as follows:

- If the grievance arises out of an academic unit, the report will be forwarded to the Director of Campus Accessibility Center as well as the Dean of the appropriate school or college, unless he or she is the subject of the grievance. In such cases, the report will be sent to the Vice President of Academic Affairs (or designee).
- If the grievance arises from a non-academic unit, the report will be forwarded to the Director of Campus Accessibility Center as well as the administrative head of the unit, unless he or she is the subject of the grievance. In such cases, the report will be forwarded to the supervisor of the administrative head of the division.
- In all cases, formal written notification will be sent to the student's SNHU email account at the conclusion of the investigation.

1. Southern New Hampshire University will keep all files and records related to the grievances filed for seven years.

1. The complainant, or respondent if applicable, may appeal the decision of the initial grievance within 10 working days to the ADA/504 Compliance Coordinator who will involve other University officials as deemed necessary. A link to the appeals form will be included in the formal written notification sent to the complainant, and respondent if applicable, at the conclusion of the formal investigation.

The appeal must specify the particular substantive and/or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the current resolution. In the written appeal, the appellant must explain why he or

## Online Programs

she believes the factual information considered was incomplete, the analysis of the facts was incorrect, and/or the appropriate standard or procedure was not applied, *and* how this should change the University's determination of the matter.

A copy of the ADA/504 Compliance Coordinator's written decision will be sent to the reviewer of the formal grievance, the Senior Director of Dispute Resolution (for Online and Advantage students) or Director of Campus Accessibility Center (for Campus students), and the complainant's SNHU email account, and respondent's if applicable, within 20 working days of the filing of the appeal. The decision of the ADA/504 Compliance Coordinator is final.

1. The informal resolution option remains available at all stages of a grievance, up to and including appeal.

These rules will be construed to protect the substantive rights of interested persons, meet the appropriate due process standards, and assure that Southern New Hampshire University complies with the ADA and Section 504 and their implementing regulations. Any of the above time frames for the University may be extended if the University determines there are extenuating circumstances. Examples of extenuating circumstances include University holidays and absence or illness of witnesses or personnel. Under such circumstances, the complainant, and respondent if applicable, will be notified in writing as to the delay and a projected date for resolution.

### 5 List of Appendices

None

### 6 Related Policies

None

## Online Accessibility Center

Please visit our website for information regarding our [Online Accessibility Center](#).

# Programs

## Advantage

### Liberal Arts - Advantage

#### Description

The Associate in Arts degree in Liberal Arts is a two-year program that provides students with a strong foundation in the skills valued in the 21st century. Designed to support development in the competencies needed for advancing their education and careers, students strengthen skills in communication, critical thinking and problem solving, ethics, and collaboration. Students completing this program may transfer to a four-year liberal arts major or a four year business program.

#### Program Outcomes

1. Interpret human cultures and the physical and natural world through the Humanities, Social and Behavioral Sciences, History, and Science, Technology, and Mathematics
2. Communicate effectively in written, verbal, and non-verbal forms for a variety of situations, purposes, and audiences
3. Locate and evaluate relevant information through the use of quantitative and qualitative reasoning and a variety of critical and creative approaches
4. Develop strategies for effective collaboration with individuals of diverse cultures and perspectives in order to reach common goals
5. Apply concepts and practices of civic engagement through the critical examination of relevant issues and reflective consideration of a variety of perspectives
6. Apply critical problem-solving approaches to challenges in academically and professionally relevant situations through the integration of general and field-based knowledge

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- Complete all of the following
  - Foundation Courses
    - Complete all of the following
      - SNHU
        - Complete:
          - SNHU100 - Pro Seminar (3)
      - English
        - Complete:
          - ENG122 - English Composition I (3)
          - ENG123 - English Composition II (3)
      - Mathematics
        - Complete:
          - MAT240 - Applied Statistics (3)
    - Exploration Courses
      - Complete all of the following
        - Fine Arts and Humanities (EFAH)
          - Complete:
            - FAS201 - Introduction to Humanities I (3)
            - FAS202 - Introduction to Humanities II (3)
        - Social and Behavioral Sciences (ESBS)
          - Complete:
            - SOC112 - Introduction to Sociology (3)
            - PSY108 - Introduction to Psychology (3)
        - History (EHIS)
          - Complete:
            - HIS114 - United States History II: 1865-Present (3)
        - General Education Electives (EGED)
          - Complete:
            - COM126 - Introduction to Mass Communication (3)
        - Science, Technology, and Mathematics (ESTM)
          - Complete:
            - IT100 - Introduction to Information Technology (3)
            - BIO210 - Introduction to Anatomy and Physiology (3)
    - Culmination Courses
      - Complete:
        - PHL210 - Introduction to Philosophy (3)
        - COM212 - Public Speaking (3)

### Major Courses

6 Total Credits

- Complete:
  - MKT113 - Introduction to Marketing (3)
  - OL125 - Human Relations in Administration (3)

### Free Electives

12 Total Credits

- 12 credit(s).

Grand Total Credits: **60**

## **Business (Graduate)**

# Online Programs

## Accounting and Finance (MS)

### Description

The M.S. in Accounting/Finance is an inter-disciplinary degree program intended to provide students with a blend of knowledge and skills required of career professionals in these highly complementary fields. The fourteen course program (beyond program prerequisites) requires a near equal mix of accounting and finance coursework and prepares students for management positions in a wide range of organizations which require a working knowledge of budget analysis, accounting theory, financial decision making, and corporate finance.

### Program Outcomes

1. Employ best cost accounting and statistical testing methods to inform strategic corporate decision-making and promote optimal impact on business operations
2. Analyze and apply best practices in financial reporting as determined by both domestic and international regulations and laws
3. Implement sound financial, tax, and auditing strategies to ensure legal and regulatory compliance while informing business decisions
4. Apply financial theories and research to construct efficient investment portfolios
5. Develop and employ targeted communication strategies to inform stakeholders of business objectives as guided by the overall accounting and financial health of the organization

### Requirements

#### Foundation Courses

0 Total Credits

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)

#### Major Courses

42 Total Credits

- Complete:
  - ACC550 - Cost Accounting (3)
  - ACC610 - Financial Reporting I (3)
  - ACC620 - Financial Reporting II (3)
  - ACC630 - Financial Reporting III (3)
  - ACC640 - Auditing (3)
  - ACC690 - Advanced Topics in Financial Reporting (3)
  - FIN550 - Corporate Financial Management (3)
  - FIN610 - Short-Term Financial Management (3)
  - FIN620 - Money and Capital Markets (3)
  - FIN630 - Capital Budgeting & Financing (3)
  - FIN640 - Investment Analysis & Portfolio Management (3)
  - FIN660 - Creating Value: Merger/Acquisition (3)
  - MBA610 - Business Law (3)
  - TAX660 - Tax Factors in Business Decisions (3)

Grand Total Credits: **42**



# Online Programs

## Accounting (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who already possess graduate business degrees and wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. Demand for individuals with accounting expertise is on the rise in the business world. This Graduate Certificate is a first step toward a variety of professional certifications such as a Certified Public Accountant (CPA), Certified Internal Auditor (CIA) or Certified Management Accountant (CMA). Completion of the certificate may lead to new career opportunities in public and private accounting. All courses taken in the certificate program could be applied toward an M.S. in Accounting for those students who decide to continue their graduate education.

### Requirements

Foundation Courses

0 Total Credits

- Complete:
  - MBA503 - Financial Reporting and Analysis (3)

Certificate Courses

21 Total Credits

- Complete:
  - ACC550 - Cost Accounting (3)
  - ACC610 - Financial Reporting I (3)
  - ACC620 - Financial Reporting II (3)
  - ACC630 - Financial Reporting III (3)
  - ACC640 - Auditing (3)
  - ACC690 - Advanced Topics in Financial Reporting (3)
  - TAX650 - Federal Taxation of Individuals (3)

Grand Total Credits: **21**

## Accounting (MS)

### Description

The M.S. in Accounting curriculum offers concentrated studies in accounting for a broad-based study of management related to the application of accounting theory. The Master of Science in Accounting program is designed for students to gain a foundation in current accounting issues while exploring coursework relevant to your professional development, such as public accounting, auditing, forensic accounting, management accounting, or taxation. The content of this program aligns with the Content and Skill Specification Outlines (CSOs/SSOs) set by the American Institute of Certified Public Accountants (AICPA). Contact the Board of Accountancy in your state for complete details. The M.S. in Accounting program requires a minimum of 12 and a maximum of 21 graduate courses (3 credits each) as determined by a student's undergraduate background in business and undergraduate major. Students with 6 or more college-level credits in the disciplines of mathematics, economics, and accounting are exempt from "Level I Courses." Other courses are eligible for exemptions or waivers if a student has an undergraduate major or concentration in accounting or accounting/finance. A list of courses, including those eligible for exemption (followed by an asterisk) or waivers, is presented below.

### Program Outcomes

1. Employ discipline-specific research strategies to appraise the effectiveness and limitations of financial accounting and reporting practices in a global economy
2. Generate complex financial statements for internal and external users including effective compliance with full-disclosure and in accordance with applicable governing rules and regulations
3. Apply IRS rules for tax planning to minimize the tax liability of individuals and organizations
4. Analyze, interpret and communicate to all stakeholders the significance of accounting information as it relates to an organization's strategic plans
5. Prepare components of financial statements in accordance with both US GAAP and IFRS reporting requirements
6. Assess an audit plan for compliance with PCAOB audit standards

# Online Programs

## **Requirements**

### Foundation Courses

0 Total Credits

- Complete all of the following
  - Accounting Foundation Courses
    - Complete all of the following
      - Accounting Foundations for students without undergraduate Accounting degree.
      - Complete:
        - ACC550 - Cost Accounting (3)
        - ACC610 - Financial Reporting I (3)
        - ACC620 - Financial Reporting II (3)
        - ACC630 - Financial Reporting III (3)
        - ACC640 - Auditing (3)
        - TAX650 - Federal Taxation of Individuals (3)
  - Business Foundation Courses
    - Complete all of the following
      - Business Foundations for students without undergraduate Business degree.
      - Complete:
        - MBA501 - Mathematics and Statistics for Business (3)
        - MBA502 - Economics for Business (3)
        - MBA503 - Financial Reporting and Analysis (3)

### Major Courses

27 Total Credits

- Complete:
  - ACC645 - Advanced Auditing (3)
  - ACC675 - Control/Audit of Accounting Info System (3)
  - ACC690 - Advanced Topics in Financial Reporting (3)
  - ACC696 - Situational Ethics in Accounting (3)
  - ACC700 - Accounting Capstone (3)
  - FIN550 - Corporate Financial Management (3)
  - MBA610 - Business Law (3)
  - MGT550 - Managing Through Communication (3)
  - TAX655 - Federal Income Tax of Corporations and Partnerships (3)

### Major Electives or choose a Concentration

9 Total Credits

- Complete:
  - ACC646 - Introduction to Forensic Accounting/ Fraud Exam (3)
  - ACC680 - International Accounting (3)
  - TAX670 - Tax Research Methodology (3)

Grand Total Credits: **36**

## **Accounting (MS) - Auditing (Concentration)**

### **Concentration Outcomes**

1. Design internal and external audits and information assurance plans that adhere to auditing best practices and principles and comply with established national and international auditing standards

### **Requirements**

#### Concentration Courses

9 Total Credits

- Complete:
  - ACC646 - Introduction to Forensic Accounting/ Fraud Exam (3)
  - ACC691 - Detection and Prevention of Fraudulent Financial Statements (3)
  - ACC695 - Seminar in Audit and Information Assurance (3)

Grand Total Credits: **9**

## Online Programs

### **Accounting (MS) - Forensic Accounting (Concentration)**

#### **Concentration Outcomes**

1. Apply forensic accounting examination policies and practices that align with legal and regulatory environments, and leverage technology for the purpose of fraud prevention, detection and recovery

#### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - ACC646 - Introduction to Forensic Accounting/ Fraud Exam (3)
  - ACC691 - Detection and Prevention of Fraudulent Financial Statements (3)
  - ACC692 - Interview Techniques/Legal Aspects of Fraud (3)
  - ACC693 - Investigating with Computers (3)

Grand Total Credits: **12**

### **Accounting (MS) - Management Accounting (Concentration)**

#### **Description**

The concentration in Management Accounting offers focused studies in accounting as preparation for academic qualifications required for becoming a Certified Management Accountant (CMA) and for a broader study of management related to the application of accounting theory and best practices. Students examine functions of controllership, global, government and non-profit accounting to achieve an advance understanding of accounting and financial management decision making and analysis.

#### **Concentration Outcomes**

1. Develop and apply appropriate accounting practices, based on broader business competencies, that contribute to the strategic, tactical, and operating decisions of organizations

#### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - ACC660 - Controllership (3)
  - ACC665 - Governmental and Non-Profit Accounting (3)
  - ACC680 - International Accounting (3)

Grand Total Credits: **9**

## **Accounting (MS) - Taxation (Concentration)**

### **Description**

The concentration in Taxation provides students an in-depth study of special topics and contemporary problem areas in federal taxation. Students learn federal taxation statutes, regulations, and case law and how they relate to estate and gift planning strategies. Students evaluate methods and techniques of federal tax research and examine rules and procedures for representing clients before the Internal Revenue Service.

### **Concentration Outcomes**

1. Evaluate and apply tax research methodologies, techniques, and principles in relation to contemporary problems and established tax rules and regulations

### **Requirements**

Concentration Courses  
9 Total Credits

- Complete:
  - TAX665 - Estate and Gift Taxation (3)
  - TAX670 - Tax Research Methodology (3)
  - TAX700 - Special Topics in Taxation (3)

Grand Total Credits: **9**

## **Applied Economics (MS)**

### **Description**

Today's businesses and governments are wrestling with the proliferation of data being produced, collected, and analyzed. The skills and the knowledge that are needed in today's economy are constantly changing, in part due to advances in technology, yet mathematics and analytical skills are being given a renewed importance in the business world. Businesses are now growing on the back of mathematics, statistics, spreadsheets and econometrics. There is an increased demand within organizations to make big decisions with micro and macro-economic data, thus the need for professionals with specialized skills and education in applied economics to fill the tremendous talent gap is increasing today. The M.S. in Applied Economics provides rigorous technical and analytical training and explores diverse theoretical schools of thought. The courses will balance the most important aspects of the core of microeconomics, macroeconomic and econometric theory through a number of applied courses. The degree program focuses on the theoretical understanding, empirical investigation and analysis, and policy understanding and analysis. The Applied Economics graduate degree prepares students for real-world impact by analysis of empirical models based on the advanced micro and macro-economic theories and economic policies presented throughout the courses. Students in the program are engaged in advanced technologies for empirical analysis, visualization, modeling, and optimization while understanding the requirements and needs of the organizational environment through business research and in-depth analysis of the micro and macro environment. Students in the M.S. Applied Economics will acquire critical skills in data collection, data processing, investigative questioning techniques, building advanced economic models, formulating problem statements and hypotheses, econometric and empirical analysis, as well as the communication and presentation of findings. Graduates of this program will be prepared for professional careers as analysts, economists or related analytical positions in public, private, and government sectors. The degree prepares students to position themselves as a strategic asset to any organization by being able to analyze micro economic data and create macro-economic models, thus being immediately beneficial to strategic decision-making for any organization.

### **Program Outcomes**

1. Communicate economic principles, problems, findings, and risk in effective verbal, written, visual and graphical formats
2. Integrate appropriate economic theories and principles into the analysis of real-world organizational, social, and political issues
3. Design and execute sound research studies that effectively and appropriately incorporate quantitative data analysis, econometrics and other key economic tools and methods
4. Incorporate accuracy, precision, and ethical decision-making into the analysis and reporting of economic data
5. Evaluate the impact of a wide variety of internal and external influences on personal, professional, and governmental decision-making

# Online Programs

## **Requirements**

### Foundation Courses

0 Total Credits

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)

### Major Courses

24 Total Credits

- Complete:
  - ECO505 - Introduction to Graduate Economics (3)
  - ECO510 - Mathematics and Statistics for Economics (3)
  - ECO520 - Microeconomics Theory and Analysis (3)
  - ECO530 - Macroeconomics Theory and Analysis (3)
  - ECO540 - Game Theory and Industrial Organization (3)
  - ECO620 - Applied Econometrics I (3)
  - ECO625 - Applied Econometrics II (3)
  - ECO700 - Applied Economics Capstone (3)

### Major Electives

12 Total Credits

- 4 of the following:
  - ECO500 - Managerial Economics (3)
  - ECO605 - Environmental and Natural Resource Economics (3)
  - ECO610 - Fiscal & Monetary Policies & Practices (3)
  - ECO675 - Seminar in Environmental and Natural Resource Economics (3)
  - FIN550 - Corporate Financial Management (3)
  - FIN640 - Investment Analysis & Portfolio Management (3)
  - FIN645 - Analytical Tools in Portfolio Management (3)
  - FIN691 - Financial Modeling (3)
  - INT620 - International Corporate Finance (3)
  - QSO500 - Business Research (3)
  - QSO510 - Quantitative Analysis for Decision Making (3)

Grand Total Credits: **36**

# Online Programs

## Athletic Administration (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who already possess graduate business degrees and wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. The growth of sports as a major industry has increased the need and opportunity for well-trained professional managers. Students who complete the Graduate Certificate in Athletic Administration will be prepared to work in the sport industry and the administration of interscholastic and recreational athletics.

### Requirements

Certificate Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - SPT510 - Sport and Society (3)
    - SPT512 - Principles in Athletic Administration (3)
    - SPT608 - Sport Marketing and Media (3)
    - SPT612 - Advanced Topics/Athletic Administration (3)
  - 3 credit(s) from subject(s): SPT

Grand Total Credits: **15**

## Business Administration (MBA)

### Description

Today's business environment requires professionals to rapidly adapt to change, strategically assess resource constraints, and provide solutions to complex problems related to customers or clients, staff, structure, operations, and shareholders. A demand exists for business professionals that possess the skills and abilities necessary to effectively make well-informed and strategic decisions to better position their company within the market. The Master of Business (MBA) program is designed for professionals seeking the tools, knowledge, and analytical skills needed for effective business analysis, decision making, and management in a wide variety of industries and organizations. Your experience will include navigating between the ups and downs of a volatile business world. The MBA program is built around principal areas that are necessary to acquire specific knowledge and skill sets for guiding your business career. The curriculum approach is an integrated one providing an opportunity for immediate application of knowledge from course to course resulting at the end in a fully implementable business plan. This holistic experience allows you to work on all aspects involved in the development and implementation of an entrepreneurial or intrapreneurial business idea or solution. As a graduate of the MBA program, you will leave with: Knowledge of a Specific Discipline: Whether you are interested in finance, marketing, accounting, or another discipline, you are able to customize your MBA program around your interests through selection of a concentration area. Effective Research Strategies: You will learn how to effectively gather, organize, and analyze data and information from a variety of sources. Interpersonal Communication Skills: Through written and oral presentations, you will sharpen your ability to connect with people from different cultures and with different perspectives. Greater Business Awareness: By learning about customs and practices, you will expand your understanding of the business arena, and you will be better equipped to compete in the local and global marketplace. Thorough Understanding of Critical Business Areas: You will discover how to take a holistic view of business areas by factoring in internal and external influences on decision making such as politics, ethics, law, economic policies, and cultural beliefs, etc. Foundational coursework may be required for those with an undergraduate degree in a non-business discipline. A bachelor's degree with a minimum GPA of 2.75 or higher is required.

# Online Programs

## **Program Outcomes**

1. Analyze primary and secondary data using quantitative and qualitative techniques and information technology skills for effective problem solving and decision making
2. Lead and operate within cross-functional teams in complex and diverse business environments
3. Demonstrate oral and written communication skills to effectively articulate thoughts and intentions in diverse business environments
4. Integrate cross-cultural, economic, geopolitical and systems knowledge to solve complex business problems in a global environment
5. Incorporate legal and ethical conduct, and corporate social responsibility in making sustainable business decisions
6. Create intrapreneurial and entrepreneurial opportunities in a global environment that add value to an organization through the integration, synthesis, and application of business practices

## **Requirements**

### Foundation Courses

0 Total Credits

- Complete all of the following
  - Complete:
    - MBA501 - Mathematics and Statistics for Business (3)
    - MBA502 - Economics for Business (3)
    - MBA503 - Financial Reporting and Analysis (3)
    - MBA610 - Business Law (3)
    - OL500 - Human Behavior in Organizations (3)
  - If you are required to take these courses, you may use the courses as General Business Electives if you have General Business Electives required for your program. You will only receive credit ONCE for these courses even though they satisfy the additional requirement of General Business Electives.

### Major Courses

27 Total Credits

- Complete:
  - MBA515 - Business Environment, Innovations and Entrepreneurship (3)
  - MBA520 - Accounting and Financial Analysis (3)
  - MBA550 - Leading in an Organization (3)
  - MBA560 - Marketing and Strategy (3)
  - MBA635 - Ethics, Corporate Culture, and Social Responsibility (3)
  - MBA640 - Finance, Economics, and Decision Making (3)
  - MBA665 - Government Impact on Business (3)
  - MBA690 - Operations Management and Technology (3)
  - MBA705 - MBA Capstone (3)

### Major Electives or choose a Concentration

9 Total Credits

- 9 credit(s) from subject(s): ACC CED, CSR, DAT, ECO, FIN, HIM, HRM, IHP, INT, IT, MBA, MBE, MGT, MKT, OL, PAD, QSO, SEC, SPT, TAX, or WCM within the range of course numbers 500 - 899

Grand Total Credits: **36**

## **Business Administration (MBA) - Accounting (Concentration)**

### **Description**

The MBA concentration in Accounting provides students with valuable accounting knowledge and specific skills related to helping organizations manage their finances. Students explore accounting theories and practices such as stockholders' equity, income measurement, income taxes, pensions, leases and statements of changes in financial positions. This concentration helps students develop the ability to make strategic financial decisions to improve the financial health of an organization.

### **Concentration Outcomes**

1. Analyze accounting and financial reporting data using quantitative and qualitative techniques and information technology skills for effective problem solving and decision-making

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - ACC610 - Financial Reporting I (3)
  - ACC620 - Financial Reporting II (3)
  - TAX660 - Tax Factors in Business Decisions (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Business Intelligence (Concentration)**

### **Description**

The MBA in Business Intelligence is focused on the strategic uses of big data in business environments, and provides coverage related to foundational analytics material. The MBA in Business Intelligence is not intended to be a springboard into a career in data analytics; it focuses on building upon industry experience and/or undergraduate/graduate coursework in the discipline of data analysis. Whereas the existing MBA core explores a variety of functional and analytical aspects of business, the business intelligence courses address a broader understanding of the main areas of data analytics and how they are applied in a variety of business environments and areas.

### **Concentration Outcomes**

1. Analyze business data and big data using quantitative and qualitative techniques and information technology skills for effective problem solving and decision making

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - DAT510 - Foundations of Data (3)
  - DAT520 - Decision Methods and Modeling (3)
  - DAT530 - Presentation and Visualization of Data (3)

Grand Total Credits: **9**



## **Business Administration (MBA) - Engineering Management (Concentration)**

### **Description**

The Engineering Management concentration will focus on integrating systems thinking concepts and systems engineering practices to develop effective engineering management strategies. Students will gain the knowledge to make informed and successful business decisions that foster improved efficiency, performance, and effectiveness in highly technical engineering environments.

### **Concentration Outcomes**

1. Integrate systems thinking concepts and systems engineering practices to guide engineering solutions and make decisions that are appropriate to various engineering disciplines
2. Apply effective engineering management strategies that foster high-performance standards and cross-functional teamwork to ensure that customer satisfaction and product performance are balanced with project cost, resource, and time constraints

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - EMA600 - Introduction to Engineering for Engineering Managers (3)
  - EMA610 - Systems Thinking for Engineering Managers (3)
  - EMA620 - Systems Engineering and Business Practices (3)
  - EMA630 - Project Leadership for Engineering Managers (3)

Grand Total Credits: **12**

## **Business Administration (MBA) - Entrepreneurship (Concentration)**

### **Description**

The MBA concentration in Entrepreneurship allows students to explore strategies and models for launching and operating businesses, including evaluating existing and potential consulting and franchise businesses. The concentration provides students with practical strategic knowledge and business skills based on sound theory and best practices that are used today by companies and successful entrepreneurs.

### **Concentration Outcomes**

1. Demonstrate specialized knowledge in entrepreneurship that builds upon and extends the core competencies of effective business administration

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - OL630 - Entrepreneurship and Small Business Management (3)
  - OL635 - Consulting (3)
  - OL640 - Franchising (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Finance (Concentration)**

### **Description**

The Finance concentration focuses on financial securitization, option analysis, and the examination of derivatives. Students will evaluate and apply strategies and techniques used in reducing risk through financial contracts, combining and pooling of assets, liquidity, stocks, and bonds.

### **Concentration Outcomes**

1. Analyze financial data using quantitative and qualitative techniques and information technology skills for effective problem solving and decision-making

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - FIN550 - Corporate Financial Management (3)
  - FIN610 - Short-Term Financial Management (3)
  - FIN640 - Investment Analysis & Portfolio Management (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Healthcare Management (Concentration)**

### **Description**

The MBA concentration in Healthcare Management exposes students to the history and current state of healthcare and how the industry uses information systems. Students learn about the challenges organizations face when introducing and integrating technology systems and explore implementation strategies that support continuous quality and prevent disruption in quality patient care. Students also engage in the analysis, evaluation, and development of organizational processes and structures to ensure effective delivery of health services to diverse patient populations.

### **Concentration Outcomes**

1. Lead and operate within cross-functional teams by effectively navigating the complexities of healthcare management

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - HIM500 - Healthcare Informatics (3)
  - HRM630 - Topics in Health Administration (3)
  - IHP600 - Social & Organizational Issues in Healthcare (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Human Resources (Concentration)**

### **Description**

The MBA concentration in Human Resources provides students with an understanding of the importance of the strategic nature of their job. Students learn how to clearly tie the human resources system to the overall organizational mission and the impact of their work from the human resources and business perspectives. This concentration incorporates the role the human resource professional has in strategic decision making, market driven connectivity, strategic HR technology, and HR measurements, such as recruitment, hiring, compensation, benefits and HR's value-added within a business and its employees.

### **Concentration Outcomes**

1. Lead and operate within cross-functional teams by effectively navigating the complexities of human resource management

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - OL600 - Strategic Human Resource Management (3)
  - OL620 - Total Rewards (3)
  - OL663 - Leading Change (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Information Technology Management (Concentration)**

### **Description**

The MBA concentration in Information Technology Management focuses on the critical role information technology plays in supporting every-day business operations and decision-making in order to achieve business objectives. Students focus on managing varying aspects of information technology including the relationships between structure and process in project management and the management of IT functions within an organization.

### **Concentration Outcomes**

1. Integrate, synthesize, and apply business practices in an IT management context for creating intrapreneurial and entrepreneurial opportunities

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - IT510 - Advanced Information Technology (3)
  - IT550 - Management of Information Technology (3)
  - IT657 - Enterprise Resource Planning (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - International Business (Concentration)**

### **Description**

The MBA with a concentration in International Business enables students to take a deeper look at the opportunities, uncertainties, and risks present in today's increasingly global business environment. Students apply current international business concepts and theories, and integrate real world experiences, to assess global business phenomena in a variety of cultural, political, social and economic contexts. This concentration prepares students to be more effective leaders and managers of domestic and multinational organizations challenged by increasing global competition.

### **Concentration Outcomes**

1. Develop effective strategies for evaluating and managing global business organizations, personnel, and foreign market expansion in various cultural, economic, political, and legal environments

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - INT610 - Multinational Corporate Environment (3)
  - INT640 - International Market Strategy (3)
  - INT650 - Managing International Trade and Finance (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - International Finance (Concentration)**

### **Description**

The MBA with concentration in International Finance provides students with concentrated study in international corporate finance, international capital markets and investments, and contemporary issues that impact the field. Students study topics related to global investment and commercial banking, global portfolio structure and diversification, financial management of multinational corporations and global financial risk management. Students analyze financial data and current markets to predict the impact on public and private global organizations, and make strategic corporate finance and investment decisions.

### **Concentration Outcomes**

1. Analyze international financial markets for determining appropriate global investment strategies that meet investment objectives of various global financial market participants

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - INT620 - International Corporate Finance (3)
  - INT623 - International Capital Markets and Investments (3)
  - INT627 - Advanced Topics in International Finance (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - International Supply Chain Management (Concentration)**

### **Description**

The MBA with a concentration in International Supply Chain Management exposes students to organizational operations and supply chain management from a global perspective by focusing on real-world situations and best practices in the field. Students study process strategies, logistics, inventory management, and global supply chain management functions. This concentration prepares students to pursue careers as operations managers, production managers, and supply chain managers of organizations that operate internationally.

### **Concentration Outcomes**

1. Evaluate the logistics of organizations' global operations, and incorporate effective operations management techniques within the supply chain for establishing a global competitive advantage

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - INT615 - International Operations (3)
  - INT617 - International Strategic Sourcing and Logistics (3)
  - INT619 - International Operations and Supply Chain Management (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Leadership (Concentration)**

### **Description**

Considering the rapid change pervasive in today's marketplace, strong leadership skills are increasingly essential to the development of successful organizations. The M.B.A. with a concentration in Leadership is designed for those who want to build upon their current skills and take on a leadership role in their organizations or start new business ventures. Graduates will learn how to manage and motivate individuals and teams, and discover how to use strategies and techniques to affect change within a variety of leadership structures. The M.B.A. with a concentration in Leadership provides added value for a broad range of positions in the corporate world, as well as at nonprofit and educational institutions. The skills graduates obtain can set the stage for a career in successfully managing and leading companies through change.

### **Concentration Outcomes**

1. Manage and operate within cross-functional teams by effectively navigating the complexities of leadership positions

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - COM600 - Communication for Leadership (3)
  - OL663 - Leading Change (3)
  - PSY614 - Psychology of Leadership (3)

Grand Total Credits: **9**

## Online Programs

### **Business Administration (MBA) - Marketing (Concentration)**

#### **Description**

The MBA concentration in Marketing prepares students for a career in the fast-paced and ever-evolving field of marketing. This concentration provides students with the opportunity to explore market research, advertising, branding, and consumer behavior through various lenses. Students learn how to translate knowledge gained into actionable strategies and implementations within the marketing field.

#### **Concentration Outcomes**

1. Integrate, synthesize, and apply business practices in a marketing context for creating intrapreneurial and entrepreneurial opportunities

#### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - MKT610 - Promotions Management (3)
  - MKT620 - Consumer Behavior and Marketing (3)
  - MKT678 - Brand Management (3)

Grand Total Credits: **9**

### **Business Administration (MBA) - Music Business (Concentration)**

#### **Description**

Significant changes have impacted the music industry over the last several years with the advent of digital markets and, as a result, the music industry has expanded to include a number of new and emerging business approaches and strategies. Created in partnership with Berklee College of Music, the largest independent college of contemporary music in the world, the MBA in Music Business focuses on the core skills necessary for success in the music industry including campaign strategies, social media marketing, and digital distribution. This unique degree partnership provides artists, managers, and business professionals with the skills they will need to stand-out in an increasingly competitive business environment. Graduates will examine innovative structures and strategies for driving revenue and advanced approaches to the business of music.

#### **Concentration Outcomes**

1. Integrate, synthesize, and apply business practices in a music business context for creating successful business models amidst change

#### **Requirements**

Concentration Courses

9 Total Credits

- Complete all of the following
  - Exception(s):
    - BMB670 - Music Business Leadership and Ethics (3)
  - NOTE: Students in the Music Business concentration must replace MBA 635 with BMB 670 in the major.
  - Complete:
    - BMB515 - Music Business Structure and Strategies (3)
    - BMB630 - Music Marketing Strategies (3)
    - BMB655 - Music Business Finance (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Operations and Supply Chain Management (Concentration)**

### **Description**

The MBA concentration in Operations and Supply Chain Management introduces business concepts and techniques used in supply chain planning and operations management. This concentration gives students the opportunity to examine quantitative techniques and continuous improvement tools used to support problem solving and decision-making in an organization. Students also have the opportunity to explore functions, practices, and strategies of management that assist with the design and implementation of various operation and supply chain systems.

### **Concentration Outcomes**

1. Integrate, synthesize, and apply business practices in an operations management context for creating intrapreneurial and entrepreneurial opportunities

### **Requirements**

Concentration Courses  
9 Total Credits

- Complete:
  - QSO510 - Quantitative Analysis for Decision Making (3)
  - QSO600 - Operations Management (3)
  - QSO630 - Supply Chain Management (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Project Management (Concentration)**

### **Description**

The MBA concentration in Project Management provides students with the opportunity to effectively manage projects from start to finish. Students explore theories, methods, and real-world practices that will assist them in initiating, planning, executing, controlling and closing a project. Students may also choose to either explore problem solving and decision making processes or gain additional requirements needed for the PMP certification exam.

### **Concentration Outcomes**

1. Demonstrate specialized knowledge in project management that builds upon and extends the core competencies of effective business administration

### **Requirements**

Concentration Courses  
9 Total Credits

- Complete all of the following
  - Complete:
    - QSO640 - Project Management (3)
    - QSO680 - Seminar in Project Management (3)
  - 3 credit(s) from the following:
    - QSO510 - Quantitative Analysis for Decision Making (3)
    - QSO645 - Project Management for PMP® Certification (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Public Administration (Concentration)**

### **Description**

As a result of the continued need for municipal governments to provide services to an expanding population, there is a growing need for skilled professionals who can contribute to the public administration field in numerous governmental and non-profit organizations. Students in the concentration in Public Administration explore subjects such as government structure, administrative management, fiscal budgeting, community dynamics, politics, and public policy. Combined with the solid foundation provided by the MBA, graduates will be prepared professionals with the necessary tools to resolve the unique challenges related to public administration.

### **Concentration Outcomes**

1. Develop and apply strategic planning and management approaches in public service for effectively navigating the complex intergovernmental relations and challenges faced by policymakers and administrators

### **Requirements**

Concentration Courses

9 Total Credits

- Complete all of the following
  - Complete:
    - PAD631 - Strategic Management in Public Service (3)
    - PAD633 - Intergovernmental Relations (3)
  - 3 credit(s) from the following:
    - PAD630 - Foundations of Public Administration (3)
    - PAD632 - Foundations of Public Policy (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Quantitative Analysis (Concentration)**

### **Description**

As the world of business is becoming more complex and data driven, application of quantitative tools and techniques is becoming more important. Businesses value managers who can combine the use of data and facts with experience and judgment in making decisions. Recommendations based on analysis of hard data are always more easily accepted by the top management. Being able to handle quantitative information as well as qualitative information is a powerful combination for success in the business world. This concentration would prepare you to make more scientific and optimal decisions based on the application of quantitative tools and techniques.

### **Concentration Outcomes**

1. Analyze business data using quantitative and qualitative techniques and information technology skills for effective problem solving and decision making

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - QSO510 - Quantitative Analysis for Decision Making (3)
  - QSO520 - Management Science through Spreadsheets (3)
  - QSO530 - Applied Statistics for Managers (3)

Grand Total Credits: **9**



## **Business Administration (MBA) - Sport Management (Concentration)**

### **Description**

The MBA concentration in Sport Management is designed to provide students with an innovative educational experience grounded in relevant theory and practice that enables students to be successful leaders in the global sport industry. Career opportunities open to students with this concentration include working in professional sport, intercollegiate athletics, sport marketing, and entrepreneurial endeavors. Students have the opportunity to explore the interrelationships between sport, culture and society, the international sports marketplace, and the various management concepts and theories that are relevant for the modern sport manager.

### **Concentration Outcomes**

1. Integrate, synthesize, and apply business practices in a sport management context for creating intrapreneurial and entrepreneurial opportunities

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - SPT510 - Sport and Society (3)
  - SPT565 - Internationalization of Sport Business (3)
  - SPT600 - Management of Sport Organizations (3)

Grand Total Credits: **9**

## **Business Administration (MBA) - Sustainability and Environmental Compliance (Concentration)**

### **Concentration Outcomes**

1. Effectively articulate thoughts and intentions in the sustainability and environmental compliance area by applying relevant standards and communication practices of the field

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - SEC510 - Environmental Issues (3)
  - SEC610 - Energy and Society (3)
  - SEC620 - Environment Compliance/Sustainability (3)

Grand Total Credits: **9**

# Online Programs

## Finance (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. This program provides students pursuing the M.B.A. or other master of science degree with focused study in finance theory to enable them to pursue management positions in the financial services industry, including corporations, insurance companies, banks, investment firms and government agencies. All courses taken in the Certificate Program could be applied toward an M.S. in Finance for those students who decide to continue their graduate education.

### Requirements

Foundation Courses

0 Total Credits

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)

Certificate Courses

21 Total Credits

- Complete all of the following
  - Complete:
    - ACC550 - Cost Accounting (3)
    - FIN550 - Corporate Financial Management (3)
    - FIN610 - Short-Term Financial Management (3)
    - FIN630 - Capital Budgeting & Financing (3)
    - FIN640 - Investment Analysis & Portfolio Management (3)
    - QSO510 - Quantitative Analysis for Decision Making (3)
  - 3 credit(s) from subject(s): FIN within the range of course numbers 500 - 799

Grand Total Credits: **21**

## Finance (MS)

### Description

The M.S. Finance program is designed for professionals seeking the tools, knowledge, and analytical skills needed for effective business analysis, decision-making, and management in a wide variety of organizations, including non-financial corporations, banks, insurance companies, investment firms, and government units. The courses will cover the most important aspects of the core of finance including investments, capital budgeting, portfolio management, minimizing risk and maximizing return, and shareholder value. Today's business environment requires professionals to rapidly adapt to change, strategically assess resource constraints, and provide solutions to complex problems related to customers or clients, staff, structure, operations, and shareholders. Therefore, a demand exists for financial managers, analysts, and consultants who possess the skills and abilities necessary to effectively make well-informed and strategic decisions to better position their company within the market. The M.S. Finance curriculum and outcomes are aligned with the Chartered Financial Analysis Institute's (CFA) competencies and curriculum standards. While the degree does not directly lead to certification, graduates will be prepared to sit for a certification in financial analysis. In addition, graduates will be positioned to enter management-level positions in finance and related business professions to include, but not limited to financial analyst, investment consultant, U.S. interest rate strategy associate, product analyst, or risk analyst.

# Online Programs

## Program Outcomes

1. Analyze and evaluate long-term corporate investment opportunities to increase shareholder value
2. Implement theories of asset allocation, security analysis, and portfolio diversification to efficiently manage an investment portfolio
3. Formulate testable hypotheses and conduct statistical tests using financial data to inform strategic corporate decision-making
4. Evaluate and interpret the effect of macroeconomic events and financial market conditions on the firm's strategic objectives
5. Utilize the tools of risk management in corporate management and portfolio management to effectively balance the relationship between risk and return

## Requirements

### Foundation Courses

0 Total Credits

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)

### Major Courses

27 Total Credits

- Complete:
  - ECO500 - Managerial Economics (3)
  - FIN550 - Corporate Financial Management (3)
  - FIN620 - Money and Capital Markets (3)
  - FIN640 - Investment Analysis & Portfolio Management (3)
  - FIN685 - Risk Management (3)
  - FIN691 - Financial Modeling (3)
  - FIN700 - Graduate Finance Capstone (3)
  - INT620 - International Corporate Finance (3)
  - QSO510 - Quantitative Analysis for Decision Making (3)

### Major Electives or choose a Concentration

9 Total Credits

- Complete:
  - FIN610 - Short-Term Financial Management (3)
  - FIN630 - Capital Budgeting & Financing (3)
  - FIN670 - Option Analysis & Financial Derivatives (3)

Grand Total Credits: **36**

## **Finance (MS) - Corporate Finance (Concentration)**

### **Description**

The Corporate Finance concentration focuses on today's corporate environment and how theory, strategy, and financing approaches are employed to effectively make decisions in a complex and ever-changing environment. Students will analyze topics within short-term and long-term financing, capital structure, capital budgeting, financial policy, mergers and acquisitions.

### **Concentration Outcomes**

1. Analyze capital structure, capital budgeting, and financial policy and apply theory, strategies, and long-term finance approaches to various decision-making situations

### **Requirements**

Concentration Courses  
9 Total Credits

- Complete:
  - FIN610 - Short-Term Financial Management (3)
  - FIN660 - Creating Value: Merger/Acquisition (3)
  - FIN665 - Long-Term Financing & Capital Structure Theory (3)

Grand Total Credits: **9**

## **Finance (MS) - Investments (Concentration)**

### **Description**

The Investment concentration focuses on the tools and techniques used in domestic and international investments as well as effectively managing portfolios within complex environments. Students will analyze and apply financial theory, methodologies, and strategies in relation to valuation, risk management, diversification, hedging, and asset allocation.

### **Concentration Outcomes**

1. Analyze equity and alternative investments utilizing quantitative techniques and financial theories in relation to portfolio management

### **Requirements**

Concentration Courses  
9 Total Credits

- Complete:
  - FIN645 - Analytical Tools in Portfolio Management (3)
  - FIN655 - International Investments/Portfolio Management (3)
  - FIN670 - Option Analysis & Financial Derivatives (3)

Grand Total Credits: **9**

# Online Programs

## Forensic Accounting and Fraud Examination (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower.

### Requirements

Certificate Courses  
12 Total Credits

- Complete:
  - ACC646 - Introduction to Forensic Accounting/ Fraud Exam (3)
  - ACC691 - Detection and Prevention of Fraudulent Financial Statements (3)
  - ACC692 - Interview Techniques/Legal Aspects of Fraud (3)
  - ACC693 - Investigating with Computers (3)

Grand Total Credits: **12**

## Human Resource Management (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. This Certificate Program prepares students to manage compensation and employee relations and administer employee benefits. It equips M.B.A.-degree holders with the skills needed for managerial positions in human resources across industries.

### Requirements

Foundation Courses  
0 Total Credits

- Complete:
  - OL500 - Human Behavior in Organizations (3)

Certificate Courses  
12 Total Credits

- Complete all of the following
  - Complete:
    - OL600 - Strategic Human Resource Management (3)
    - OL663 - Leading Change (3)
  - 2 of the following:
    - OL610 - Employee and Labor Relations (3)
    - OL620 - Total Rewards (3)
    - OL665 - Leading/Managing Not-For-Profit Orgs (3)
    - OL675 - Leadership and Ethics (3)

Grand Total Credits: **12**

# Online Programs

## Human Resource Management (MS)

### Description

Human resource management has evolved significantly over the past 50 years from the industrial relations professional to a strategic partner of the C-level executives in modern corporations. It is increasingly vital that individuals interested in joining organizations as an HR professional are prepared to enter the workplace with the appropriate business acumen and technical knowledge, skills, and preparation necessary to support an organization's vision, mission, and goals. The Master of Science in Human Resource Management degree offers students an opportunity to develop advanced human resource management skills in critical areas that prepare them to be an effective business partner. The program takes an integrated approach to developing relevant HR expertise by focusing on communication and negotiation skills, critical legal and ethical principles, strategic HR program development, and the global and cultural context of HR today. These skills are all developed in applied settings where graduates will acquire the appropriate business skills that support HR functions while they gain expertise in human resources theory and management. The Master of Science curriculum and outcomes of the graduate program were developed in accordance with the guidelines set forth by the Society of Human Resource Management (SHRM) competencies and master's degree curriculum standards. Graduates of this program will be well equipped to enter management-level positions in human resources and related business professions.

### Program Outcomes

1. Leverage effective customer service and negotiation strategies that build engaging relationships with stakeholders through trust, teamwork, and direct communication
2. Integrate appropriate talent development and workforce planning strategies to effectively align employee competencies with business goals and provide a measurable return on investment for an organization
3. Operate as an effective business partner and leader in human resources through clear, concise, and accurate communication skills
4. Protect the integrity of the business, its employees, and its management practices through appropriate risk management and legal and ethical practices
5. Recommend appropriate evidence-based strategies that integrate sound, data-driven analysis and critical decision-making to support the goals, vision, and mission of the organization
6. Articulate the importance of a global outlook and cross-cultural approach for human resource professionals in the interest of improving cultural competence and valuing the commonalities, values, and individual uniqueness of organizational members
7. Advance an organization's vision and mission through effective leadership strategies that foster collaboration, promote consensus, and guide the organization through adversity and change with resilience and agility
8. Design, implement, and evaluate strategic human resource programs that deliver customized human resource solutions for organizational challenges and contribute to the success of the business

### Requirements

Foundation Courses

0 Total Credits

- Complete:
  - OL501 - Business Foundations (3)

Major Courses

36 Total Credits

- Complete:
  - MGT550 - Managing Through Communication (3)
  - OL600 - Strategic Human Resource Management (3)
  - OL620 - Total Rewards (3)
  - OL645 - Law, Ethics, and Politics in HR (3)
  - OL663 - Leading Change (3)
  - OL655 - Talent Development and Workforce Planning (3)
  - OL667 - Human Resource Information Systems (3)
  - OL668 - Human Resources in Global Contexts (3)
  - OL751 - Human Resource Management Capstone (3)
  - QSO500 - Business Research (3)
  - WCM510 - Negotiation/Advocacy in the Workplace (3)
  - WCM620 - Managing Difficult Conversations at Work (3)

Grand Total Credits: **36**

## Leadership of Nonprofit Organizations (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who already possess graduate business degrees and wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower.

### Requirements

Certificate Courses  
18 Total Credits

- Complete:
  - MKT500 - Marketing Strategies (3)
  - MKT660 - Marketing Strategies for Not-For-Profit Organizations (3)
  - OL500 - Human Behavior in Organizations (3)
  - OL663 - Leading Change (3)
  - OL665 - Leading/Managing Not-For-Profit Orgs (3)
  - OL670 - Organizational Leadership (3)

Grand Total Credits: **18**

## Management (MS)

### Description

Today's managers are tasked with a multitude of strategic and tactical responsibilities that require them to be agile, adaptive, and accountable to the organization. Managers are stewards of the organization and the business' brand and are responsible for developing talent accordingly while maximizing production and output in ethical, effective, and supportive ways. Additionally, organizations face massive changes in structure, products, and goals in the midst of an ever-changing political, diverse, decentralized and global landscape. It is crucial that graduate education prepares individuals interested in assuming or advancing in current management positions to tackle these challenges with data driven decision making, strong ethics, courage, agility, and practical application of proven management theory. The Master of Science in Management degree offers a wide range of students the opportunity to develop advanced management skills in a variety of areas and contexts. Students deepen their understanding in critical areas such as effective business communication, data-driven decision making, developing and supporting talent, project management, supporting and fostering stewardship of an organization's culture and brand, leadership, and strategic planning. In this way, the M.S. in Management positions graduates as those who can support an organization's mission, values, and goals by getting the most out of their teams, resources, and processes. Graduates from this program will be well-prepared to manage through an unpredictable, changing landscape of business in whatever industry they choose.

### Program Outcomes

1. Utilize multiple methods for supporting and developing talent in employees in the interest of facilitating high performance teams, dispersing expert knowledge, and guiding teams through organizational change
2. Integrate effective verbal, written, presentation, and technical communication skills for gathering and presenting information, facilitating groups and teams, and building appropriate business relationships across the organization
3. Apply critical thinking, data analysis, and ethical reasoning to ensure strategic, systems-level decision-making in business and management
4. Create project and management plans that effectively prioritize tasks, stabilize resource conflicts, and integrate appropriate project management tools
5. Articulate the importance of business metrics, performance data, and financial analysis for maintaining accountability to the business in management plans and decisions
6. Evaluate how the brand, mission, and values of organizations can integrate with effective management practices to encourage an enterprising organizational culture and brand stewardship in employees and one's management approach

# Online Programs

## **Requirements**

Foundation Courses

0 Total Credits

- Complete all of the following
  - Complete:
    - OL501 - Business Foundations (3)
  - If you are required to take this course, you may use the course as General Business Electives if you have General Business Electives required for your program. You will only receive credit ONCE for this course even though it satisfies the additional requirement of General Business Electives.

Major Courses

24 Total Credits

- Complete:
  - MGT510 - Cultivating Organizational Culture (3)
  - MGT550 - Managing Through Communication (3)
  - MGT600 - Resource Planning and Decision Making (3)
  - MGT701 - Critical Issues in Management Capstone (3)
  - OL500 - Human Behavior in Organizations (3)
  - OL600 - Strategic Human Resource Management (3)
  - QSO500 - Business Research (3)
  - QSO640 - Project Management (3)

Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from OL within the 600 - 699 range or from the following courses:
  - CSR610 - Business Ethics and Culture (3)
  - MKT668 - Services Marketing (3)
  - WCM510 - Negotiation/Advocacy in the Workplace (3)
  - WCM610 - Introduction to Organizational Conflict Management (3)
  - WCM620 - Managing Difficult Conversations at Work (3)

Grand Total Credits: **36**

## **Management (MS) - Construction Management (Concentration)**

### **Description**

The Construction Management concentration focuses on the planning and management of critical aspects of the construction process. Students will focus on the tools, practices, and strategies of construction management, including the relationship between estimating and budgeting for projects, materials, and methods. Additionally, students will evaluate quality control and equipment management and the implications of construction law, contracts, and risk management in decision-making for various types and sizes of construction projects.

### **Concentration Outcomes**

1. Analyze construction projects within various industries to plan, implement, and manage critical aspects of the construction process

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - MGT605 - Construction Budgeting, Estimating & Bidding (3)
  - MGT610 - Construction Materials & Methods (3)
  - MGT615 - Construction Law and Contracts (3)
  - MGT630 - Construction Quality Management and Productivity (3)

Grand Total Credits: **12**



## Management (MS) - Emergency Management (Concentration)

### Description

The Emergency Management concentration focuses on the prevention, protection, and mitigation of risk and threat due to, but not limited to, public health incidents, natural disaster, organizational crisis, hazardous spills, and security threats. Students will evaluate strategies in planning, preparedness, response, and recovery in relation to the guidelines of the Department of Homeland Security to include the Federal Incident Management System (FIMS). Students will also focus on crisis leadership and communication and how to safeguard an organization, government agency, community, or nation from an unpredictable event.

### Concentration Outcomes

1. Evaluate crisis, emergency, and disaster management strategies to plan, prepare, and respond to critical threats and events within multiple contexts and situations

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - MGT620 - Principles of Emergency Management (3)
  - MGT622 - Emergency Planning and Preparedness (3)
  - MGT625 - Disaster Response and Recovery (3)
  - MGT628 - Applied Emergency Management (3)

Grand Total Credits: **12**

## Management (MS) - Healthcare (Concentration)

### Description

The Healthcare concentration focuses on the principles, concepts, systems, and practices involved in quality improvement within organizations in the healthcare industry. Students will evaluate and apply best practices, techniques, tools, and strategies to effectively manage facets of healthcare management to include, but not limited to, finance, reimbursement systems, regulatory and accreditation standards, and ethics.

### Concentration Outcomes

1. Successfully navigate the intersection of healthcare finance and reimbursement, policy, and information management in modeling strategic decision-making that promotes continuous healthcare quality improvement within organizations

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - HCM615 - Healthcare Reimbursement Systems and Finance (3)
  - HCM620 - Healthcare Information Management (3)
  - HCM630 - Healthcare Quality (3)
  - IHP610 - Health Policy and Law (3)

Grand Total Credits: **12**

## Marketing (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who already possess graduate business degrees and wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. Marketing is a valuable and exciting complement to any program of graduate study. The Graduate Certificate in Marketing program is designed to offer either an in-depth focus on a particular area of marketing, or a broad exposure to the range of the marketing discipline, depending upon the courses selected. Coursework engages students with current theories and the application of those theories to real world classic and contemporary challenges and issues.

### Requirements

Certificate Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - MKT500 - Marketing Strategies (3)
  - 12 credit(s) from subject(s): MKT

Grand Total Credits: **15**

## Marketing (MS)

### Description

The Master of Science in Marketing curriculum includes an in-depth program of marketing study, while at the same time providing a broad range of elective courses that facilitate and support students' success in the workplace. Marketing Core Requirements provide a general marketing context while Marketing elective offerings provide more detailed study of specific areas within the marketing discipline. In addition, involvement with a variety of other disciplines, such as international business, information technology, sport management, is possible through related elective courses, allowing students to investigate and apply marketing theory and perspective in specific areas of interest.

### Program Outcomes

1. Analyze and interpret qualitative and quantitative data to align marketing plans to the strategic goals of an organization
2. Create integrated and aligned strategies for maximizing both internal and external opportunities through the use of marketing theory and practices
3. Distill information through diverse mediums to inform, negotiate and persuade internal and external stakeholders
4. Develop international marketing strategies that address the commercial, political, legal and cultural environments in a global economy
5. Ensure marketing practices are compliant within internal and external legal environments, regulatory standards and ethical practices
6. Manage a brand in cross-functional internal and external environments to ensure the creation, capture, and delivery of value

# Online Programs

## **Requirements**

Foundation Courses

0 Total Credits

- Complete all of the following
  - Complete:
    - OL501 - Business Foundations (3)
  - If you are required to take this course, you may use the course as General Business Electives if you have General Business Electives required for your program. You will only receive credit ONCE for this course even though it satisfies the additional requirement of General Business Electives.

Major Courses

24 Total Credits

- Complete:
  - INT640 - International Market Strategy (3)
  - MKT500 - Marketing Strategies (3)
  - MKT605 - Integrated Marketing Communications (3)
  - MKT618 - Marketing Analytics (3)
  - MKT620 - Consumer Behavior and Marketing (3)
  - MKT625 - Strategic Digital Marketing (3)
  - MKT675 - Ethical and Legal Issues in Marketing (3)
  - MKT700 - Marketing Capstone (3)

Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from MKT within the 500 - 799 range or from the following courses:
  - QSO510 - Quantitative Analysis for Decision Making (3)
  - QSO600 - Operations Management (3)
  - QSO630 - Supply Chain Management (3)
  - QSO640 - Project Management (3)
  - SPT608 - Sport Marketing and Media (3)
  - MGT550 - Managing Through Communication (3)

Grand Total Credits: **36**

## **Marketing (MS) - Digital Marketing (Concentration)**

### **Description**

The concentration in Digital Marketing covers the three main areas of digital marketing media, paid, owned, and earned, with a focus on the effective use of digital and social media activity and data to generate valuable and actionable managerial insights for better decision making. Students examine key social media marketing strategies including, branding and storytelling, search engine optimization, mobile marketing, gamification, and multichannel integration.

### **Concentration Outcomes**

1. Utilize digital and social media activity and data effectively to generate valuable and actionable managerial insights for informed decision-making

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - MKT555 - Social Media Marketing (3)
  - MKT635 - Websites and Search Engine Marketing/ Search Engine Optimization (3)
  - MKT645 - Online Marketing Channels (3)
  - MKT665 - Digital Story Telling and Branding (3)

Grand Total Credits: **12**

## **Marketing (MS) - Marketing Research Analytics (Concentration)**

### **Description**

The concentration in Marketing Research Analytics emphasizes the application of analytical techniques to help drive marketing strategies and better understand consumer behavior. Students learn to synthesize data from multiple sources, as well as analyze data, and provide actionable information that encompasses the voice of the consumer.

### **Concentration Outcomes**

1. Recommend strategies for modifying products and services based on the analysis and interpretation of consumer behavior data from multiple sources

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - QSO510 - Quantitative Analysis for Decision Making (3)
  - MKT630 - Market Research (3)
  - MKT635 - Websites and Search Engine Marketing/ Search Engine Optimization (3)
  - MKT679 - Advanced Marketing Research and Analytics (Capstone) (3)

Grand Total Credits: **12**

## **Marketing (MS) - New Media and Communications (Concentration)**

### **Description**

The concentration in New Media and Communication prepares students to become critical consumers of emerging media tools and resources, as well as to harness rapidly evolving media technologies. Students will examine how new media campaigns involve the integration of skills, strategies, and tactics to create a cohesive, dynamic whole.

### **Concentration Outcomes**

1. Develop innovative digital media production strategies that leverage new and emerging communication technologies and support a market brand

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - COM500 - Communication, Media & Society (3)
  - COM540 - Second Self: Identity & Personal Brands (3)
  - COM565 - Communication with Media Technology (3)
  - COM568 - New Media Campaign Design & Marketing (3)

Grand Total Credits: **12**

## Marketing (MS) - Social Media Marketing (Concentration)

### Description

The concentration in Social Media Marketing covers the planning, creation, implementation, and evaluation of social media marketing strategies. Students examine how to leverage social media to meet business objectives via various strategies, platforms, tactics, and types of content contributing to the social media landscape.

### Concentration Outcomes

1. Develop successful social media marketing strategies that integrate with existing marketing plans initiatives

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - MKT555 - Social Media Marketing (3)
  - MKT645 - Online Marketing Channels (3)
  - MKT655 - Social Media Marketing Strategy (3)
  - MKT666 - Social Media Marketing Campaigns (3)

Grand Total Credits: **12**

## Operations and Supply Chain Management (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who wish to enhance or update their skills in specific business disciplines and by students who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. Operations Management focuses on the effective management of resources and activities that produce or deliver the goods and services in manufacturing and service organizations. Supply Chain Management is a set of strategies, concepts, and techniques for integrating suppliers, manufacturers, warehouses, transportation providers, and retailers. This Certificate Program is designed to expose students to Operations and Supply Chain Management concepts and techniques necessary for a business to provide the right product at the right time in the right quantity to meet customer requirements.

### Requirements

Foundation Courses

0 Total Credits

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)

Certificate Courses

18 Total Credits

- Complete all of the following
  - Complete:
    - QSO510 - Quantitative Analysis for Decision Making (3)
    - QSO600 - Operations Management (3)
    - QSO630 - Supply Chain Management (3)
    - QSO690 - Topics in Operations Management (3)
  - 2 of the following:
    - QSO520 - Management Science through Spreadsheets (3)
    - QSO530 - Applied Statistics for Managers (3)
    - QSO610 - Management of Service Operations (3)
    - QSO620 - Six Sigma Quality Management (3)
    - QSO635 - International Supply Chain Management (3)
    - QSO710 - Internship in Operations/Project Management (3)

Grand Total Credits: **18**

## Organizational Leadership (MS)

### Description

The M.S. in Organizational Leadership focuses on providing students with the opportunity to develop skills in leadership, communication, problem-solving and teamwork. These skills are critical for successfully managing and leading organizations in today's chaotic environment. The 12-course (36-credit) program is designed for both experienced professionals who are seeking to advance in their careers, and for individuals with limited professional experience who are seeking to develop skills that will prepare them to successfully manage and lead teams, departments, areas and organizations.

### Program Outcomes

1. Evaluate business and societal trends in their historical, political, economic, financial, social, cultural, geopolitical, and technological context for the purpose of leading a business
2. Establish an environment that is conducive to the development of shared values, attitudes, and beliefs of a business
3. Integrate shared leadership, group processes, and organizational learning theories into strategic leadership
4. Coordinate the development of an organization's corporate social responsibility (CSR) policies and practices
5. Facilitate the reorientation of organizations through the effective application of change management strategies

### Requirements

#### Foundation Courses

0 Total Credits

- Complete all of the following
  - Complete:
    - OL501 - Business Foundations (3)
  - If you are required to take this course, you may use the course as General Business Electives if you have General Business Electives required for your program. You will only receive credit ONCE for this course even though it satisfies the additional requirement of General Business Electives.

#### Major Courses

36 Total Credits

- Complete all of the following
  - Complete:
    - OL500 - Human Behavior in Organizations (3)
    - OL600 - Strategic Human Resource Management (3)
    - OL663 - Leading Change (3)
    - OL670 - Organizational Leadership (3)
    - OL690 - Responsible Corporate Leadership (3)
    - OL750 - Organizational Leadership Capstone (3)
  - 9 credit(s) from subject(s): OL , excluding:
    - OL501 - Business Foundations (3)
  - 9 credit(s) from subject(s): ACC BUS, CSR, ECO, FIN, HOS, INT, IT, MBA, MGT, MKT, OL, QSO, SEC, SPT, TAX, or WCM

Grand Total Credits: **36**

# Online Programs

## Project Management and Operations (MS)

### Description

The Master of Science in Project Management and Operations is a 36-credit program that gives students the knowledge, skills, and education necessary to pursue or accelerate careers in Project Management and Operations Management. This program provides a market-relevant combination of a comprehensive business education with real-world applications.

### Program Outcomes

1. Recommend strategies for optimizing production of goods and services based on a detailed analysis of existing processes, resources, and business goals
2. Identify and recommend total quality management (TQM) principles and methods appropriate to a given context
3. Create, evaluate, and assess project plans to ensure desired project outcomes
4. Recommend inventory management strategies and techniques for improving the efficiency of a supply chain
5. Evaluate operational and project management environments using quantitative tools and techniques
6. Manage cross-functional environments to ensure the achievement of operational and project management goals

### Requirements

Foundation Courses

0 Total Credits

- Complete all of the following
  - Complete:
    - MBA501 - Mathematics and Statistics for Business (3)
  - If you are required to take this course, you may use the course as General Business Electives if you have General Business Electives required for your program. You will only receive credit ONCE for this course even though it satisfies the additional requirement of General Business Electives.

Major Courses

36 Total Credits

- Complete all of the following
  - Complete:
    - QSO510 - Quantitative Analysis for Decision Making (3)
    - QSO600 - Operations Management (3)
    - QSO640 - Project Management (3)
    - QSO680 - Seminar in Project Management (3)
    - QSO690 - Topics in Operations Management (3)
    - QSO700 - Project Management and Operations Capstone (3)
  - 4 of the following:
    - QSO500 - Business Research (3)
    - QSO520 - Management Science through Spreadsheets (3)
    - QSO530 - Applied Statistics for Managers (3)
    - QSO610 - Management of Service Operations (3)
    - QSO620 - Six Sigma Quality Management (3)
    - QSO625 - Six Sigma for Black Belt Certification (3)
    - QSO630 - Supply Chain Management (3)
    - QSO635 - International Supply Chain Management (3)
    - QSO645 - Project Management for PMP® Certification (3)
    - QSO710 - Internship in Operations/Project Management (3)
  - 6 credit(s) from subject(s): ACC ECO, FIN, INT, IT, MKT, OL, QSO, SPT, TAX, WCM, SEC, CSR, or MGT , excluding:
    - OL501 - Business Foundations (3)

Grand Total Credits: **36**

# Online Programs

## Project Management (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who wish to enhance or update their skills in specific business disciplines and by students who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. Project Management knowledge and skills are highly sought after by today's project-driven companies operating in the global market. The Project Management body of knowledge, tools and practices has grown over the years. This Certificate Program will prepare you to effectively manage the projects from start to finish.

### Requirements

Foundation Courses

0 Total Credits

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)

Certificate Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - QSO510 - Quantitative Analysis for Decision Making (3)
    - QSO640 - Project Management (3)
    - QSO680 - Seminar in Project Management (3)
  - 2 of the following:
    - QSO520 - Management Science through Spreadsheets (3)
    - QSO620 - Six Sigma Quality Management (3)
    - QSO630 - Supply Chain Management (3)
    - QSO645 - Project Management for PMP® Certification (3)
    - QSO710 - Internship in Operations/Project Management (3)

Grand Total Credits: **15**

## Public Administration (Graduate Certificate)

### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who already possess graduate business degrees and wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Students pursuing Graduate Certificates only may be required to satisfy foundational course work as specified by each course required to complete the Graduate Certificate of choice. Please refer to the official course descriptions listed in this Graduate Catalog. This optional 12-credit Graduate Certificate is designed for students interested in careers or continued graduate study in public administration. Students will study related topics including foundations of public administration, public policy, strategic management, and intergovernmental relations.

### Requirements

Certificate Courses

12 Total Credits

- Complete:
  - PAD630 - Foundations of Public Administration (3)
  - PAD631 - Strategic Management in Public Service (3)
  - PAD632 - Foundations of Public Policy (3)
  - PAD633 - Intergovernmental Relations (3)

Grand Total Credits: **12**



## Online Programs

### Six Sigma Black Belt (Graduate Certificate)

#### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who wish to enhance or update their skills in specific business disciplines and by students who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. Six Sigma is one of the most widely used quality management approaches in today's business world. Six Sigma skills and certifications are highly sought after by business and supply chains competing in the global economy. This concentration will prepare you to effectively implement the Define-Measure-Analyze-Improve-Control (DMAIC) approach to identify the root causes of process inefficiencies and eliminate the same. It will also help you in preparing for Six Sigma Green Belt and Black Belt certification exams.

#### Requirements

Foundation Courses  
0 Total Credits

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)

Certificate Courses  
12 Total Credits

- Complete:
  - QSO530 - Applied Statistics for Managers (3)
  - QSO620 - Six Sigma Quality Management (3)
  - QSO625 - Six Sigma for Black Belt Certification (3)
  - QSO640 - Project Management (3)

Grand Total Credits: **12**

### Social Media Marketing (Graduate Certificate)

#### Description

Graduate Certificates may be pursued as independent programs of graduate study by students who already possess graduate business degrees and wish to enhance or update their skills in specific business disciplines, or who hold bachelor degrees and have the necessary educational background and professional experience. Graduate Business degrees and Graduate Certificates may be pursued concurrently. Courses successfully completed for a Certificate Program may later be applied to a graduate degree program. Successful completion of a Certificate Program requires that the student maintain a GPA of at least 3.0 and earn no more than one grade of "C+" or lower. The rapid growth of social media usage across all industries has increased the need and opportunity for trained social media professionals. Students who complete the Graduate Certificate in Social Media will be prepared to work within marketing departments, social media departments and a variety of other positions throughout small to large organizations. This program better prepares students to develop social media marketing strategies and campaigns that include the right use of technology.

#### Requirements

Certificate Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - MKT500 - Marketing Strategies (3)
    - MKT555 - Social Media Marketing (3)
    - MKT655 - Social Media Marketing Strategy (3)
    - MKT666 - Social Media Marketing Campaigns (3)
  - 3 credit(s) from subject(s): MKT within the range of course numbers 500 - 899

Grand Total Credits: **15**

# Online Programs

## Sport Management (MS)

### Description

The growth of sports as a major global industry increases the need and opportunities for well-trained professional managers. A well-rounded business education with a focus on sport management skills is essential in this rapidly growing field. The mission of Southern New Hampshire University's Master of Science (MS) in Sport Management program is to deliver an innovative educational experience grounded in relevant theory and practice that enables students to be successful leaders in the global sport industry. Students will have an opportunity to gain practical experience through field experiences with a variety of sport, fitness and recreational industries. The Sport Management program is fully accredited under the School of Business (ACBSP). The MS in Sport Management requires 12 courses totaling 36 credits. Students may participate in a supervised internship program.

### Program Outcomes

1. Integrate management and leadership theory in an applied environment
2. Analyze problem solving in an applied environment
3. Recognize and implement connections between classroom learning and practical experience
4. Demonstrate the ability to communicate
5. Integrate ethical frameworks in decision making
6. Integrate an awareness of factors that contribute to global sport business issues
7. Synthesize sport management principles in an international context
8. Critically analyze the influences of social, cultural, or political institutions on global sport business
9. Critically analyze the interrelationships between functional areas in sport business organizations
10. Integrate strategic analysis into the planning process
11. Evaluate external and internal factors and the interrelationships affecting decision making

### Requirements

Foundation Courses

0 Total Credits

- Complete all of the following
  - Complete:
    - OL501 - Business Foundations (3)
  - If you are required to take this course, you may use the course as General Business Electives if you have General Business Electives required for your program. You will only receive credit ONCE for this course even though it satisfies the additional requirement of General Business Electives.

Major Courses

24 Total Credits

- Complete all of the following
  - Complete:
    - SPT501 - Research Methods in Sport Management (3)
    - SPT510 - Sport and Society (3)
    - SPT565 - Internationalization of Sport Business (3)
    - SPT600 - Management of Sport Organizations (3)
    - SPT608 - Sport Marketing and Media (3)
    - SPT620 - Finance and Economics of Sport (3)
    - SPT700 - Sport Management Capstone (3)
  - Complete 1 of the following
    - Complete:
      - SPT710 - Internship (3)
    - 3 credit(s) from subject(s): SPT

Major Electives

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): SPT
  - 6 credit(s) from subject(s): ACC CSR, ECO, INT, IT, MBA, MBE, MGT, MKT, OL, SEC, SPT, TAX, or WCM

Grand Total Credits: **36**

## Business (Undergraduate)

## Accounting and Finance (BS)

### Description

The Accounting/Finance degree offers students the course work they need to qualify for careers in the accounting or finance professions. The degree prepares graduates for meaningful employment in accounting, banking, corporate finance, insurance, investments and personal finance.

### Program Outcomes

1. Identify long-term corporate investment opportunities to increase shareholder value
2. Apply theories of asset allocation, security analysis, & portfolio diversification to efficiently manage an investment portfolio
3. Demonstrate knowledge of the rules and regulations for financial accounting and reporting and how they are established in a global economy
4. Generate financial records and financial statements for internal and external users in accordance with applicable governing rules and regulations
5. Analyze, interpret, and communicate financial and accounting information to various internal and external stakeholders

### Requirements

General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)
- MAT240 - Applied Statistics (3)

Business Core

30 Total Credits

- 30 credit(s) from: Business Core

Major Courses

30 Total Credits

- Complete all of the following
  - Complete:
    - ACC307 - Intermediate Accounting I (3)
    - ACC308 - Intermediate Accounting II (3)
    - ACC311 - Cost Accounting (3)
    - ECO306 - Money and Banking (3)
    - FIN330 - Corporate Finance (3)
    - FIN336 - Multinational Corporate Finance (3)
    - FIN340 - Fundamentals of Investments (3)
  - 3 credit(s) from subject(s): ACC within the range of course numbers 300 - 499
  - 3 credit(s) from subject(s): FIN within the range of course numbers 300 - 499
  - 3 credit(s) from subject(s): ACC or FIN within the range of course numbers 300 - 499

Free Electives

18 Total Credits

- 18 credit(s).

Grand Total Credits: **120**

## Accounting (AS)

### Description

Students pursuing Associate in Science Accounting will gain the fundamental skills needed for entry-level accounting positions in industry and government. Students acquire a foundation in fundamental accounting principles.

# Online Programs

## Program Outcomes

1. Identify and apply the US and international rules and regulations for financial and tax accounting
2. Maintain basic financial records and financial statements for internal and external users in accordance with governing rules and regulations
3. Interpret and communicate the significance of accounting information to stakeholders
4. Apply the professional ethical framework to guide conduct and decision making in the field of accounting
5. Utilize relevant tools and technology to examine data to inform collaborative decision making in the field of accounting

## Requirements

### General Education Courses

24 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete:
      - MAT240 - Applied Statistics (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - EFAH
    - Complete:
      - HUM100 - Perspectives in the Humanities (3)
  - ESBS
    - Complete:
      - ECO201 - Microeconomics (3)
      - ECO202 - Macroeconomics (3)
  - EHIS
    - Complete:
      - HIS100 - Perspectives in History (3)

### Major Courses

33 Total Credits

- Complete:
  - ACC201 - Financial Accounting (3)
  - ACC202 - Managerial Accounting (3)
  - ACC307 - Intermediate Accounting I (3)
  - ACC308 - Intermediate Accounting II (3)
  - ACC330 - Federal Taxation I (3)
  - BUS206 - Business Law I (3)
  - BUS210 - Managing and Leading in Business (3)
  - BUS225 - Critical Business Skills for Success (3)
  - FIN320 - Principles of Finance (3)
  - INT220 - Global Dimensions in Business (3)
  - MKT205 - Applied Marketing Strategies (3)

### Free Electives

3 Total Credits

- 3 credit(s).

Grand Total Credits: **60**

## **Accounting (BS)**

# Online Programs

## **Description**

The Accounting Program provides students with the educational prerequisites required for the certified public accountant examination, certified management accountant examination, certified internal auditor examination and a host of other professional titles related to accounting and taxation. Accounting students will receive general instruction in business and a thorough education in all areas of accounting, finance and taxation. Students majoring in accounting will be able to specialize in either the financial or managerial fields of accounting. An internship also is available in this program. Students will be able to take additional electives to supplement their knowledge or to further specialize their educations.

## **Program Outcomes**

1. Analyze and apply the rules and regulations for financial accounting and reporting and how they are established in a global economy
2. Generate financial records and financial statements for internal and external users in accordance with applicable governing rules and regulations
3. Plan and prepare tax returns using knowledge of tax laws and regulations
4. Analyze, interpret and communicate accounting information to various internal and external stakeholders
5. Audit financial information and controls employing effective techniques and in accordance with professional standards
6. Apply professional ethics to guide conduct and decision-making in the field of accounting

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT240 - Applied Statistics (3)
- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)

### Business Core

30 Total Credits

- 30 credit(s) from: Business Core

### Major Courses

27 Total Credits

- Complete:
  - ACC307 - Intermediate Accounting I (3)
  - ACC308 - Intermediate Accounting II (3)
  - ACC309 - Intermediate Accounting III (3)
  - ACC311 - Cost Accounting (3)
  - ACC330 - Federal Taxation I (3)
  - ACC345 - Financial Statement Analysis/ Business Valuation (3)
  - ACC405 - Advanced Accounting (3)
  - ACC411 - Auditing Principles (3)
  - BUS307 - Business Law II (3)

### Major Electives

6 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): ACC within the range of course numbers 300 - 499
  - Undergraduate students who wish to take graduate classes as electives to complete their remaining undergraduate requirements may do so only if they have earned a minimum of 90 credits and completed all of their major requirements, including the capstone. Students must receive a B or better to receive credit in their graduate program. Students must apply through their academic advisor to enroll. The acceptable graduate classes are: ACC-645 and ACC-696

### Free Electives or choose a Concentration

15 Total Credits

- 15 credit(s).

Grand Total Credits: **120**

## Accounting (BS) - Forensic Accounting and Fraud Examination (Concentration)

### Concentration Outcomes

1. Apply fraud investigation, detection, documentation, and prevention techniques in order to mitigate accounting and financial fraud in organizations

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - ACC421 - Auditing and Forensic Accounting (3)
  - ACC423 - Detection/Prevention Fraudulent Financial Statements (3)
  - ACC425 - Interview Techniques/Legal Aspects Fraud (3)
  - ACC427 - Investigating with Computers (3)

Grand Total Credits: **12**

## Accounting (Certificate)

### Description

Certificate programs are designed for those individuals who need basic skills for entry-level positions or for employees who want to be promoted or transferred within their organizations.

### Requirements

Certificate Courses

18 Total Credits

- Complete all of the following
  - Complete:
    - ACC201 - Financial Accounting (3)
    - ACC202 - Managerial Accounting (3)
    - ACC307 - Intermediate Accounting I (3)
    - ACC330 - Federal Taxation I (3)
  - 6 credit(s) from subject(s): ACC within the range of course numbers 200 - 499

Grand Total Credits: **18**

## Accounting (Minor)

### Requirements

Minor Courses

15 Total Credits

- Complete:
  - ACC201 - Financial Accounting (3)
  - ACC202 - Managerial Accounting (3)
  - ACC307 - Intermediate Accounting I (3)
  - ACC308 - Intermediate Accounting II (3)
  - ACC311 - Cost Accounting (3)

Grand Total Credits: **15**

## **Agile Project Management (Certificate)**

### **Description**

The Agile Project Management Certificate is designed to empower professionals to effectively manage complex projects in an ever-changing business environment. In this certificate, students will learn foundational project management principles, Agile, Scrum and traditional project management methodologies, and cost and scheduling techniques including Earned Value Management (EVM). Using EVM, students will be able to interpret cost and schedule variance statistics to inform project decision-making. This certificate also includes principles in managing operations in organizations and effective communication tools.

### **Requirements**

Certificate Courses

15 Total Credits

- Complete:
  - MAT240 - Applied Statistics (3)
  - QSO300 - Operations Management (3)
  - QSO340 - Project Management (3)
  - QSO420 - Integrated Cost and Schedule Control (3)
  - QSO435 - Adaptive Project Management (3)

Grand Total Credits: **15**

## **Business Administration (AS)**

### **Description**

The Associate in Science Business Administration introduces students to the field of business. Students in this program will begin to acquire the knowledge and skills they need to successfully lead and manage organizations in today's ever-changing and hectic business environment.

### **Program Outcomes**

1. Identify global and societal factors impacting business decisions
2. Explain critical factors that contribute toward the development and sustainability of high performing teams
3. Articulate how the context of audience informs communication strategies
4. Examine the relationship between personal and organizational values and ethics
5. Utilize qualitative and quantitative data toward solving organizational problems

# Online Programs

## **Requirements**

### General Education Courses

24 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete:
      - MAT240 - Applied Statistics (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - EFAH
    - Complete:
      - HUM100 - Perspectives in the Humanities (3)
  - ESBS
    - Complete:
      - ECO201 - Microeconomics (3)
      - ECO202 - Macroeconomics (3)
  - EHIS
    - Complete:
      - HIS100 - Perspectives in History (3)

### Major Courses

30 Total Credits

- Complete:
  - ACC201 - Financial Accounting (3)
  - ACC202 - Managerial Accounting (3)
  - BUS206 - Business Law I (3)
  - BUS210 - Managing and Leading in Business (3)
  - BUS225 - Critical Business Skills for Success (3)
  - FIN320 - Principles of Finance (3)
  - INT220 - Global Dimensions in Business (3)
  - MKT205 - Applied Marketing Strategies (3)
  - OL215 - Principles of Management (3)
  - QSO321 - People, Planet, and Profit (3)

### Free Electives

6 Total Credits

- 6 credit(s).

Grand Total Credits: **60**

## **Business Administration (BS)**



# Online Programs

## **Description**

The Bachelor of Science in Business Administration emphasizes interpersonal skills, strategic problem solving, and operational principles. Students will gain a strong, comprehensive business education, becoming resourceful and creative thinkers in diverse, professional environments. A hallmark of the degree is the opportunity to apply theoretical knowledge and business skills gained in the program both inside and outside the classroom. Experiential learning opportunities such as simulations and internships are available in some cases to provide additional engagement and help students learn the importance of teamwork, adaptability, and agility in a business context. Additionally, students may benefit from valuable networking opportunities with the alumni community, industry professionals, and regional business partners. Business clubs and professional groups are available to students who would like to connect with faculty and peers and hone their skills. Through the study of problem-solving, communication, collaboration, innovation, and data-informed decision-making, students are prepared to be entrepreneurial thinkers and decision-makers in fast paced, complex environments. Students gain confidence in identifying business opportunities using current tools and technologies, leveraging data to address business needs, and collaborating effectively in a variety of situations. The program's core courses provide a well-rounded business administration foundation, and students have the opportunity to dive deeper into specific disciplines to enhance their skill-sets and prepare them to enter a variety of professional fields. In some cases, students may also work with faculty to create a customized pathway in conjunction with the foundation that builds skills to support them in achieving their personal and professional goals. Additionally, the flexibility of elective courses offered in both online and campus based experiences allow students to further explore customizing their educational experience.

## **Program Outcomes**

1. Develop business management approaches that align with organizational philosophies and help build collaborative relationships with diverse teams
2. Problem-solve across functional areas by integrating personal values with ethical, legal, and socially responsible business practices
3. Articulate implications of global and societal contexts on business decisions
4. Recommend strategic and creative business options using data gathered through research and current technological applications
5. Communicate effectively to diverse internal and external audiences to contribute to a positive team climate and address various strategic and operational business needs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)
- MAT240 - Applied Statistics (3)

### Business Core

30 Total Credits

- 30 credit(s) from: Business Core

### Major Electives or choose a Concentration

15 Total Credits

- Complete all of the following
  - Complete:
    - OL215 - Principles of Management (3)
  - 12 credit(s) from ACC ADV, BUS, ECO, FIN, FMM, FMK, HCM, IHP, INT, MGT, MIS, MKT, OL, PAD, QSO, SPT, or TAX within the 100 - 499 range or from the following courses:
    - Minimum of 6 credits from courses numbered 300 to 499
    - Maximum of 6 credits in any one prefix.

### Free Electives

33 Total Credits

- 33 credit(s).

Grand Total Credits: **120**

## **Business Administration (BS) - Accounting (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Accounting provides students with the opportunity to develop knowledge and skills in financial accounting practices, preparing students to assess an organization's financial performance and support stakeholders in decision-making. Students complete the accounting cycle, prepare complex financial statements, identify and correct financial reporting issues, create budgets, and conduct ratio analyses to assess financial information.

### **Concentration Outcomes**

1. Determine appropriate use of accounting processes, theory, and data in the preparation and analysis of financial documentation that meets industry standards and organizational requirements

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - ACC307 - Intermediate Accounting I (3)
  - ACC308 - Intermediate Accounting II (3)
  - ACC309 - Intermediate Accounting III (3)
  - ACC345 - Financial Statement Analysis/ Business Valuation (3)
  - ACC311 - Cost Accounting (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Entrepreneurship (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Entrepreneurship allows students to apply principles and knowledge from various functional areas of business such as accounting, finance, human resources, marketing, and more, within entrepreneurial contexts. Students gain skills that support creating, planning for, and managing small to medium business ventures.

### **Concentration Outcomes**

1. Analyze entrepreneurial opportunities for small to medium businesses using business management principles and market research to determine legal, financial, and operational impacts

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - OL215 - Principles of Management (3)
  - OL317 - Small Business Management (3)
  - OL320 - Entrepreneurship (3)
  - OL321 - Business Plan Preparation (3)
  - BUS307 - Business Law II (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Finance (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Finance provides students with an overview of financial management for both organizations and individuals that includes various financial planning strategies and investment vehicles. Students analyze quantitative and qualitative data to address a variety of financial scenarios. Students are introduced to corporate finance in a global setting and examine the effects that exchange rate volatility, international risk, and macroeconomic fluctuations have on financial planning and decision-making.

### **Concentration Outcomes**

1. Analyze various types of financial information to make informed corporate and personal financial decisions

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - FIN250 - Personal Financial Planning (3)
  - FIN330 - Corporate Finance (3)
  - FIN340 - Fundamentals of Investments (3)
  - FIN335 - Financial Markets (3)
  - FIN336 - Multinational Corporate Finance (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Healthcare Administration (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Healthcare Administration introduces students to various areas and management of healthcare organizations. Students explore sector specific topic coverage in economics, reimbursement, delivery, and quality management, as well as the role of ethics and legal considerations in healthcare.

### **Concentration Outcomes**

1. Promote dynamic organizational cultures that establish strategic visions, methodically analyze and interpret data based on sound healthcare delivery and statistical principles, and embrace change for continuous health care quality improvement

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - HCM320 - Healthcare Economics (3)
  - HCM340 - Healthcare Delivery Systems (3)
  - HCM345 - Healthcare Reimbursement (3)
  - IHP420 - Ethical and Legal Considerations of Healthcare (3)
  - IHP430 - Healthcare Quality Management (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Human Resource Management (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Human Resource Management provides a foundation in human resource principles and practices. Students develop skills and strategies to become effective human resource practitioners. Topics such as employee-management relationships, compensation and benefit packages, HR laws and regulations, and talent management and development are explored.

### **Concentration Outcomes**

1. Recommend solutions for achieving organizational strategic objectives informed by relevant human resource management practices

### **Requirements**

Concentration Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - OL211 - Human Resource Management (3)
    - OL215 - Principles of Management (3)
    - OL325 - Total Rewards (3)
    - OL442 - Human Resource Strategy and Development (3)
  - 1 of the following:
    - OL318 - Employee and Labor Relations (3)
    - OL322 - Managing Organizational Change (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Industrial Organizational Psychology (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Industrial Organizational Psychology provides students with a foundational knowledge of psychology as it relates to workplace effectiveness. Students explore psychological theories, concepts, and methodologies through research investigations and case study analysis for determining what drives individual and group performances in organizational settings and how they relate to organizational goals.

### **Concentration Outcomes**

1. Examine psychological research and theories to inform approaches to workplace issues, motivation, and employee performance

### **Requirements**

Concentration Courses  
15 Total Credits

- Complete:
  - PSY108 - Introduction to Psychology (3)
  - PSY257 - Social Psychology (3)
  - PSY258 - Industrial Organizational Psychology (3)
  - PSY305 - Cognitive Psychology (3)
  - PSY324 - Cross-Cultural Psychology (3)

Grand Total Credits: **15**

## **Business Administration (BS) - International Business (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in International Business prepares students to contribute to the management and decision-making of domestic and multinational organizations challenged by global competition. Students apply current international business concepts and theories to real world scenarios and explore effective management processes and strategies to address multinational business challenges.

### **Concentration Outcomes**

1. Analyze applicable data and research for informing appropriate and ethical international business strategy and management decisions
2. Apply appropriate management principles and business strategies for addressing political, economic, social, and environmental challenges in multinational organizational contexts

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - INT221 - Global Financial System (3)
  - INT315 - International Management (3)
  - INT433 - Multinational Marketing (3)
  - INT400 - International Business Project (3)
  - INT422 - International Strategic Management (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Management Information Systems (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Management Information Systems provides students foundational knowledge and skills in client systems, enterprise information systems, SQL programming, data and information management, and business intelligence tools and techniques for reporting. Students in this concentration are prepared to be a liaison between the technical and business aspects of management information systems and contribute to data-driven business decisions.

### **Concentration Outcomes**

1. Apply information management tools and techniques to mine, compile and analyze data for the purpose of addressing business questions and problems
2. Develop effective communications using audience appropriate terminology to relay complex data and management information systems information to stakeholders

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)
  - IT315 - Object Oriented Analysis and Design (3)
  - MIS215 - Client Systems and Support (3)
  - MIS300 - Enterprise Information Systems/Database (3)
  - MIS350 - Business Intelligence and Reporting (3)

Grand Total Credits: **15**

# Online Programs

## Business Administration (BS) - Marketing (Concentration)

### Description

The Bachelor of Science in Business Administration concentration in Marketing introduces students to various professional areas within the fast-paced and ever evolving field of marketing. This concentration provides students with the opportunity to explore areas of marketing, through a business lens, in areas such as market research, social media marketing and communication, and consumer behavior.

### Concentration Outcomes

1. Utilize marketing principles to develop various aspects of the marketing mix to address challenges and achieve organizational goals

### Requirements

Concentration Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - MKT265 - Social Media & Marketing Communications (3)
    - MKT337 - Marketing Research (3)
    - MKT345 - Consumer Behavior (3)
  - 6 credit(s) from MKT or ADV within the 100 - 499 range or from the following courses:
    - FMM225 - Merchandise Planning (3)
    - FMM325 - Sustainability in Fashion (3)
    - FMM340 - Merchandise Management Strategies (3)
    - FMM410 - Fashion Research and Forecasting (3)

Grand Total Credits: **15**

## Business Administration (BS) - Nonprofit Management (Concentration)

### Description

The Bachelor of Science in Business Administration concentration in Nonprofit Management provides students an opportunity to study the nature of nonprofit organizations including topic coverage in accounting principles and procedures, grant writing, and entrepreneurship. In addition, students will complete a nonprofit management seminar which provides an opportunity for students to apply what they have learned in a simulated environment.

### Concentration Outcomes

1. Apply nonprofit leadership practices toward addressing funding of initiatives for business sustainability and achieving strategic objectives

### Requirements

Concentration Courses  
15 Total Credits

- Complete:
  - ACC325 - Accounting for Nonprofit Organizations (3)
  - OL265 - Introduction to Managing Not-For-Profit Organizations (3)
  - OL320 - Entrepreneurship (3)
  - OL330 - Grant Writing (3)
  - OL445 - Nonprofit Management Seminar (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Organizational Leadership (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Organizational Leadership provides students with effective leadership techniques that support the guidance of teams towards achieving organizational objectives. Students gain a global perspective and develop an understanding of leadership skills, group and intergroup dynamics, organizational structure, business laws, change management, and total quality management.

### **Concentration Outcomes**

1. Recommend appropriate solutions for achieving organizational objectives that integrate ethical and legal leadership practices for managing change and supporting quality initiatives in organizations

### **Requirements**

Concentration Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - OL215 - Principles of Management (3)
    - OL322 - Managing Organizational Change (3)
    - OL328 - Leadership (3)
    - BUS307 - Business Law II (3)
  - 1 of the following:
    - OL324 - Managing Quality (3)
    - OL326 - Social Environment of Business (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Project Management (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Project Management provides students with opportunity to develop the fundamental knowledge, skills, and dispositions necessary to meet the organizational and stakeholder requirements in the planning, implementation, and assessment of projects. Students explore all elements of the project life-cycle and learn the techniques and tools involved in managing projects while taking into consideration time, cost, quality, risk, and resources in the decision-making and management process.

### **Concentration Outcomes**

1. Integrate project management methodologies, tools, and practices for appropriate use in the planning, implementation, and assessment of project that address organizational and stakeholder requirements

### **Requirements**

Concentration Courses  
15 Total Credits

- Complete all of the following
  - 1 of the following:
    - QSO340 - Project Management (3)
    - QSO345 - Project Management for CAPM® Certification (3)
  - Complete:
    - QSO349 - Project Contracting and Procurement (3)
    - QSO355 - Resource Estimating and Scheduling (3)
    - QSO420 - Integrated Cost and Schedule Control (3)
    - QSO435 - Adaptive Project Management (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Public Administration (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Public Administration introduces students to the intricacies of working in the public sector. Students develop skills and strategies to make informed recommendations for policies and programs based on the best interest of stakeholders such as the community, constituents, and businesses. Emphasis is placed on purposeful communication, working within constraints, and managing external influences in the decision-making process.

### **Concentration Outcomes**

1. Justify the development and maintenance of public policy and programs that meet the needs of constituents through an analysis of quantitative and qualitative data
2. Utilize appropriate communication strategies for informing, negotiating with, and persuading constituents on public programs

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - POL210 - American Politics (3)
  - PAD330 - Public Administration (3)
  - PAD340 - Public Fiscal Management (3)
  - PAD345 - Policy Analysis and the Role of the Public (3)
  - PAD410 - Program Evaluation and Accountability (3)

Grand Total Credits: **15**

## **Business Administration (BS) - Sport Management (Concentration)**

### **Description**

The Bachelor of Science in Business Administration concentration in Sport Management provides students the opportunity to learn about various elements of the sport industry including media, merchandising, hospitality, facility and event management, and others. Students explore sport management principles, the sociological impact of sport, and ethical theories while learning how these can be applied to address organizational needs across many functional areas related to the business of sports.

### **Concentration Outcomes**

1. Apply sport management principles in ethically addressing various business needs in sport organizations

### **Requirements**

Concentration Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - SPT111 - Introduction to Sport Management (3)
    - SPT208 - Sport Marketing (3)
    - SPT333 - Sport, Society, and Ethics (3)
  - 6 credit(s) from subject(s): SPT within the range of course numbers 300 - 499

Grand Total Credits: **15**



# Online Programs

## Business Core

### Program Outcomes

1. Develop business management approaches that align with organizational philosophies and help build collaborative relationships with diverse teams
2. Problem-solve across functional areas by integrating personal values with ethical, legal, and socially responsible business practices
3. Articulate implications of global and societal contexts on business decisions
4. Recommend strategic and creative business options using data gathered through research and current technological applications
5. Communicate effectively to diverse internal and external audiences to contribute to a positive team climate and address various strategic and operational business need

### Requirements

Business Core  
30 Total Credits

- Complete:
  - ACC201 - Financial Accounting (3)
  - ACC202 - Managerial Accounting (3)
  - BUS206 - Business Law I (3)
  - BUS210 - Managing and Leading in Business (3)
  - BUS225 - Critical Business Skills for Success (3)
  - BUS400 - Driving Business Opportunities (3)
  - FIN320 - Principles of Finance (3)
  - INT220 - Global Dimensions in Business (3)
  - MKT205 - Applied Marketing Strategies (3)
  - QSO321 - People, Planet, and Profit (3)

Grand Total Credits: **30**

## Business Process Improvement (Certificate)

### Description

The Business Process Improvement Certificate provides students with the skills to gather, analyze, synthesize, and leverage data to improve business processes. Students will also learn how to apply continuous improvement tools and techniques and effectively present data to inform organizational decision-making. Finally, students will explore how to apply the Six Sigma quality management methodology to improve service and manufacturing processes.

### Requirements

Certificate Courses  
15 Total Credits

- Complete:
  - MAT240 - Applied Statistics (3)
  - QSO300 - Operations Management (3)
  - QSO320 - Management Science through Spreadsheets (3)
  - QSO325 - Continuous Improvement Tools and Techniques (3)
  - QSO360 - Six Sigma Quality Management (3)

Grand Total Credits: **15**

# Online Programs

## Business Writing (Minor)

### Requirements

Minor Courses

12 Total Credits

- Complete:
  - COM235 - Multimedia Journalism (3)
  - COM340 - Writing for Public Relations (3)
  - COM435 - Feature Writing (3)
  - ENG220 - Business Communication (3)

Electives

3 Total Credits

- Complete all of the following
  - 3 credit(s) from the following:
    - ENG327 - Playwriting Workshop (3)
    - ENG328 - Poetry Writing Workshop (3)
    - ENG329 - Fiction Writing Workshop (3)
    - ENG330 - Nonfiction Writing Workshop (3)
  - May also include ENG 480. This course is no longer offered or it is only available to University College students, but may be taken in place of the electives currently offered by the College of Online and Continuing Education.

Grand Total Credits: **15**

## Economics (Minor)

### Requirements

Prerequisite Courses

9 Total Credits

- Complete:
  - ACC201 - Financial Accounting (3)
  - ACC202 - Managerial Accounting (3)
  - MAT240 - Applied Statistics (3)

Minor Courses

18 Total Credits

- Complete all of the following
  - Complete:
    - ECO201 - Microeconomics (3)
    - ECO202 - Macroeconomics (3)
    - ECO301 - Managerial Economics (3)
    - ECO306 - Money and Banking (3)
  - 6 credit(s) from subject(s): ECO within the range of course numbers 200 - 499

Grand Total Credits: **27**

## Fashion Merchandising and Management (BS)

## Online Programs

### **Description**

The business of fashion remains impervious to the economic environment. Fashion in the US is a multi-billion dollar industry. Despite economic shifts, people still buy clothing, buyers still choose fashions to sell, and retailers and contract manufacturers still make and sell clothing. Graduates of fashion merchandising management programs must demonstrate the skills, knowledge, and ability required for careers in the field. The Fashion Merchandising and Management program at Southern New Hampshire University fills a niche in the New England fashion education marketplace. It is one of only seven such programs in New England. It provides a strong combination of business, fashion and experiential learning to students enrolled in the program. Students explore the ever-changing fashion industry by investigating how fashion apparel is developed, marketed and distributed. They learn how technological and organizational changes affect the business of fashion. Through field trips, guest speaker series and internships, students develop a broad perspective about the business of fashion. Upon successfully completing the program students develop an understanding of merchandise planning and operation systems.

### **Program Outcomes**

1. Develop fashion merchandise planning strategies that integrate the retailer's positioning, vendor's interests, and plans for generating profit
2. Apply management theories and techniques in the fashion merchandising environment to achieve retail objectives and remain competitive
3. Collect and organize industry data through the use of qualitative and quantitative tools
4. Interpret data to predict influences of fashion trends in the fashion merchandising environment
5. Employ effective decision-making skills to select textile and production sources from both domestic and international markets

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)
- MAT240 - Applied Statistics (3)

### Business Core

24 Total Credits

- 24 credit(s) from: Business Core

Except:

- INT220 - Global Dimensions in Business (3)
- QSO321 - People, Planet, and Profit (3)

### Major Courses

36 Total Credits

- Complete all of the following
  - Complete:
    - FMM114 - Introduction to Fashion Merchandising (3)
    - FMM204 - Textiles and Color Theory (3)
    - FMM208 - History of Fashion and Costume (3)
    - FMM225 - Merchandise Planning (3)
    - FMM325 - Sustainability in Fashion (3)
    - FMM340 - Merchandise Management Strategies (3)
    - FMM410 - Fashion Research and Forecasting (3)
    - FMM457 - Strategic Fashion Management (3)
    - QSO330 - Supply Chain Management (3)
  - 3 credit(s) from the following:
    - MKT490 - Marketing Internship (0 - 15)
  - Complete 1 of the following
    - 2 of the following:
      - FMM417 - Global Sourcing and Apparel (3)
      - MKT322 - International Retailing (3)
      - MKT326 - Global Consumer Culture (3)
    - 2 of the following:
      - MKT230 - Retail Sales Promotion (3)
      - MKT231 - Visual Merchandising (3)
      - MKT345 - Consumer Behavior (3)
    - 2 of the following:
      - MKT222 - Principles of Retailing (3)
      - MKT228 - Technology in Fashion and Retailing (3)
      - MKT442 - Retail Management (3)

### Free Electives

18 Total Credits

- 18 credit(s).

Grand Total Credits: **120**

## **Fashion Merchandising (AS)**

## Online Programs

### **Description**

The Associate in Science Fashion Merchandising offers students a concentrated course of study that prepares them for entry-level positions in soft goods retailing or wholesaling in the fashion industry. Many students choose careers in the merchandising or operations departments of specialty, department and discount stores. Others opt for positions in manufacturers' showrooms or as sales representatives. Fashion Merchandising students are required to participate in an internship that will combine valuable practical experience with theories learned in the classroom. Since many of our two-year degree recipients stay on to complete four-year degree programs, the transition between the two-year Fashion Merchandising program and its closely related four-year counterpart, the Retailing program, is a smooth one. Students anticipating transfer to a four-year degree program should consult with their advisors regarding the most effective choices of free electives. It also is possible for students to complement Fashion Merchandising courses with other majors, such as Marketing or Communications. Such pursuits are limited only by students' needs, interests and creativity

### **Program Outcomes**

1. Apply basic design, fabric, and color theory as related to fashion merchandising
2. Explain the effect of merchandising planning and purchasing on the financial performance of a fashion business unit
3. Conduct basic analyses of the merchandising components of sales promotion plans for fashion items or lines of items
4. Apply basic psychological principles to sales techniques

# Online Programs

## Requirements

### General Education Courses

24 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete:
      - MAT240 - Applied Statistics (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - ESBS
    - Complete:
      - ECO201 - Microeconomics (3)
      - ECO202 - Macroeconomics (3)
  - EFAH
    - Complete:
      - HUM100 - Perspectives in the Humanities (3)
  - EHIS
    - Complete:
      - HIS100 - Perspectives in History (3)

### Major Courses

36 Total Credits

- Complete all of the following
  - Complete:
    - ACC201 - Financial Accounting (3)
    - ACC202 - Managerial Accounting (3)
    - FMM101 - Basic Design and Color Theory (3)
    - FMM114 - Introduction to Fashion Merchandising (3)
    - FMM204 - Textiles and Color Theory (3)
    - FMM225 - Merchandise Planning (3)
    - IT100 - Introduction to Information Technology (3)
    - MKT113 - Introduction to Marketing (3)
    - MKT222 - Principles of Retailing (3)
    - MKT230 - Retail Sales Promotion (3)
    - OL125 - Human Relations in Administration (3)
  - 3 credit(s) from the following:
    - FMK290 - Fashion Merchandising Internship (0 - 15)

Grand Total Credits: **60**

## Fashion Merchandising (Minor)

### Requirements

Prerequisite Courses  
3 Total Credits

- Complete:
  - MKT205 - Applied Marketing Strategies (3)

Minor Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - FMM114 - Introduction to Fashion Merchandising (3)
    - FMM204 - Textiles and Color Theory (3)
    - FMM225 - Merchandise Planning (3)
    - FMM340 - Merchandise Management Strategies (3)
  - 1 of the following:
    - MKT222 - Principles of Retailing (3)
    - FMM457 - Strategic Fashion Management (3)

Grand Total Credits: **18**

## Finance (BS)

### Description

The Bachelor of Science (B.S.) in Finance is designed for motivated professionals who have an interest in the management of money and wish to pursue a career in finance. The curriculum builds upon the Southern New Hampshire University's general education and business core foundation of knowledge, which emphasizes communication, critical, creative, and entrepreneurial thinking, collaboration and teamwork, personal and social responsibility, problem solving and decision-making, and global orientation. The B.S. Finance prepares students for entry- to mid-level finance positions by providing solid foundational knowledge of the global economic environment, financial statement analysis, financial investments and markets, quantitative analysis, and topics related to wealth management. Equally important, an appreciation of ethics and the regulatory environment is emphasized.

### Program Outcomes

1. Develop financial plans that utilize appropriate investment for counseling clients in making appropriate investment recommendations
2. Assess domestic and global economic environments and market conditions for supporting strategic goals and effective financial planning within organizations
3. Analyze organizational financial statements for forecasting and meeting organizational goals and objectives
4. Apply quantitative and qualitative methods of analysis for supporting sound financial decisions
5. Apply ethical and legal practices that comply with internal policies and external regulations to guide conduct and decision-making in the field of finance

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT240 - Applied Statistics (3)
- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)

### Business Core

30 Total Credits

- 30 credit(s) from: Business Core

Must include:

- FIN325 - Financial Statements and Reporting Analysis (3)

Except:

- QSO321 - People, Planet, and Profit (3)

### Major Courses

21 Total Credits

- Complete:
  - FIN340 - Fundamentals of Investments (3)
  - FIN330 - Corporate Finance (3)
  - FIN335 - Financial Markets (3)
  - FIN336 - Multinational Corporate Finance (3)
  - FIN341 - Financial Regulations and Ethics (3)
  - FIN450 - Wealth Management (3)
  - FIN470 - Undergraduate Finance Capstone (3)

### Major Electives or choose a Concentration

9 Total Credits

- Complete all of the following
  - 9 credit(s) from subject(s): ACC DAD, DAT, ECO, or FIN within the range of course numbers 200 - 499
  - Undergraduate students who wish to take graduate classes as electives to complete their remaining undergraduate requirements may do so only if they have earned a minimum of 90 credits and completed all of their major requirements, including the capstone. Students must receive a B or better to receive credit in their graduate program. Students must apply through their academic advisor to enroll. The acceptable graduate classes are: FIN-550 Corporate Financial Management, INT-620 Global Corporate Finance, FIN 640 Investment Analysis & Portfolio Management or FIN 685 Risk Management

### Free Electives

18 Total Credits

- Complete all of the following
  - 18 credit(s).
  - NOTE: Students with a concentration will have 12 credits of free electives.

Grand Total Credits: **120**



## Finance (BS) - Financial Planning (Concentration)

### Description

The Financial Planning concentration provides a learning environment for students to explore and experience what a financial planner does in practice. Financial Planning curriculum focuses on the application of knowledge in order to prepare students for entry or advancement in a financial planning career. The curriculum builds upon the Bachelor of Science in Finance program foundation that is focused on foundational knowledge of the global economic environment, financial statement analysis, financial investments and markets, quantitative analysis, topics related to wealth management, ethics and the regulatory environment. Additionally, the curriculum is designed with the industry standards in mind. The Financial Planning concentration is well suited for individuals interested in pursuing a career as a personal financial advisor. Students will consider professional conduct and regulation, general principles and regulation, education planning, risk management and insurance planning, investment planning, tax planning, retirement savings and income planning, and estate planning, in order to develop and recommend financial plans for a variety of client situations.

### Concentration Outcomes

1. Apply personal financial planning knowledge to identify immediate and long-range measures to increase income, reduce expenditures, and achieve financial stability

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - FIN350 - Advanced Personal Financial Planning (3)
  - FIN355 - Risk Management and Insurance Planning (3)
  - FIN460 - Estate Planning and Taxation (3)
  - FIN485 - Financial Plan Development (3)
  - ACC330 - Federal Taxation I (3)

Grand Total Credits: **15**

## Finance (Minor)

### Requirements

Prerequisite Courses

9 Total Credits

- Complete:
  - ACC201 - Financial Accounting (3)
  - ECO201 - Microeconomics (3)
  - MAT240 - Applied Statistics (3)

Minor Courses

12 Total Credits

- Complete:
  - ECO202 - Macroeconomics (3)
  - FIN320 - Principles of Finance (3)
  - FIN330 - Corporate Finance (3)
  - FIN340 - Fundamentals of Investments (3)

Electives

6 Total Credits

- 6 credit(s) from FIN within the 300 - 499 range or from the following courses:
  - ECO306 - Money and Banking (3)

Grand Total Credits: **27**

# Online Programs

## Human Resource Management (Certificate)

### Description

Certificate programs are designed for those individuals who need basic skills for entry-level positions or for employees who want to be promoted or transferred within their organizations.

### Requirements

Certificate Courses

18 Total Credits

- Complete:
  - BUS210 - Managing and Leading in Business (3)
  - OL211 - Human Resource Management (3)
  - OL318 - Employee and Labor Relations (3)
  - OL325 - Total Rewards (3)
  - OL342 - Organizational Behavior (3)
  - OL442 - Human Resource Strategy and Development (3)

Grand Total Credits: **18**

## International Business (Minor)

### Requirements

Prerequisite Courses

6 Total Credits

- Complete:
  - ECO202 - Macroeconomics (3)
  - MKT205 - Applied Marketing Strategies (3)

Minor Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - INT220 - Global Dimensions in Business (3)
    - INT221 - Global Financial System (3)
    - INT315 - International Management (3)
    - INT433 - Multinational Marketing (3)
  - 1 of the following:
    - INT400 - International Business Project (3)
    - INT422 - International Strategic Management (3)

Grand Total Credits: **21**

## Marketing (AS)

### Description

The Associate in Science Marketing provides students with a basic knowledge of the various aspects of the marketing discipline and augments it with additional knowledge in other business and liberal arts areas. This program is designed for students seeking entry-level positions in the marketing field. Courses required in the associate program also meet the requirements of the bachelor's degree program in marketing should students wish to pursue a Bachelor of Science degree later.

# Online Programs

## Program Outcomes

1. Explain the role of primary and secondary data in determining the position of a product in the market
2. Apply elements of the marketing mix to develop basic marketing strategies that maximize internal and external opportunities and are in alignment with the goals of an organization
3. Explain the legal and ethical principles involved in marketing activities
4. Employ effective written and oral communication skills appropriate to an entry level marketing position
5. Analyze cross-functional internal and external environments to ensure the creation, capture, and delivery of value

## Requirements

### General Education Courses

24 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete:
      - MAT240 - Applied Statistics (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - ESBS
    - Complete:
      - ECO201 - Microeconomics (3)
      - ECO202 - Macroeconomics (3)
  - EFAH
    - Complete:
      - HUM100 - Perspectives in the Humanities (3)
  - EHIS
    - Complete:
      - HIS100 - Perspectives in History (3)

### Major Courses

30 Total Credits

- Complete:
  - ACC201 - Financial Accounting (3)
  - ACC202 - Managerial Accounting (3)
  - BUS206 - Business Law I (3)
  - BUS210 - Managing and Leading in Business (3)
  - BUS225 - Critical Business Skills for Success (3)
  - FIN320 - Principles of Finance (3)
  - INT220 - Global Dimensions in Business (3)
  - MKT205 - Applied Marketing Strategies (3)
  - MKT229 - Principles of Integrated Marketing Communications (3)
  - MKT265 - Social Media & Marketing Communications (3)

### Free Electives

6 Total Credits

- 6 credit(s).

Grand Total Credits: **60**

## **Marketing (BS)**

# Online Programs

## **Description**

The marketing field encompasses activities related to: identifying needs of prospective customers, selecting a target market, designing a product, packaging, pricing, advertising, selling, distributing, and servicing products in both domestic and international markets. It is the driving force in business. Therefore, the degree to which companies are able to do it well and respond to customer needs and wants largely determines their success. Southern New Hampshire University's Marketing Program integrates theory and application. Marketing majors also study general management, finance, organizational behavior, information technology and selected liberal arts courses, ensuring that students learn the tenets of marketing in concert with those disciplines. Marketing internships allow Marketing majors additional opportunities to link marketing theory with practice.

## **Program Outcomes**

1. Utilize primary and secondary data to determine the position of a product in the market
2. Recommend strategies for maximizing both internal and external opportunities through the effective use of the marketing mix
3. Develop strategic marketing plans in alignment with stated missions, objectives, and goals of the organizations
4. Employ effective written and oral communication skills appropriate to the professional marketing context
5. Apply legal and ethical principles to marketing activities
6. Collaborate in cross-functional internal and external environments to ensure the creation, capture, and delivery of value

## **Requirements**

General Education Courses  
42 Total Credits

- 42 credit(s) from: General Education

Must include:

- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)
- MAT240 - Applied Statistics (3)

Business Core  
30 Total Credits

- 30 credit(s) from: Business Core

Major Courses  
18 Total Credits

- Complete:
  - MKT229 - Principles of Integrated Marketing Communications (3)
  - MKT265 - Social Media & Marketing Communications (3)
  - MKT337 - Marketing Research (3)
  - MKT345 - Consumer Behavior (3)
  - MKT400 - Strategic Brand Management (3)
  - MKT432 - Strategic Marketing Planning (Capstone) (3)

Major Electives or choose a Concentration  
12 Total Credits

- Complete all of the following
  - 12 credit(s) from MKT within the 100 - 499 range or from the following courses:
    - ADV263 - Advertising Copy and Design (3)
    - ADV340 - Advertising Media Planning (3)
    - QSO330 - Supply Chain Management (3)
  - Undergraduate students who wish to take graduate classes as electives to complete their remaining undergraduate requirements may do so only if they have earned a minimum of 90 credits and completed all of their major requirements, including the capstone. Students must receive a B or better to receive credit in their graduate program. Students must apply through their academic advisor to enroll. The acceptable graduate classes are: MKT-500 Marketing Strategies and INT-640 Multinational Market Strategies.

Free Electives  
18 Total Credits

- 18 credit(s).

Grand Total Credits: **120**

### **Marketing (BS) - Digital Marketing (Concentration)**

#### **Description**

The Digital Marketing concentration provides students in the marketing program an opportunity to study fundamental elements within digital marketing, including search engine marketing versus search engine optimization and digital analytics. In addition, students utilize current technologies to apply what they learn in a simulated environment.

#### **Concentration Outcomes**

1. Utilize digital marketing strategies and analytics to promote brand awareness through current technologies

#### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - MKT311 - Mobile Marketing (3)
  - MKT315 - SEO vs. SEM (3)
  - MKT335 - Digital Advertising (3)
  - MKT410 - Digital Analytics (3)

Grand Total Credits: **12**

### **Marketing (BS) - Social Media Marketing (Concentration)**

#### **Description**

The Social Media Marketing concentration provides students with a broad knowledge base, providing access to theory, history and application of using social media in a marketing context. Students learn to engage and enhance brand experience while strengthening the relationship between customer and product.

#### **Concentration Outcomes**

1. Utilize social media tools, strategies, and analytics for developing engaging social media marketing campaigns that achieve organizational goals and promote brand awareness

#### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - MKT355 - Social Media Marketing Strategy (3)
  - MKT455 - Social Media Campaign (3)
  - MKT335 - Digital Advertising (3)
  - COM445 - Writing for New Media (3)

Grand Total Credits: **12**

## Marketing (Minor)

### Requirements

Prerequisite Courses  
6 Total Credits

- Complete all of the following
  - Complete:
    - MAT240 - Applied Statistics (3)
  - 1 of the following:
    - PSY108 - Introduction to Psychology (3)
    - SOC112 - Introduction to Sociology (3)

Minor Courses  
9 Total Credits

- Complete:
  - MKT205 - Applied Marketing Strategies (3)
  - MKT337 - Marketing Research (3)
  - MKT345 - Consumer Behavior (3)

Electives  
9 Total Credits

- 9 credit(s) from subject(s): MKT

Grand Total Credits: **24**

## Operations and Supply Chain Management (Minor)

### Description

Operations and Supply Chain Management focuses on the effective management of resources and activities that produce or deliver the goods and services in manufacturing and service organizations. This minor will expose you to concepts and techniques to effectively manage the people, materials, equipment, and processes that a business needs to design, produce and deliver its goods and services.

### Requirements

Minor Courses  
18 Total Credits

- Complete all of the following
  - Complete:
    - MAT240 - Applied Statistics (3)
    - QSO321 - People, Planet, and Profit (3)
    - QSO330 - Supply Chain Management (3)
    - QSO360 - Six Sigma Quality Management (3)
  - 6 credit(s) from subject(s): QSO

Grand Total Credits: **18**

## Operations Management (BS)

# Online Programs

## **Description**

The Bachelor of Science in Operations Management is designed to provide a solid foundation of knowledge for managing operations in manufacturing as well as service organizations. The curriculum builds upon the Southern New Hampshire University general education and business core foundation of knowledge, which emphasizes communication, critical, creative, and entrepreneurial thinking, collaboration and teamwork, personal and social responsibility, problem solving and decision-making, and global orientation. In order to prepare students to be effective operations managers, the Bachelor of Science in Operations Management will assist students in being competent in evaluating and applying continuous improvement practices for achieving sustainable operations and effective resource management. With a focus on providing students with the tools and skills necessary to use quantitative and qualitative techniques toward solving problems, students will be able to assess and apply operations management theory and best practices in a global context for the achievement of operational goals.

## **Program Outcomes**

1. Assess and apply operations management theory and best-practices effectively in a global environment to achieve operational goals in support of business strategies
2. Evaluate and apply appropriate continuous improvement practices for achieving sustainable operations in a given environment
3. Utilize quantitative and qualitative techniques for solving problems with processes, procedures and products
4. Evaluate the internal and external factors that influence business sustainability and competitive advantages in business
5. Make operations-management decisions which create value while minimizing risk for the purposes of meeting specified customer requirements
6. Develop and apply appropriate resource management techniques for promoting accountability, sustainability, and organizational effectiveness

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)
- MAT240 - Applied Statistics (3)

### Business Core

30 Total Credits

- 30 credit(s) from: Business Core

### Major Courses

21 Total Credits

- Complete all of the following
  - Complete:
    - QSO320 - Management Science through Spreadsheets (3)
    - QSO325 - Continuous Improvement Tools and Techniques (3)
    - QSO328 - Sustainable Operations (3)
    - QSO330 - Supply Chain Management (3)
    - QSO415 - Trends in Operations Management (3)
    - QSO489 - Capstone in Operations Management (3)
  - 1 of the following:
    - QSO340 - Project Management (3)
    - QSO345 - Project Management for CAPM® Certification (3)

### Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from ADV BUS, ECO, FIN, INT, IT, MKT, OL, or QSO within the 300 - 499 range or from the following courses:
  - IT252 - Information Technology Teams and Group Dynamics (3)
  - IT261 - IT Service Management (3)
  - IT328 - Project Management in Information Technology (3)
  - IT332 - Infrastructure Management (3)
  - PHL316 - Business Ethics (3)
  - QSO322 - Logistics Management (3)
  - QSO349 - Project Contracting and Procurement (3)
  - QSO355 - Resource Estimating and Scheduling (3)
  - QSO420 - Integrated Cost and Schedule Control (3)
  - QSO425 - Reverse Logistics (3)
  - QSO435 - Adaptive Project Management (3)
  - QSO450 - Transportation Management (3)
  - QSO455 - Integrated Supply Chain Management (3)
  - SCI218 - Natural Resources (3)
  - SCI219 - Environmental Issues (3)
  - SCI220 - Energy and Society (3)
  - SCI333 - Waste: Sources, Reduction, & Remediation (3)
  - SOC318 - Sustainable Communities (3)

### Free Electives

15 Total Credits

- 15 credit(s).

Grand Total Credits: **120**



## Operations Management (BS) - Logistics and Transportation (Concentration)

### Description

The Logistics and Transportation concentration provides students with an opportunity to focus their studies on how to effectively manage the flow and storage of information or materials into and through production and manufacturing processes. With an emphasis on keeping customer service levels high, students will review concepts in logistics management, reverse logistics, transportations management, and integrated supply chain management.

### Concentration Outcomes

1. Analyze internal and external metrics and stakeholders requirements to recommend appropriate logistics and transportation models, practices, and systems that address opportunities in the transfer and storage of goods and supplies

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - QSO322 - Logistics Management (3)
  - QSO425 - Reverse Logistics (3)
  - QSO450 - Transportation Management (3)
  - QSO455 - Integrated Supply Chain Management (3)

Grand Total Credits: **12**

## Operations Management (BS) - Project Management (Concentration)

### Description

Project managers play a critical role in the strategic direction of an organization by managing and leading project teams. The Project Management concentration provides students with an opportunity to focus their studies on the effective application of knowledge, skills, and techniques in executing and managing projects.

### Concentration Outcomes

1. Integrate appropriate project management methodologies, tools, and practices in the planning, implementation, and assessment of projects to address organizational objectives and stakeholder requirements

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - QSO349 - Project Contracting and Procurement (3)
  - QSO355 - Resource Estimating and Scheduling (3)
  - QSO420 - Integrated Cost and Schedule Control (3)
  - QSO435 - Adaptive Project Management (3)

Grand Total Credits: **12**

## Operations Management (Minor)

### Requirements

Prerequisite Courses  
3 Total Credits

- Complete:
  - MAT240 - Applied Statistics (3)

Minor Courses  
18 Total Credits

- Complete:
  - QSO320 - Management Science through Spreadsheets (3)
  - QSO321 - People, Planet, and Profit (3)
  - QSO330 - Supply Chain Management (3)
  - QSO340 - Project Management (3)
  - QSO345 - Project Management for CAPM® Certification (3)
  - QSO360 - Six Sigma Quality Management (3)

Grand Total Credits: **21**

## Organizational Leadership (Minor)

### Description

### Requirements

Minor Courses  
18 Total Credits

- Complete:
  - BUS210 - Managing and Leading in Business (3)
  - OL215 - Principles of Management (3)
  - OL322 - Managing Organizational Change (3)
  - OL324 - Managing Quality (3)
  - OL328 - Leadership (3)
  - OL342 - Organizational Behavior (3)

Grand Total Credits: **18**

## Project Management (Minor)

### Description

The minor in Project Management would enable one to acquire the skills needed to keep projects on task, on time, and on budget. The curriculum builds from theories of project management to real-world practices applicable to all industries and fields, including marketing, financial services, business administration, information technology, international trade, health sciences, government, construction, and more.

### Requirements

Minor Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - MAT240 - Applied Statistics (3)
    - QSO340 - Project Management (3)
    - QSO440 - Topics in Project Management (3)
  - 6 credit(s) from subject(s): QSO

Grand Total Credits: **15**

# Online Programs

## Retailing (Minor)

### Requirements

Prerequisite Courses  
3 Total Credits

- Complete:
  - MKT205 - Applied Marketing Strategies (3)

Minor Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - FMM225 - Merchandise Planning (3)
    - FMM340 - Merchandise Management Strategies (3)
    - MKT222 - Principles of Retailing (3)
  - 1 of the following:
    - MKT230 - Retail Sales Promotion (3)
    - MKT231 - Visual Merchandising (3)
  - 1 of the following:
    - MKT322 - International Retailing (3)
    - MKT442 - Retail Management (3)

Grand Total Credits: **18**

## Sport Management (BS)

### Description

The Bachelor of Science in Sport Management provides learners with the fundamental business knowledge and sport management skills necessary to become successful, well-trained managers and leaders in the global sports industry. This degree program will provide an innovative educational experience grounded in relevant theory and practice that enables learners to gain practical sport management skills such as strategic planning, project management, team leadership and dynamics, entrepreneurship, and marketing and sales. Throughout the program, learners will engage with and complete courses in sport management, business, and the liberal arts. The program culminates with a series of sports-related field experiences that allow learners to apply their practical knowledge and skills on authentic problems and challenges in the field with a variety of sport, fitness and recreational organizations. Accredited by the Accreditation Council for Business Schools and Programs (ACBSP), this program will have learners examine topics such as, but not limited to, the business of sports, sports marketing, band management, sports facilitates management, and the interrelationship between sports and society.

### Program Outcomes

1. Recognize management and leadership theory in an applied environment
2. Use management and leadership theory in an applied environment
3. Demonstrate problem solving in an applied environment
4. Formulate connections between classroom learning and practical experience
5. Demonstrate the ability to communicate
6. Understand and practice networking and relationship building
7. Employ ethical frameworks in decision-making
8. Display a professional personal image
9. Use reflection to develop multiple perspectives of self as a professional
10. Demonstrate an awareness of factors that contribute to global sport business issues
11. Apply sport management principles in an international context
12. Analyze the influences of social, cultural, or political institutions on global sport businesses
13. Analyze the role of social responsibility in global sport business
14. Understand the interrelationships between functional areas in sport organizations
15. Employ a strategic analysis to demonstrate an understanding of the forces that a sport business must have in order to achieve its mission
16. Integrate strategic analysis into the strategic planning process
17. Evaluate external and internal factors and the interrelationships affecting decision-making

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- ECO201 - Microeconomics (3)
- ECO202 - Macroeconomics (3)
- MAT240 - Applied Statistics (3)

### Business Core

30 Total Credits

- 30 credit(s) from: Business Core

Must include:

- SPT465 - Global Sport Business (3)

Except:

- INT220 - Global Dimensions in Business (3)

### Major Courses

30 Total Credits

- Complete all of the following
  - Complete:
    - SPT111 - Introduction to Sport Management (3)
    - SPT200 - Sport Business (3)
    - SPT208 - Sport Marketing (3)
    - SPT333 - Sport, Society, and Ethics (3)
    - SPT350 - Sales within Sport (3)
    - SPT360 - Brand Management (3)
    - SPT401 - Sport Facilities Management (3)
    - SPT461 - Seminar in Sport Management (Capstone) (3)
  - 6 credit(s) from the following:
    - SPT340 - Practicum in Sport Management (3 - 6)
    - SPT491 - Sport Management Internship (0 - 15)
    - SPT492 - Sport Management Internship II (3)

### Free Electives

18 Total Credits

- Complete all of the following
  - 18 credit(s).
  - Undergraduate students who wish to take graduate classes as electives to complete their remaining undergraduate requirements may do so only if they have earned a minimum of 90 credits and completed all of their major requirements, including the capstone. Students must receive a B or better to receive credit in their graduate program. Students must apply through their academic advisor to enroll. The acceptable graduate classes are: SPT-501 Research Methods in Sport Management and SPT-600 Management of Sport Organizations.

Grand Total Credits: **120**

# Online Programs

## Sport Management (Minor)

### Requirements

Prerequisite Courses

3 Total Credits

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

Minor Courses

9 Total Credits

- Complete:
  - SPT111 - Introduction to Sport Management (3)
  - SPT208 - Sport Marketing (3)
  - SPT333 - Sport, Society, and Ethics (3)

Electives

6 Total Credits

- Complete all of the following
  - 6 credit(s) from the following:
    - SPT201 - Governance/Management of Sport Organizations (3)
    - SPT307 - Sport Law (3)
    - SPT319 - Sport Sales and Promotions (3)
    - SPT320 - Media/Public Relations in Sport (3)
    - SPT340 - Practicum in Sport Management (3 - 6)
    - SPT401 - Sport Facilities Management (3)
    - SPT402 - Sport Revenue (3)
    - SPT425 - Sport Licensing/Strategic Alliances (3)
    - SPT465 - Global Sport Business (3)
    - SPT491 - Sport Management Internship (0 - 15)
    - SPT492 - Sport Management Internship II (3)
  - May also include SPT 310, SPT 321, and SPT 415. These courses are no longer offered or they are only available through University College, but may be taken in conjunction with the electives currently offered by the College of Online and Continuing Education.

Grand Total Credits: **18**

## Technical Management II (BS)

### Description

The BS in Technical Management program serves students who have completed an Associate's degree in a technical field (e.g., automotive technology, electronics technology, construction engineering, manufacturing engineering, etc.) from an accredited institution prior to joining SNHU. The curriculum is designed to help students master a number of tools and techniques that are essential for management careers in various technical fields.

### Program Outcomes

1. Develop and operate efficient supply chains to deliver goods and services.
2. Plan and manage projects effectively through the life cycle of the projects.
3. Analyze and improve processes to cut waste and enhance performance.
4. Plan and schedule production of goods and services for more efficient use of resources.

# Online Programs

## Requirements

### Transfer Requirement

60 Total Credits

- Complete all of the following
  - Student must transfer in 60 credits from a conferred Associate's Degree in a technical field (e.g. small engine repair, automotive technology, electronics technology, graphic arts, culinary arts, etc.)
  - 60 credit(s).

### General Education Courses

21 Total Credits

- Complete:
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)
  - HIS100 - Perspectives in History (3)
  - HUM100 - Perspectives in the Humanities (3)
  - MAT240 - Applied Statistics (3)

### Business Core

24 Total Credits

- 24 credit(s) from: Business Core
- Except:
- INT220 - Global Dimensions in Business (3)
  - QSO321 - People, Planet, and Profit (3)

### Major Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - IT100 - Introduction to Information Technology (3)
    - QSO340 - Project Management (3)
    - QSO360 - Six Sigma Quality Management (3)
  - 2 of the following:
    - OL215 - Principles of Management (3)
    - QSO310 - Management of Service Operations (3)
    - QSO320 - Management Science through Spreadsheets (3)
    - QSO330 - Supply Chain Management (3)
    - QSO440 - Topics in Project Management (3)

Grand Total Credits: **120**

## Technical Project Management (Certificate)

### Description

The Technical Project Management Certificate is designed to introduce effective project management methodologies and tools, including an emphasis on technical writing. In this certificate, students will learn how to develop project plans, effectively manage project resources and timelines, and create technical communications. Using technical writing skills, students will learn to synthesize complex technical information through collaboration with clients, internal and external stakeholders, and subject matter experts.

### Requirements

Certificate Courses

15 Total Credits

- Complete:
  - MAT240 - Applied Statistics (3)
  - ENG122 - English Composition I (3)
  - QSO340 - Project Management (3)
  - COM343 - Technical Writing Communication (3)
  - QSO355 - Resource Estimating and Scheduling (3)

Grand Total Credits: **15**

## Competency Based - CfA

# Online Programs

## Business Operations (Certificate)

### Description

The Business Operations Certificate is designed to prepare students with the knowledge, skills and attitudes to actively support entry-level business service jobs, such as business and financial operations, or administrative support roles. Students learn key concepts in business that are relevant to entry-level business professionals, including business communication, quantitative reasoning, problem solving, organizational culture, and ethical decision-making. Additionally, students gain skills in effective self-management, cultural competence and technology to enhance their ability to contribute to high-functioning teams in a variety of companies. There is high demand for skilled business professionals from employers due to an aging population and declining workforce. Students in this program will acquire the tools they need to respond to this opportunity, while also putting themselves on a solid pathway of professional growth and degree attainment.

### Competency Program Requirements

#### **Business Operations (Undergraduate Certificate) Competencies: 24 Total Credits**

- IDS 10006 - Evaluate time management, goal-setting, and planning approaches for independent and collaborative work (1)
- SCS 20004 - Describe the influence of culture on beliefs, values, and behaviors (1)
- SCS 20005 - Identify possible opportunities for civic engagement based on your field and experience (1)
- ENG 10001 - Select relevant and authoritative information to fulfill an information need (1)
- COM 10002 - Present information in a variety of professional formats (1)
- SCS 10003 - Compare problem-solving methods in a variety of fields (1)
- ENG 10007 - Analyze texts to draw meaningful conclusions (1)
- ENG 10008 - Craft written messages for an intended audience (1)
- ENG 10009 - Apply professional writing conventions to a piece of writing (1)
- PHL 20010 - Make decisions informed by ethical frameworks (1)
- PHL 10011 - Describe how your identity affects your values (1)
- HUM 20012 - Draw connections between human creativity and culture (1)
- MAT 20013 - Use basic quantitative methods of problem solving (1)
- MAT 20014 - Use spreadsheet applications to interpret information and draw conclusions (1)
- SCS 20015 - Examine human behavior through principles of social science (1)
- COM 20028 - Prepare and perform a variety of verbal communications (1)
- COM 20029 - Apply cross-cultural communication strategies for global audiences in real world contexts (1)
- HUM 20030 - Support greater cultural understanding by examining historical and cultural contexts (1)
- COM 10049 - Develop a professional identity using written and verbal communication strategies (1)
- IT 10050 - Examine the influence technology and social media have on personal and professional identity (1)
- COM 10051 - Build networking opportunities using face-to-face and digital methods (1)
- BUS 20058 - Differentiate between the various functions and forms of organizations (1)
- PHL 20059 - Make individual and organizational decisions informed by ethical and cultural considerations (1)
- IT 20060 - Support business operations using information and technology systems (1)



## Certificate in Healthcare Management Fundamentals

### Description

The Certificate in Healthcare Management Fundamentals prepares healthcare professionals with the knowledge, attitudes, and skills to actively support healthcare organizations. Students develop the interpersonal, organizational, and foundational business skills necessary to meet the demand for frontline healthcare professionals. This certificate is designed to help students succeed in their current roles in the healthcare field.

### Competency Program Requirements

#### **Healthcare Management Competencies: 15 Total Credits**

- COM20188 - Analyze communication styles and strategies for optimal effect within healthcare organizations (1)
- COM20189 - Apply cultural knowledge to enhance communication within a healthcare organization (1)
- HCM20190 - Align communication processes to the healthcare organization's mission, vision, and values (1)
- MGT20191 - Support cross-functional collaboration by evaluating organizational structures (1)
- HCM20192 - Describe the components of a healthcare system (1)
- HCM20193 - Describe the responsibilities that front office staff have when interacting with patients, outside contractors, and vendors (1)
- HIM20194 - Analyze the role and impact of documentation within a healthcare organization (1)
- HCM20195 - Determine how policies, processes and procedures are created to meet regulatory requirements and organizational needs (1)
- HIM20196 - Utilize appropriate medical terminology (1)
- HCM20197 - Assess the impact of healthcare ethics on the end of life decision making process (1)
- HCM20198 - Analyze the legal implications of various healthcare entities (1)
- HCM20199 - Analyze the impact of codes of ethics on healthcare organizations (1)
- PHE20200 - Create a community health assessment (1)
- QSO20201 - Conduct analysis using industry tools to evaluate trends in healthcare (1)
- QSO20202 - Apply effective strategies to a healthcare project planning initiative (1)

#### **General Studies Competencies: 15 Total Credits**

- ENG10001 - Select relevant and authoritative information to fulfill an information need (1)
- COM10002 - Present information in a variety of professional formats (1)
- SCS10003 - Compare problem-solving methods in a variety of fields (1)
- SCS20004 - Describe the influence of culture on beliefs, values, and behaviors (1)
- SCS20005 - Identify possible opportunities for civic engagement based on your field and experience (1)
- IDS10006 - Evaluate time management, goal-setting, and planning approaches for independent and collaborative work (1)
- ENG10007 - Analyze texts to draw meaningful conclusions (1)
- ENG10008 - Craft written messages for an intended audience (1)
- ENG10009 - Apply professional writing conventions to a piece of writing (1)
- MAT20013 - Use basic quantitative methods of problem solving (1)
- MAT20014 - Use spreadsheet applications to interpret information and draw conclusions (1)
- SCS20015 - Examine human behavior through principles of social science (1)
- COM10016 - Integrate feedback from stakeholders into decision making (1)
- OL20017 - Address challenges in group collaboration through various approaches to leadership (1)
- SCS20018 - Analyze group interactions from social science perspectives (1)

#### **Grand Total Credits: 30**

## Communications (BA)

### Description

The Bachelor of Arts in Communications at SNHU offers students a multidisciplinary and global approach to the study of the communication profession. The Communications program provides students with both the theoretical knowledge and practical skills that can be applied to a wide range of careers in both the public and private sectors in fields such as public relations, social media, advertising, organizational communications, new media, corporate communications, and visual media. In the age of instantaneous and unfiltered global communication, students in the program will develop the analytical and media literacy skills necessary for generating meaning from a myriad of communication messages across a wide variety of channels, cultures, contexts, and modes of delivery. Students will also develop the technical skills to create professional and effective communication messages for a multitude of specific purposes and that target diverse audiences.

# Online Programs

## **Program Outcomes**

1. Apply knowledge of the communication discipline in adapting to evolving workplace environments and changing technological landscapes
2. Engage targeted audiences with messages that are informed by analyses of stakeholder requirements and that are guided by ethical and legal considerations
3. Create messages using multiple modes of delivery that represent expressions of business and personal import and that honor the cultural contexts in which they occur
4. Demonstrate business acuity through the application of foundational business practices and the inter- and intra-personal skills required of successful communication professionals
5. Gather and interpret information needed to make informed decisions guided by communication theory and ethical and legal considerations

## **Competency Program Requirements**

### **AA or Equivalent: 60 Total Credits**

### **Communications Competencies: 51 Total Credits**

- COM20111 - Describe the role of communication functions in businesses and organizations (1)
- COM20112 - Explain how foundational communication theories can inform how communication professionals adapt to changing business needs (1)
- COM20113 - Trace the evolution of the communication profession in order to understand and solve contemporary communication problems (1)
- COM20091 - Apply legal and ethical considerations in relation to the use of target audience information (1)
- COM20110 - Evaluate relevant data and information to determine how to segment and target an audience (1)
- COM30122 - Determine the considerations and adjustments needed to communicate effectively with diverse audiences (1)
- COM20098 - Collaborate with multiple stakeholders using principles of emotional intelligence and team dynamics (1)
- MGT20125 - Evaluate theories and practices related to leading teams in varying contexts (1)
- MGT20126 - Create personal and professional developmental goals that support your growth as an effective individual and team contributor (1)
- COM30096 - Evaluate the effectiveness of messages on targeted audiences in relation to communication project goals (1)
- COM30116 - Select and apply appropriate technologies to produce various visual communications (1)
- COM30124 - Create various visual communications informed by the application of basic design principles (1)
- COM20100 - Develop oral presentation skills to deliver presentations that meet organizational goals (1)
- COM20101 - Gather and evaluate information relevant to the creation and deployment of oral communication presentations (1)
- COM20119 - Create and adjust oral communication presentations for different channels, purposes, and audiences (1)
- COM30095 - Explain how fundamental internet marketing strategy concepts inform the creation of various communications (1)
- COM30108 - Utilize qualitative and quantitative information to make decisions that strengthen communication projects (1)
- COM30109 - Apply metrics and feedback from social media platforms to create and adapt communications (1)
- COM30179 - Create global and intercultural communications for a variety of purposes and targeted audiences (1)
- COM30180 - Analyze the role of global media in contemporary society (1)
- COM30184 - Apply principles of global citizenship in the creation, delivery, and consumption of media messages (1)
- COM30094 - Evaluate how ethical and legal issues impact communication messages and goals (1)
- COM30105 - Evaluate the impact of government regulation and public policy on the communication profession (1)
- COM30106 - Apply socially responsible practices when responding to various communication problems and scenarios (1)
- COM20092 - Evaluate cultural representation in various forms of communication messages (1)
- COM30117 - Analyze how stories are used to meet various communication goals (1)
- COM20120 - Create and deliver communication messages informed by the application of storytelling concepts (1)
- MGT20062 - Demonstrate effective management skills and practices in diverse, distributed, and collaborative work environments (1)
- MGT20127 - Analyze the use of management styles in varying contexts to determine preferred approaches (1)
- COM20128 - Apply communication techniques to effectively negotiate and manage conflict (1)
- COM30107 - Respond to and manage various crises using communication best practices (1)
- COM30115 - Assess the effectiveness of crisis communication plans and responses (1)
- COM20123 - Develop crisis communication plans to mitigate risks and unforeseen challenges (1)
- COM30093 - Align needs of various audiences with stakeholder requirements to craft messages that meet project goals (1)
- COM30114 - Produce various communications aligned to the mission and structure of an organization (1)
- COM20118 - Apply best practices to create, build, and maintain a brand (1)
- MKT20079 - Apply the marketing mix to inform business decisions that support organizational objectives (1)
- MKT20080 - Determine appropriate marketing and communication distribution channels (1)

## Online Programs

- MKT20081 - Explain how marketing decisions are made to target the consumer (1)
- MGT30156 - Demonstrate an entrepreneurial mindset in addressing business opportunities in varying business models (1)
- MGT30155 - Identify consumer-focused solutions that deliver a value proposition utilizing the design-thinking process (1)
- COM30185 - Create various types of advertising communications (1)
- COM30181 - Develop project plans for the creation and delivery of written technical communications (1)
- COM30182 - Create written technical communications for various purposes and targeted audiences (1)
- COM30183 - Assess project plans and written technical communications for their alignment to stakeholder requirements and project goals (1)
- COM20099 - Apply successful business practices and dispositions of the entrepreneurial communication professional (1)
- COM20103 - Integrate elements of professional codes of conduct and personal behaviors, as well as principles of team dynamics, in a variety of communication contexts (1)
- COM30121 - Develop a personal brand as a communication professional in relation to the diverse world around you (1)
- COM20097 - Employ appropriate project management skills in the execution of communication projects (1)
- COM20102 - Demonstrate basic budgeting and financial analysis and reporting in relation to the execution of communication projects (1)
- COM30104 - Employ various leadership and management strategies in the execution of communication projects (1)

### Concentration Courses: 9 Total Credits

- Students must select a concentration.

Grand Total Credits: 120

## Communications (BA) - Business (Concentration)

### Competency Concentration Requirements

- MGT20135 - Evaluate organizational culture in relation to organizational effectiveness and performance (1)
- MGT20136 - Apply organizational behavior theories to inform managerial decisions (1)
- MGT20137 - Shape and lead an organizational climate in support of mission, vision, and values (1)
- POL10067 - Describe the foundational elements of the US legal system and the relationships among them (1)
- BUS20068 - Differentiate between matters of law and matters of ethics in business situations (1)
- BUS20069 - Apply relevant aspects of law to current business situations (1)
- ACC20132 - Demonstrate the foundational principles of financial accounting (1)
- ACC20133 - Interpret the key sections of financial statements to make management decisions (1)
- ACC30134 - Apply appropriate ratios and vertical and horizontal analysis to recommend business decisions (1)

Grand Total Credits: 9

## Communications (BA) - Healthcare (Concentration)

### Competency Concentration Requirements

- MGT20135 - Evaluate organizational culture in relation to organizational effectiveness and performance (1)
- MGT20136 - Apply organizational behavior theories to inform managerial decisions (1)
- MGT20137 - Shape and lead an organizational climate in support of mission, vision, and values (1)
- HCM30367 - Explain the interrelationships between the different components of delivery of healthcare services (1)
- HCM30368 - Explain the basic organizational structures, regulations, and major stakeholders of the U.S. healthcare system (1)
- HCM30369 - Analyze ethical and regulatory considerations in healthcare management (1)
- PHE40209 - Develop accessible community resources to promote health literacy (1)
- HCM30210 - Analyze various methods of healthcare data collection (1)
- PHE40211 - Describe the role of wellness in fostering healthy communities (1)

Grand Total Credits: 9

## General Studies (AA)

## Online Programs

### **Description**

The Associate in Arts General Studies provides students with a strong foundation in the skills that employers and students value in the professional workplace. Designed to support today's workers in developing the competencies needed for advancing their careers, the degree draws upon insights from workforce and industry leaders about the skills and knowledge that are essential for professional success. Through an innovative, project-based approach, students complete competency-based, real-world deliverables, developing valuable competencies in the process. Students use constructive feedback to learn and improve, while strengthening written and oral communication, critical thinking and problem solving, ethics, and collaboration skills.

### **Program Outcomes**

1. A graduate of SNHU is expected to gain awareness and understanding of human cultures and the physical and natural world through study in Fine Arts and Humanities; Social and Behavioral Sciences; and Science, Technology, and Mathematics
2. A graduate of SNHU is expected to use effective written, verbal, and non-verbal communication for a variety of situations, genres, purposes, and audiences
3. A graduate of SNHU is expected to think critically and creatively by locating, assessing, and analyzing relevant information using quantitative and qualitative reasoning
4. A graduate of SNHU is expected to demonstrate the ability to learn and work collaboratively with individuals of diverse cultures and perspectives in order to reach common goals
5. A graduate of SNHU is expected to assess and accept the consequences of one's actions, be an informed and responsible citizen, and affect positive change in the world
6. A graduate of SNHU is expected to integrate general and discipline-based knowledge, apply this knowledge in and beyond the classroom, and reflect upon these experiences

# Online Programs

## Competency Program Requirements

### **AA General Studies Competencies: 42 Total Credits**

- ENG10001 - Select relevant and authoritative information to fulfill an information need (1)
- COM10002 - Present information in a variety of professional formats (1)
- SCS10003 - Compare problem-solving methods in a variety of fields (1)
- SCS20004 - Describe the influence of culture on beliefs, values, and behaviors (1)
- SCS20005 - Identify possible opportunities for civic engagement based on your field and experience (1)
- IDS10006 - Evaluate time management, goal-setting, and planning approaches for independent and collaborative work (1)
- ENG10007 - Analyze texts to draw meaningful conclusions (1)
- ENG10008 - Craft written messages for an intended audience (1)
- ENG10009 - Apply professional writing conventions to a piece of writing (1)
- PHL20010 - Make decisions informed by ethical frameworks (1)
- PHL10011 - Describe how your identity affects your values (1)
- HUM20012 - Draw connections between human creativity and culture (1)
- MAT20013 - Use basic quantitative methods of problem solving (1)
- MAT20014 - Use spreadsheet applications to interpret information and draw conclusions (1)
- SCS20015 - Examine human behavior through principles of social science (1)
- COM10016 - Integrate feedback from stakeholders into decision making (1)
- OL20017 - Address challenges in group collaboration through various approaches to leadership (1)
- SCS20018 - Analyze group interactions from social science perspectives (1)
- SCS20019 - Analyze the relationship between cultural artifacts and societal norms (1)
- HIS20020 - Explain the role of history in shaping current circumstances (1)
- HIS20021 - Describe perspectives of more than one worldview in real-world interactions (1)
- HUM20022 - Examine dimensions of culture to support effective intercultural interactions (1)
- HIS20023 - Use methods of historical inquiry to address a topic (1)
- IDS20024 - Determine how professional practice can be informed by the transfer of learning (1)
- SCS20025 - Describe cross-cultural perspectives on a complex global issue (1)
- SCI20026 - Describe how scientific approaches are used to address a complex practical problem (1)
- PHL20027 - Apply ethical perspectives to complex questions in science and technology (1)
- COM20028 - Prepare and perform a variety of verbal communications (1)
- COM20029 - Apply cross-cultural communication strategies for global audiences in real world contexts (1)
- HUM20030 - Support greater cultural understanding by examining historical and cultural contexts (1)
- ENG20031 - Construct a persuasive argument that is supported with research (1)
- ENG20032 - Examine assumptions and biases within an argument (1)
- ENG20033 - Analyze and evaluate ideas in a diverse range of texts (1)
- SCI20034 - Use natural sciences methodologies to explain natural phenomena (1)
- COM20035 - Deconstruct media messages in various forms and contexts (1)
- SCI20036 - Analyze the influence of technology on individuals and society (1)
- MAT20037 - Solve practical problems using basic mathematical calculations (1)
- SCI20038 - Evaluate arguments to determine logical soundness of position (1)
- IDS20039 - Apply various problem solving methods to determine innovative solutions (1)
- IDS20040 - Evaluate your development as a learner and articulate strategies for future growth (1)
- COM20041 - Generate recommendations for addressing a complex challenge (1)
- COM20042 - Communicate a position related to a complex issue in a civic context (1)

### **Major Required Competencies: 9 Total Credits**

- ECO20043 - Inform business decisions using microeconomic models and theories (1)
- ECO20044 - Determine the impact of economic costs on organizational and individual decision-making (1)
- ECO20045 - Explain how market structure impacts a business' entry and exit into a market and its ability to generate economic profit (1)
- IT10046 - Evaluate new technologies in areas of educational or professional interest (1)
- DAT20047 - Apply common techniques used for working with data (1)
- IDS20048 - Establish plans for professional development that support goal achievement (1)
- COM10049 - Develop a professional identity using written and verbal communication strategies (1)
- IT10050 - Examine the influence technology and social media have on personal and professional identity (1)
- COM10051 - Build networking opportunities using face-to-face and digital methods (1)

### **Concentration Courses: 9 Total Credits**

- Students must select a concentration.

### **Grand Total Credits: 60**

## General Studies (AA) - Business (Concentration)

### Competency Concentration Requirements

- ECO20052 - Make decisions informed by macroeconomic principles and the business cycle (1)
- ECO20053 - Determine the economic impact of historical and current events using models of macroeconomics (1)
- ECO20054 - Assess how changes to macroeconomic policies impact the economy (1)
- MKT20055 - Communicate relevant internal and external market factors to organization stakeholders (1)
- MKT20056 - Determine target customers and desired customer experiences as part of marketing strategies (1)
- MKT20057 - Formulate strategies to promote and protect a brand (1)
- BUS20058 - Differentiate between the various functions and forms of organizations (1)
- PHL20059 - Make individual and organizational decisions informed by ethical and cultural considerations (1)
- IT20060 - Support business operations using information and technology systems (1)

**Grand Total Credits: 9**

## General Studies (AA) - Transforming the Customer Experience (Concentration)

### Competency Concentration Requirements

- BUS20261 - Utilize effective selling techniques in relation to the consumer decision-making process (1)
- BUS20262 - Describe the functions of customer service departments and their significance within organizations (1)
- BUS20263 - Employ accepted customer service problem-solving techniques in responding to challenging customer behaviors (1)
- COM20264 - Analyze customer service interactions using various models of communication (1)
- COM20265 - Create customer-facing messages that take into consideration culturally and socially diverse customers (1)
- BUS20266 - Develop professional plans for advancing customer service skills (1)
- BUS20267 - Differentiate between and address legal, ethical, and regulatory issues in customer service (1)
- COM20268 - Align customer communications with an organization's brand and mission (1)
- BUS20269 - Employ techniques that nurture customer relationships across the customer lifecycle (1)

**Grand Total Credits: 9**

## Healthcare Management (AA)

### Description

The Associate in Arts Healthcare Management is designed to prepare healthcare professionals with the knowledge, attitudes, and skills to actively support healthcare organizations. Students learn key concepts in healthcare and business that are relevant to all healthcare professionals, including organizational culture, ethics, and healthcare delivery. Students gain skills in effective collaboration, communication, and technology to enhance their ability to contribute to high-functioning teams in a variety of healthcare fields. There is high demand for skilled healthcare professionals from employers due to an aging population and declining workforce, and students in this program will acquire the tools they need to respond to this opportunity.

### Program Outcomes

1. Promote an organizational culture of compliance in healthcare environments based on ethical, legal, and regulatory parameters that support healthcare delivery.
2. Communicate professionally and collaborate cross-functionally in support of a culturally competent healthcare environment.
3. Explore strategies that support continuous improvement of healthcare organizations based on sound decision-making strategies and interpretation of evidence-based data.

### Competency Program Requirements

#### **Healthcare Management Competencies: 18 Total Credits**

- COM20188 - Analyze communication styles and strategies for optimal effect within healthcare organizations (1)
- COM20189 - Apply cultural knowledge to enhance communication within a healthcare organization (1)
- HCM20190 - Align communication processes to the healthcare organization's mission, vision, and values (1)
- MGT20191 - Support cross-functional collaboration by evaluating organizational structures (1)
- HCM20192 - Describe the components of a healthcare system (1)
- HCM20193 - Describe the responsibilities that front office staff have when interacting with patients, outside contractors, and vendors (1)

## Online Programs

- HIM20194 - Analyze the role and impact of documentation within a healthcare organization (1)
- HCM20195 - Determine how policies, processes and procedures are created to meet regulatory requirements and organizational needs (1)
- HIM20196 - Utilize appropriate medical terminology (1)
- HCM20197 - Assess the impact of healthcare ethics on the end of life decision making process (1)
- HCM20198 - Analyze the legal implications of various healthcare entities (1)
- HCM20199 - Analyze the impact of codes of ethics on healthcare organizations (1)
- PHE20200 - Create a community health assessment (1)
- QSO20201 - Conduct analysis using industry tools to evaluate trends in healthcare (1)
- QSO20202 - Apply effective strategies to a healthcare project planning initiative (1)
- HCM20203 - Describe the roles of various departments involved in the delivery of healthcare (1)
- HCM20204 - Analyze how staffing needs are determined for healthcare organizations (1)
- HCM20205 - Evaluate the impact of technology on healthcare delivery (1)

### General Studies Competencies: 42 Total Credits

- ENG10001 - Select relevant and authoritative information to fulfill an information need (1)
- COM10002 - Present information in a variety of professional formats (1)
- SCS10003 - Compare problem-solving methods in a variety of fields (1)
- SCS20004 - Describe the influence of culture on beliefs, values, and behaviors (1)
- SCS20005 - Identify possible opportunities for civic engagement based on your field and experience (1)
- IDS10006 - Evaluate time management, goal-setting, and planning approaches for independent and collaborative work (1)
- ENG10007 - Analyze texts to draw meaningful conclusions (1)
- ENG10008 - Craft written messages for an intended audience (1)
- ENG10009 - Apply professional writing conventions to a piece of writing (1)
- PHL20010 - Make decisions informed by ethical frameworks (1)
- PHL10011 - Describe how your identity affects your values (1)
- HUM20012 - Draw connections between human creativity and culture (1)
- MAT20013 - Use basic quantitative methods of problem solving (1)
- MAT20014 - Use spreadsheet applications to interpret information and draw conclusions (1)
- SCS20015 - Examine human behavior through principles of social science (1)
- COM10016 - Integrate feedback from stakeholders into decision making (1)
- OL20017 - Address challenges in group collaboration through various approaches to leadership (1)
- SCS20018 - Analyze group interactions from social science perspectives (1)
- SCS20019 - Analyze the relationship between cultural artifacts and societal norms (1)
- HIS20020 - Explain the role of history in shaping current circumstances (1)
- HIS20021 - Describe perspectives of more than one worldview in real-world interactions (1)
- HUM20022 - Examine dimensions of culture to support effective intercultural interactions (1)
- HIS20023 - Use methods of historical inquiry to address a topic (1)
- IDS20024 - Determine how professional practice can be informed by the transfer of learning (1)
- SCS20025 - Describe cross-cultural perspectives on a complex global issue (1)
- SCI20026 - Describe how scientific approaches are used to address a complex practical problem (1)
- PHL20027 - Apply ethical perspectives to complex questions in science and technology (1)
- COM20028 - Prepare and perform a variety of verbal communications (1)
- COM20029 - Apply cross-cultural communication strategies for global audiences in real world contexts (1)
- HUM20030 - Support greater cultural understanding by examining historical and cultural contexts (1)
- ENG20031 - Construct a persuasive argument that is supported with research (1)
- ENG20032 - Examine assumptions and biases within an argument (1)
- ENG20033 - Analyze and evaluate ideas in a diverse range of texts (1)
- SCI20034 - Use natural sciences methodologies to explain natural phenomena (1)
- COM20035 - Deconstruct media messages in various forms and contexts (1)
- SCI20036 - Analyze the influence of technology on individuals and society (1)
- MAT20037 - Solve practical problems using basic mathematical calculations (1)
- SCI20038 - Evaluate arguments to determine logical soundness of position (1)
- IDS20039 - Apply various problem solving methods to determine innovative solutions (1)
- IDS20040 - Evaluate your development as a learner and articulate strategies for future growth (1)
- COM20041 - Generate recommendations for addressing a complex challenge (1)
- COM20042 - Communicate a position related to a complex issue in a civic context (1)

### Grand Total Credits: 60

## Healthcare Management (BA)

## Online Programs

### **Description**

The B.A. in Healthcare Management program prepares students with the knowledge and skills needed to successfully meet the needs of a growing healthcare industry. Students explore how healthcare managers, administrators, and executives plan, direct, and coordinate health services for the populations they serve. Students learn about key areas in healthcare, including regulation and compliance, healthcare quality management, finance, and emerging trends in the field. Students also gain valuable skills in effective professional communication, community engagement, and innovation that will help them grow as people-oriented professionals. This program was designed to align with Association of University Programs in Health Administration (AUPHA) Bodies of Knowledge to ensure that the knowledge, skills, and abilities mastered in the program are directly relevant to careers in healthcare. There is high demand for healthcare professionals by employers due to an aging population and declining workforce, and students in this program will develop the skills to lead a variety of healthcare organizations in response to this need.

### **Program Outcomes**

1. Apply healthcare business practices in addressing organizational goals and challenges and managing project and employee performance guided by ethical, legal, and regulatory parameters
2. Foster cross-functional collaboration in creating a culturally competent healthcare environment that benefits all stakeholders using relevant management theories
3. Recommend strategies that support continuous improvement of healthcare organizations based on sound decision-making strategies and the gathering and interpreting of evidence-based data
4. Manage organizational processes and model practices that promote resourceful, flexible approaches to wellness, emerging issues, and daily operations in healthcare organizations
5. Communicate effectively and professionally to all stakeholders, especially in light of the constantly changing complexities in the healthcare field



# Online Programs

## Competency Program Requirements

### **AA.HMA or Equivalent: 60 Total Credits Healthcare Management Competencies: 51 Total Credits**

- MGT20125 - Evaluate theories and practices related to leading teams in varying contexts (1)
- COM20098 - Collaborate with multiple stakeholders using principles of emotional intelligence and team dynamics (1)
- MGT20126 - Create personal and professional developmental goals that support your growth as an effective individual and team contributor (1)
- COM20110 - Evaluate relevant data and information to determine how to segment and target an audience (1)
- COM20091 - Apply legal and ethical considerations in relation to the use of target audience information (1)
- COM30122 - Determine the considerations and adjustments needed to communicate effectively with diverse audiences (1)
- MGT20062 - Demonstrate effective management skills and practices in diverse, distributed, and collaborative work environments (1)
- MGT20127 - Analyze the use of management styles in varying contexts to determine preferred approaches (1)
- COM20128 - Apply communication techniques to effectively negotiate and manage conflict (1)
- COM20123 - Develop crisis communication plans to mitigate risks and unforeseen challenges (1)
- COM30107 - Respond to and manage various crises using communication best practices (1)
- COM30115 - Assess the effectiveness of crisis communication plans and responses (1)
- MGT20135 - Evaluate organizational culture in relation to organizational effectiveness and performance (1)
- MGT20136 - Apply organizational behavior theories to inform managerial decisions (1)
- MGT20137 - Shape and lead an organizational climate in support of mission, vision, and values (1)
- HRM20141 - Describe effective practices in the recruitment, selection, and retention of employees (1)
- HRM30142 - Select appropriate management interventions in human resource situations (1)
- HRM20143 - Craft employee development and training plans that encourage autonomy and initiative (1)
- HCM30206 - Explain key regulations that affect health care organizations (1)
- HCM30207 - Describe accreditation and licensure requirements of healthcare organizations (1)
- HCM30208 - Analyze the role of regulatory compliance in healthcare (1)
- PHE40209 - Develop accessible community resources to promote health literacy (1)
- HCM30210 - Analyze various methods of healthcare data collection (1)
- PHE40211 - Describe the role of wellness in fostering healthy communities (1)
- HCM20212 - Describe how leadership qualities and models can be used to improve management of employees (1)
- HCM40213 - Promote the role of cultural competence in healthcare organizations (1)
- HCM30214 - Evaluate the effect of labor law guidelines in a healthcare workplace (1)
- FIN30218 - Analyze the relationship between healthcare finance and quality improvement (1)
- FIN30219 - Explain how financial determinants are created and used in healthcare organizations (1)
- FIN40220 - Inform budget planning in healthcare utilizing relevant financial documents (1)
- HCM30221 - Utilize appropriate resources in healthcare reimbursement to remain current and informed (1)
- HCM40222 - Analyze reimbursement methods for their impact on various healthcare entities (1)
- HCM40223 - Analyze how reimbursement data is used in healthcare organizations (1)
- PHE30224 - Determine the scope of emergency preparedness (1)
- PHE30225 - Analyze public disaster management concepts for determining how they influence healthcare management practices (1)
- HCM30226 - Create an emergency preparedness plan for a healthcare organization (1)
- HIM30227 - Analyze the processes used to ensure accurate medical coding in healthcare organizations (1)
- HCM30228 - Utilize appropriate policies for managing patient collections, claims, denials, and billing (1)
- HCM30229 - Examine the effective utilization of various audits in healthcare (1)
- HCM30230 - Evaluate the use of technology in the healthcare field for optimization of the customer experience (1)
- HCM40231 - Recommend automation and integration technologies and techniques to increase efficiency in healthcare (1)
- IT30232 - Recommend solutions that assure availability of information for public health use without compromising confidentiality, security and integrity (1)
- HCM30233 - Analyze tools and methods utilized for assessing and improving the quality of healthcare services (1)
- HCM30234 - Analyze data to inform decision making in healthcare (1)
- HCM30235 - Explain how data is used to ensure and improve the quality of the healthcare organization and patient experience (1)
- HCM30236 - Describe how strategic planning informs decision making in healthcare organizations (1)
- MGT30153 - Demonstrate the manager's role in the change management process in an organization (1)
- OL40238 - Use assessment tools to develop leaders in the workplace (1)
- HCM40215 - Evaluate emerging trends in patient communication to improve efficiency and quality (1)
- HCM40216 - Analyze emerging global and domestic issues that influence healthcare management practices (1)
- HCM30217 - Examine the possible benefits and detractors of medical tourism on the healthcare industry (1)

### **Concentration Courses: 9 Total Credits**

- Students must select a concentration.

### **Grand Total Credits: 120**

# Online Programs

## Healthcare Management (BA) - Communications (Concentration)

### Competency Concentration Requirements

- COM30108 - Utilize qualitative and quantitative information to make decisions that strengthen communication projects (1)
- COM30109 - Apply metrics and feedback from social media platforms to create and adapt communications (1)
- COM30095 - Explain how fundamental internet marketing strategy concepts inform the creation of various communications (1)
- MKT40248 - Develop marketing plans for healthcare events and services using fundamental marketing strategies (1)
- ECO30249 - Evaluate fundamental economic policies and practices for their impact on the U.S healthcare system (1)
- MKT30250 - Analyze how socioeconomic factors influence healthcare marketing strategies (1)
- COM30093 - Align needs of various audiences with stakeholder requirements to craft messages that meet project goals (1)
- COM30251 - Produce communication projects aligned to the mission and structure of a healthcare organization (1)
- COM20097 - Employ appropriate project management skills in the execution of communication projects (1)

**Grand Total Credits: 9**

## Healthcare Management (BA) - Global Healthcare Perspectives (Concentration)

### Competency Concentration Requirements

- IHP20239 - Describe the role of epidemiology in public health (1)
- IHP30240 - Use epidemiological concepts to determine the health status of populations (1)
- IHP30241 - Analyze foundational methods of data collection and interpretation in epidemiology (1)
- IHP30242 - Analyze key factors related to global healthcare issues (1)
- IHP40243 - Assess the impact of diseases on global populations and preventative efforts taken to prevent their spread (1)
- IHP30244 - Analyze emergency and natural disasters worldwide from a healthcare perspective (1)
- PHE20245 - Analyze the social determinants of health and distribution of health worldwide (1)
- PHE20246 - Explain the roles and functions of major organizations in global health (1)
- PHE20247 - Analyze key factors that affect global health (1)

**Grand Total Credits: 9**

## Management (BA)

### Description

The Bachelor of Arts in Management at Southern New Hampshire University prepares graduates to plan, oversee, coordinate, and direct the operations of organizations in a complex, fast-paced, and ever-changing world. Students explore the field of management from an integrated, holistic viewpoint, gaining the necessary knowledge, skills, abilities, and dispositions to be successful, adaptable managers in a variety of business environments. Weaving together theoretical, technical, and interpersonal aspects, the program highlights the functional areas of business and the practical skills needed to manage diverse people and projects. The program creates opportunities for students to develop a growth-mindset to solve challenges for one's self, a team, and an organization. Combining critical thinking and open-mindedness with innovative and entrepreneurial approaches, students practice making informed decisions. The integration of thematic knowledge and skills in team dynamics, communication, and design thinking throughout the program enables students to develop the ability to balance priorities between contributors in an organization, moving themselves and their teams forward.

### Program Outcomes

1. Apply foundational business practices in solving organizational problems and managing project and employee performance guided by ethical and legal parameters
2. Foster team connections in varied contexts through interpersonal and group interactions as informed by current management principles and theories
3. Evaluate business and organizational opportunities in the context of internal and external environments
4. Manage organizational processes and model practices that promote resourceful, flexible approaches to both emerging issues and day-to-day operations
5. Communicate effectively in light of constantly changing business and technological environments

### Competency Program Requirements

## Online Programs

### AA or Equivalent: 60 Total Credits Management Competencies: 51 Total Credits

- MGT20125 - Evaluate theories and practices related to leading teams in varying contexts (1)
- COM20098 - Collaborate with multiple stakeholders using principles of emotional intelligence and team dynamics (1)
- MGT20126 - Create personal and professional developmental goals that support your growth as an effective individual and team contributor (1)
- MGT20062 - Demonstrate effective management skills and practices in diverse, distributed, and collaborative work environments (1)
- MGT20127 - Analyze the use of management styles in varying contexts to determine preferred approaches (1)
- COM20128 - Apply communication techniques to effectively negotiate and manage conflict (1)
- COM20110 - Evaluate relevant data and information to determine how to segment and target an audience (1)
- COM20091 - Apply legal and ethical considerations in relation to the use of target audience information (1)
- COM30122 - Determine the considerations and adjustments needed to communicate effectively with diverse audiences (1)
- MGT20129 - Determine the appropriate tools and technology to support decision-making in the functional areas of business (1)
- MGT20130 - Leverage organizational information and data to inform decision-making (1)
- MGT20131 - Balance competing priorities in making decisions for your team that support organizational goals (1)
- POL10067 - Describe the foundational elements of the US legal system and the relationships among them (1)
- BUS20068 - Differentiate between matters of law and matters of ethics in business situations (1)
- BUS20069 - Apply relevant aspects of law to current business situations (1)
- ACC20132 - Demonstrate the foundational principles of financial accounting (1)
- ACC20133 - Interpret the key sections of financial statements to make management decisions (1)
- ACC30134 - Apply appropriate ratios and vertical and horizontal analysis to recommend business decisions (1)
- MGT20135 - Evaluate organizational culture in relation to organizational effectiveness and performance (1)
- MGT20136 - Apply organizational behavior theories to inform managerial decisions (1)
- MGT20137 - Shape and lead an organizational climate in support of mission, vision, and values (1)
- MGT20138 - Determine appropriate metrics to evaluate day-to-day business operations (1)
- MGT20139 - Propose informed solutions to common management problems in order to enhance organizational operations (1)
- MGT20140 - Analyze the essential components of operational processes in relation to efficiency and improvement (1)
- HRM20141 - Describe effective practices in the recruitment, selection, and retention of employees (1)
- HRM30142 - Select appropriate management interventions in human resource situations (1)
- HRM20143 - Craft employee development and training plans that encourage autonomy and initiative (1)
- ECO30144 - Describe how market forces impact prices and decision making (1)
- ACC30145 - Apply foundational managerial accounting concepts to make management decisions (1)
- FIN30146 - Allocate resources effectively through the evaluation of financing decisions (1)
- MGT30147 - Apply current management theories and team models to foster relationships across and among teams (1)
- MGT30148 - Apply leadership and followership in managing individuals and groups (1)
- MGT30149 - Determine how team performance is impacted by individual, group, and organizational goals (1)
- MKT20079 - Apply the marketing mix to inform business decisions that support organizational objectives (1)
- MKT20080 - Determine appropriate marketing and communication distribution channels (1)
- MKT20081 - Explain how marketing decisions are made to target the consumer (1)
- COM20118 - Apply best practices to create, build, and maintain a brand (1)
- COM30093 - Align needs of various audiences with stakeholder requirements to craft messages that meet project goals (1)
- COM30114 - Produce various communications aligned to the mission and structure of an organization (1)
- MGT20150 - Analyze global and domestic perspectives on managing people in multicultural contexts (1)
- INT20075 - Describe the factors that contribute to international market attractiveness and entry (1)
- INT20151 - Assess environmental factors to manage international business opportunities (1)
- MGT30152 - Evaluate trends in business for their potential impact on operations and personnel (1)
- MGT30153 - Demonstrate the manager's role in the change management process in an organization (1)
- COM20154 - Select appropriate communication techniques for managing change initiatives (1)
- MGT30155 - Identify consumer-focused solutions that deliver a value proposition utilizing the design-thinking process (1)
- MGT30156 - Demonstrate an entrepreneurial mindset in addressing business opportunities in varying business models (1)
- MGT30157 - Explain how product management techniques are used to manage the process of a product development (1)
- OL30158 - Explain the theory and process of strategic planning (1)
- MGT30159 - Develop a departmental strategic plan that aligns to an organization's strategic objectives (1)
- MGT30160 - Demonstrate how influence and power facilitates support and buy-in for your departmental strategic plan (1)

### Concentration Courses: 9 Total Credits

## Online Programs

- Students must select a concentration.

**Grand Total Credits: 120**

### **Management (BA) - Insurance Services (Concentration)**

#### **Competency Concentration Requirements**

- BUS20270 - Measure and effectively manage risk (1)
- BUS30271 - Differentiate between and address legal, ethical, and regulatory issues in the insurance industry (1)
- BUS30272 - Recommend life, health, and business insurance products and analyze homeowners and automobile insurance policies (1)
- COM30273 - Create and deliver a sales presentation (1)
- MKT30274 - Formulate sales strategies that lead to positive outcomes for the customer and the organization (1)
- BUS20275 - Describe the function of sales departments and their significance within organizations (1)
- BUS20161 - Describe the function of service operations management and its impact within service organizations and the US economy (1)
- COM20162 - Develop strategies to anticipate, prevent, and solve customer service problems and complaints (1)
- BUS30163 - Apply best practices to serve the needs of a culturally and socially diverse customer base (1)

**Grand Total Credits: 9**

### **Management (BA) - Logistics and Operations (Concentration)**

#### **Competency Concentration Requirements**

- BUS20161 - Describe the function of service operations management and its impact within service organizations and the US economy (1)
- COM20162 - Develop strategies to anticipate, prevent, and solve customer service problems and complaints (1)
- BUS30163 - Apply best practices to serve the needs of a culturally and socially diverse customer base (1)
- QSO20164 - Use qualitative and quantitative analysis to inform logistics planning (1)
- QSO30165 - Analyze key elements of successful inventory management (1)
- QSO20166 - Assess aspects of a distribution center facility for their potential to optimize efficiency (1)
- QSO30167 - Plan a project according to project management best practices (1)
- COM30168 - Determine appropriate methods to monitor and communicate the status of a project (1)
- QSO20169 - Analyze and reflect on factors that commonly lead to the success or failure of a project (1)

**Grand Total Credits: 9**

# Online Programs

## Management (BA) - Public Administration (Concentration)

### Competency Concentration Requirements

- POL20170 - Analyze how the U.S. Constitution shapes modern U.S. politics (1)
- POL20171 - Analyze the structure and function of the U.S. political system (1)
- POL20172 - Assess proposed solutions to current policy issues under debate (1)
- PAD30173 - Explore theoretical origins of public administration and the evolving nature of the profession (1)
- PAD30174 - Explain the impact of a federal system of government on the administration of public functions (1)
- PAD30175 - Describe the essential components of public administration and its role in contemporary society (1)
- PAD30176 - Examine the role of the public in government functions (1)
- PAD30177 - Examine the public policy development process (1)
- PAD30178 - Analyze the impact of public policy on finance, programs, and organizations (1)

**Grand Total Credits: 9**

## Counseling

### Clinical Mental Health Counseling (MA)

#### Description

The Master of Arts in Clinical Mental Health Counseling is a 60-credit degree that meets the academic requirements for licensure as a Clinical Mental Health Counselor in most states. The philosophy takes a broad view of counseling as a discipline to create an inclusive program incorporating a diverse range of counseling approaches. The overarching theme of the program centers around instilling the “counselor identity” in students. This involves helping them to develop an understanding that being a counselor is something that they “are,” not just something that they “do.” The program supports the development of a counselor identity by creating a safe space for students to engage in a process of self-reflection to develop insight and awareness about their own personality, learn how to bring this personality into a counseling relationship, and experience their own vulnerability as they come to understand their personal strengths and growth areas as a counselor. Four subsidiary themes are interwoven throughout the curriculum: developing ethical reasoning, valuing diversity, applying critical thinking, and integrating theory and technique in clinical practice. The program creates an authentic learning environment in which students learn how to apply the theories and techniques of counseling through role-play simulations, allowing them to experience the counseling process from the perspective of the counselor and the client. In addition to the online course work, the training experience includes two face-to-face residencies, a 100-hour practicum, and a 600-hour internship.

#### Program Outcomes

1. Develop a professional counseling identity in alignment with ethical and legal standards that advocates on behalf of the profession and promotes client access, equity, and success
2. Cultivate socially, culturally, and spiritually appropriate skills and practices in professional counseling that promote social justice and minimize barriers between counselors and clients
3. Apply theories and etiology of human growth and development and relevant environmental factors to promote optimum wellness for diverse clients across the lifespan
4. Develop strategies for supporting and advocating for clients in relation to their career development based on client needs, industry information, and identified opportunities within the global economy
5. Utilize appropriate counseling theories, models, and culturally relevant strategies in developing professional skills for client consultation, treatment, intervention, and prevention
6. Determine and implement appropriate strategies for effectively forming and facilitating group counseling and group work in a variety of settings with a diverse range of clients
7. Assess the needs of counseling clients validly and reliably through the application of basic testing principles, key statistical concepts, and industry-appropriate procedures
8. Evaluate counseling research, programs, and practices using a variety of methods and designs for advancing the counseling profession and incorporating evidence-based, data-driven approaches into current practice
9. Apply culturally relevant strategies, techniques, theories and models of clinical mental health counseling to the assessment and treatment planning of mental health issues, adhering to the legal and ethical standards of clinical and mental healthcare professionals

# Online Programs

## **Requirements**

Major Courses  
60 Total Credits

- Complete all of the following
  - Core Courses
    - Complete all of the following
      - Complete:
        - COU500 - The Counseling Profession: Orientation, Identity, and Ethics (3)
        - COU510 - Human Development (3)
        - COU520 - Diversity in Counseling (3)
        - COU530 - Theories of Counseling (3)
        - COU600 - Research Methods and Program Evaluation (3)
        - COU610 - Assessment and Evaluation in Counseling (3)
        - COU630 - Career Counseling (3)
        - COU640 - Substance Use Disorders and Process Addictions (3)
        - COU650 - Diagnosis of Emotional and Mental Disorders (3)
        - COU660 - Group Counseling (3)
        - COU680 - Prevention and Intervention of Crisis and Trauma (3)
        - MHC500 - Professional Issues, Ethics, and Laws in Clinical Mental Health Counseling (3)
        - MHC610 - Treatment Planning in Clinical Mental Health Counseling (3)
        - MHC670 - Clinical Mental Health Counseling Practicum (3)
        - MHC680 - Clinical Mental Health Counseling Internship (3)
        - MHC690 - Advanced Internship in Clinical Mental Health Counseling (3)
      - COU 699 Must be completed twice in conjunction with COU 540 and COU 690
    - Complete all of the following
      - Complete:
        - COU540 - Helping Skills and Techniques: Residency I (3)
        - COU699 - Counseling Skills Lab (0)
      - Complete:
        - COU690 - Advanced Individual and Group Helping Skills and Techniques: Residency II (3)
        - COU699 - Counseling Skills Lab (0)
      - NOTE: All courses require a minimum grade of B-.
  - State Track Courses
    - Complete 1 of the following
      - NOTE: All courses require a minimum grade of B-.
      - General
        - 6 credit(s) from the following:
          - COU605 - Counseling Families, Couples, and Children (3)
          - COU635 - Psychopharmacology (3)
          - COU645 - Counseling Sexuality Issues (3)
          - COU665 - Advanced Psychopathology and Assessment Techniques (3)
          - MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)
        - Families and Psychopathology
          - Complete:
            - COU605 - Counseling Families, Couples, and Children (3)
            - COU665 - Advanced Psychopathology and Assessment Techniques (3)
          - Internship
            - Complete all of the following
              - Complete:
                - MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)
              - 3 credit(s) from the following:
                - COU605 - Counseling Families, Couples, and Children (3)
                - COU635 - Psychopharmacology (3)
                - COU645 - Counseling Sexuality Issues (3)
                - COU665 - Advanced Psychopathology and Assessment Techniques (3)
                - MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)
            - Psychopathology
              - Complete all of the following
                - Complete:
                  - COU665 - Advanced Psychopathology and Assessment Techniques (3)
                - 3 credit(s) from the following:

## Online Programs

- COU605 - Counseling Families, Couples, and Children (3)
- COU635 - Psychopharmacology (3)
- COU645 - Counseling Sexuality Issues (3)
- MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)

### Psychopharmacology

- Complete all of the following
  - Complete:
    - COU635 - Psychopharmacology (3)
  - 3 credit(s) from the following:
    - COU605 - Counseling Families, Couples, and Children (3)
    - COU645 - Counseling Sexuality Issues (3)
    - COU665 - Advanced Psychopathology and Assessment Techniques (3)
    - MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)

### Families

- Complete all of the following
  - Complete:
    - COU605 - Counseling Families, Couples, and Children (3)
  - 3 credit(s) from the following:
    - COU635 - Psychopharmacology (3)
    - COU645 - Counseling Sexuality Issues (3)
    - COU665 - Advanced Psychopathology and Assessment Techniques (3)
    - MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)

### Families and Sexuality

- Complete:
  - COU605 - Counseling Families, Couples, and Children (3)
  - COU645 - Counseling Sexuality Issues (3)

### Families and Psychopharmacology

- Complete:
  - COU605 - Counseling Families, Couples, and Children (3)
  - COU635 - Psychopharmacology (3)

### Psychopathology and Internship

- Complete:
  - COU665 - Advanced Psychopathology and Assessment Techniques (3)
  - MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)

### Psychopharmacology and Sexuality

- Complete:
  - COU635 - Psychopharmacology (3)
  - COU645 - Counseling Sexuality Issues (3)

### Sexuality and Internship

- Complete:
  - COU645 - Counseling Sexuality Issues (3)
  - MHC695 - Advanced Internship in Clinical Mental Health Counseling II (3)

Grand Total Credits: **60**

## Education

### Curriculum and Instruction (MEd)

# Online Programs

## **Description**

The Masters of Education in Curriculum and Instruction prepares educators in all contexts to be leaders in their field, with global awareness across cultures and geographies. The degree program is guided by the necessity to prepare educators to teach in a 21st century context. Educators who complete the program learn to apply local, state, and national standards in designing transformative learning experiences that are relevant, outcome-driven, and culturally inclusive for all ages, education levels, and learning environments. Educators will be prepared to implement positive change within their learning communities by inspiring learners and by serving as role models and support systems for colleagues. Within the degree pathway educators will learn how to be “educational leaders” in both a traditional and non-traditional setting. Educators will learn how to access and use current educational research and data for curricular decision-making. They will take four curriculum design courses that provide a focus on foundational design methodologies, differentiation approaches for diverse teaching and learning needs, assessment strategies and data use, and cutting-edge approaches to design. Moreover, educational technology to enhance both learning and instruction is an embedded aspect of all courses. Students are expected to integrate relevant technologies and applications into their curriculum designs. Other topics threaded throughout the program include creating and participating in communities of learning, creating community and business partnerships, and the importance of action research in education. Students complete the program with a ready-to-implement, fully fleshed-out curriculum for a chosen age/education-level group, along with a professional portfolio that showcases their abilities as professional education leaders.

## **Program Outcomes**

1. Design curriculum that addresses the complex learning situations of today’s students through the application of relevant theory that will help inform flexible, adaptable instructional decisions
2. Support the needs of learners with different backgrounds, abilities, and experiences with targeted, data-informed instructional decisions and with curriculum that incorporates the principles of Universal Design for Learning and other relevant standards
3. Design assessment as an integral part of the curriculum that both guides and measures learners and that utilizes the data necessary for informed teaching and learning decisions
4. Integrate technology in curricular design to enhance teaching and learning that guides students through real world problem solving by incorporating research-based instructional strategies
5. Model educational leadership in implementing positive change for students and colleagues and in creating, sustaining, and supporting learning communities that empower oneself and others in the furtherance of ethical, reflective, and culturally competent teaching and learning
6. Position oneself as an education professional who promotes learning in any education context and who respects and actively works toward the acceptance and inclusion of all learners

## **Requirements**

Major Courses  
27 Total Credits

- Complete:
  - EDU515 - The Educator as Leader (3)
  - EDU530 - Evidence-Based Research for Education (3)
  - EDU545 - Leadership in Teaching and Learning (3)
  - EDU570 - Curriculum Design 1: Foundations in Curriculum Design (3)
  - EDU615 - Curriculum Design 2: Differentiated Instruction (3)
  - EDU645 - Curriculum Design 3: Assessment for Student Learning (3)
  - EDU655 - Curriculum Design 4: Emerging Theory and Design (3)
  - EDU683 - Seminar in Curriculum and Instruction (3)
  - EDU690 - Capstone in Curriculum and Instruction (3)

Major Electives or choose a Concentration  
9 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): DEV EDU, RDG, or SPED within the range of course numbers 500 - 799
  - 3 credit(s) from subject(s): DEV EDU, RDG, or SPED within the range of course numbers 600 - 799

Grand Total Credits: **36**



## Online Programs

### Curriculum and Instruction (MEd) - Dyslexia Studies and LBLD (Concentration)

#### Description

The M.Ed. Curriculum & Instruction program is intended to help students develop a specialized understanding of the latest theories and practices in K-12 curriculum development. By concentrating in Dyslexia Studies and Language-based Learning Disabilities (LBLD), students will learn how to help school age children with language-based learning disabilities, such as dyslexia, succeed academically. Candidates will be introduced to guiding principles while learning how to apply innovative, highly structured practice and research based approaches. These approaches are designed to heighten school age student executive function, information processing skills, oral and written expression levels, social-emotional confidence, and ability to self-advocate. Courses will center on how students with LBLDs learn, self-regulate, and benefit from well-designed instruction. Concentration will require the completion of three courses. The program is a master's only pathway that does not lead to initial teacher licensure or to a NH curriculum administrator endorsement.

#### Requirements

Concentration Courses  
9 Total Credits

- Complete:
  - SPED610 - Executive Function and Study Skills (3)
  - SPED630 - Expressive Language-Skills and Writing (3)
  - SPED635 - Reading Interventions for Students with LBLD (3)

Grand Total Credits: **9**

### Curriculum and Instruction (MEd) - Educational Leadership (Concentration)

#### Description

Students in the Educational Leadership concentration delve into what it means to be a leader in the field of education through positional and dispositional lenses. Students explore leadership roles—such as district and site administrators, classroom teachers, directors of peer groups—and their responsibilities. In embracing the role of inspiring, motivating, and challenging their students, colleagues, and communities, students learn to become the drivers of educational change. Students examine the many facets of leading educational organizations, including the legal and ethical aspects and the building of educational communities.

#### Concentration Outcomes

1. Develop personalized approaches to leadership of educational organizations through the application of relevant strategies and philosophies of educational leadership
2. Determine appropriate courses of action within educational environments that create positive change for diverse learning communities

#### Requirements

Concentration Courses  
9 Total Credits

- Complete:
  - EDU612 - Educational Law and Ethics (3)
  - EDU617 - Building Community Through Education (3)
  - EDU619 - Leading Educational Organizations (3)

Grand Total Credits: **9**

## Online Programs

### **Curriculum and Instruction (MEd) - Reading (Concentration)**

#### **Requirements**

Concentration Courses  
9 Total Credits

- Complete:
  - RDG503NC - Emerging and Early Literacy Development K-4 (3)
  - RDG504NC - Content Area Literacy Grades 4-8 (3)
  - RDG582 - Assessing and Instructing Students with Literacy Difficulty (3)

Grand Total Credits: **9**

### **Curriculum and Instruction (MEd) - Special Education (Concentration)**

#### **Requirements**

Concentration Courses  
9 Total Credits

- 9 credit(s) from subject(s): SPED

Grand Total Credits: **9**

### **Curriculum and Instruction (MEd) - Technology (Concentration)**

#### **Requirements**

Concentration Courses  
9 Total Credits

- Complete:
  - EDU640C - Integrating Digital Technology I K-12 (3)
  - EDU641C - Integrating Digital Technology II K-12 (3)
  - EDU642C - Integration Specialist Toolbox (3)

Grand Total Credits: **9**

## Dyslexia and LBLD (Graduate Certificate)

### Description

Teachers, administrators, parents and other caregivers have become increasingly aware of how students with language-based learning disabilities (LBLD) can be well served by deliberate instructional planning and engagement. The Graduate Certificate for Dyslexia and Other Language Based Learning Disabilities allows for myriad stakeholders to learn more about six guiding principles and how these can be leveraged to help school-aged students with language-based learning disabilities achieve academic and social success. Graduate certificate seekers are required to complete five courses that focus on how students with LBLD process information, express knowledge, respond well to appropriate instructional models and exemplars, and must learn to self-advocate for their own learning. This graduate certificate does not lead to initial teacher licensure or administrator endorsement.

### Requirements

Certificate Courses

15 Total Credits

- Complete:
  - SPED610 - Executive Function and Study Skills (3)
  - SPED630 - Expressive Language-Skills and Writing (3)
  - SPED635 - Reading Interventions for Students with LBLD (3)
  - SPED640 - Language-Based Learning Environments (3)
  - SPED650 - Social-Emotional Competencies and Students with LBLD (3)

Grand Total Credits: **15**

## Higher Education Administration (MS)

### Description

The field of higher education administration continues to evolve as it tries to keep pace with revolutionary changes in learning, technology, student demographics, and myriad regulations in our increasingly inclusive 21st century world. Effective administrators embrace this complexity and are now, more than ever, required to make empirical data-based decisions to create fiscally sound programs that capably address students' academic and non-academic needs. Furthermore, effective administrators must collaboratively craft accountability and evidence-based continuous improvement plans that will further the success of these programs and the university mission. The Master of Science in Higher Education Administration degree program equips graduates with the analytical skills necessary for leading within an institution of higher education in the 21st Century. After post-secondary education foundations are established, heavy emphasis is placed on the use of empirical research, data-centric decision-making and analytical problem-solving across various higher education contexts. Students will analyze and work with a variety of datasets to derive/infer the effectiveness of initiatives, draw data-based conclusions, and apply findings to solve real world problems.

### Program Outcomes

1. Design, develop and implement innovative strategies based on empirically derived data and research to address the challenges facing higher education which further an institutions mission, vision and goals
2. Apply empirical research methodologies to evaluate program effectiveness that address underrepresented needs of the increasingly diverse college student population
3. Critically evaluate the historic and social context of higher education for its reciprocity between institutional, local and national policy
4. Utilize compliance, regulatory, and accreditation standards to inform institutional decision-making
5. Apply strategies for facilitating effective communication, collaboration, and data-based continuous improvement as an administrator across institutional units
6. Apply empirically based financial management skills related to budgeting, resource allocation, and funding to support an institution's strategic goals

# Online Programs

## Requirements

Major Courses

27 Total Credits

- Complete:
  - HEA510 - Philosophy and History of Higher Education (3)
  - HEA520 - Contemporary Issues in Higher Education (3)
  - HEA530 - Data-Driven Decision-Making in Higher Education (3)
  - HEA540 - Program Evaluation (3)
  - HEA550 - Higher Education Law and Regulation (3)
  - HEA610 - Enrollment Management and Marketing (3)
  - HEA620 - Budget and Financial Management in Higher Education (3)
  - HEA630 - Leading Change in Higher Education (3)
  - HEA690 - Capstone in Higher Education (3)

Major Electives

9 Total Credits

- Complete all of the following
  - 2 of the following:
    - HEA560 - Educational Policy Making (3)
    - HEA640 - Critical Issues in Student Affairs (3)
    - HEA660 - Community College Administration (3)
  - 1 of the following:
    - COM600 - Communication for Leadership (3)
    - HEA560 - Educational Policy Making (3)
    - HEA640 - Critical Issues in Student Affairs (3)
    - HEA660 - Community College Administration (3)
    - OL500 - Human Behavior in Organizations (3)

Grand Total Credits: **36**

## General Education

### General Education

#### Description

The General Education program at Southern New Hampshire University provides our students with a learning model and framework that encourages intentional and relevant discipline investigation and demonstration of essential knowledge, skills, abilities, and dispositions in order for students to be successful in their upper division academic program requirements and chosen career path. Students investigate relevant topics across the General Education curriculum through the perspective of humanistic, historical, social, and natural scientific (empirical) lenses to demonstrate mastery of core skills. These core skills (such as information literacy, critical thinking, global knowledge and awareness, etc.) are identified as critical factors toward a student's ability to succeed in their academic and professional goals, and are applicable to any major in any discipline. By asking our students to study these worldviews, we equip them with lifelong skills that enable them to interact through these lenses, make sense of the world and information around them, and analyze interdisciplinary connections within different modes of thought. This work is crucial for students to have a transformative college experience that fosters personal growth, encourages proactive engagement in their academic studies, allows for planning for their professional careers, and inspires our graduates to give back to their communities. The ultimate purpose of the General Education program is to provide students with an intentional undergraduate experience that contributes to the development of higher order skills that employers find necessary for students to succeed, regardless of chosen career field. We also want our students, however, to not only understand the practical applicability of the General Education curriculum toward future career preparation but also for them to become better informed citizens, open to discussion of differing viewpoints and ready for a life of civic engagement and continual self-improvement. By successfully completing the General Education program at SNHU's College of Online and Continuing Education, our students are able to synthesize this experience into their upper division program coursework and chosen professions far beyond graduation. The General Education program has six distinct goals, or program outcome statements, that serve as a roadmap toward the development of our curriculum. The program outcomes are aligned to the outcomes for the individual courses utilized in the General Education program which in turn are aligned to the core skills determined to be critical factors toward student's ability to succeed in their academic and professional goals.

## Online Programs

### **Program Outcomes**

1. A graduate of SNHU is expected to gain awareness and understanding of human cultures and the physical and natural world through study in Fine Arts and Humanities; Social and Behavioral Sciences; and Science, Technology, and Mathematics
2. A graduate of SNHU is expected to use effective written, verbal, and non-verbal communication for a variety of situations, genres, purposes, and audiences
3. A graduate of SNHU is expected to think critically and creatively by locating, assessing, and analyzing relevant information using quantitative and qualitative reasoning
4. A graduate of SNHU is expected to demonstrate the ability to learn and work collaboratively with individuals of diverse cultures and perspectives in order to reach common goals
5. A graduate of SNHU is expected to assess and accept the consequences of one's actions, be an informed and responsible citizen, and affect positive change in the world
6. A graduate of SNHU is expected to integrate general and discipline-based knowledge, apply this knowledge in and beyond the classroom, and reflect upon these experiences

# Online Programs

## Requirements

### Foundation Courses

15 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete all of the following
      - 1 of the following:
        - MAT125 - Quantitative Reasoning & Problem Solving (3)
        - MAT130 - Applied Finite Mathematics (3)
        - MAT133 - Introduction to Statistical Analysis (3)
        - MAT135 - The Heart of Mathematics (3)
        - MAT136 - Introduction to Quantitative Analysis (3)
        - MAT140 - Precalculus (3)
        - MAT225 - Calculus I: Single-Variable Calculus (3)
        - MAT240 - Applied Statistics (3)
        - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)
      - NOTE: MAT240 is required for all Business Programs.
  - Interdisciplinary Studies
    - Complete:
      - IDS100 - Perspectives in Liberal Arts (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)

### Exploration Courses

24 Total Credits

- Complete all of the following
  - Fine Arts and Humanities (EFAH)
    - Complete:
      - HUM100 - Perspectives in the Humanities (3)
      - HUM200 - Applied Humanities (3)
  - Social and Behavioral Sciences (ESBS)
    - Complete:
      - SCS100 - Perspectives in the Social Sciences (3)
      - SCS200 - Applied Social Sciences (3)
  - NOTE: Students in all Business Programs and BS Information Technology take ECO 201 and ECO 202.
  - Science, Technology, and Mathematics (ESTM)
    - Complete:
      - SCI100 - Perspectives in the Natural Sciences (3)
      - SCI200 - Applied Natural Sciences (3)
  - History (EHIS)
    - Complete:
      - HIS100 - Perspectives in History (3)
      - HIS200 - Applied History (3)

### Integration

3 Total Credits

- 1 of the following:
  - IDS400 - Diversity (3)
  - IDS401 - Global Society (3)
  - IDS402 - Wellness (3)
  - IDS403 - Technology and Society (3)
  - IDS404 - Popular Culture (3)

Grand Total Credits: **42**

# Online Programs

## General Studies (BA)

### Description

The purpose of the B.A. General Studies is to serve those students who want a broad general education without an in-depth study in one discipline area. This program provides students a broad education that permits them the freedom to take coursework in multiple academic disciplines but, at the same time, allows them to earn a concentration in one area of study. The degree consists of four separate sections. The first section of 42 credits is the university general education core. The core provides the broad general education that the university believes should be the foundation for all SNHU students. The second component of the degree consists of a degree planning course. The third section of the general studies degree is the 12 credit concentration. The final section of the general studies degree consists of 63 credits of free electives for students. These free electives serve multiple purposes. First, they enable the student to explore different discipline areas; an exploration that may lead to their changing their general studies degree to a specific discipline major or it may lead them to continue their general studies program with a specific concentration. Free electives also allow students who have chosen a concentration to complete any prerequisites that may be required for courses in that program. NOTE: Students must take or transfer at least twelve credits of 300-400 coursework in the BA General Studies program.

### Program Outcomes

1. Evaluate human cultures and the physical and natural world using multiple lenses, including fine arts and humanities, social and behavioral sciences, and science, technology, and mathematics for their implications in contributing to cultural, historical, and social history
2. Apply and adapt appropriate written, verbal, and non-verbal communication for various situations and audiences
3. Analyze relevant information using qualitative and quantitative reasoning and evidence and assess it for its applicability to various situations
4. Demonstrate an empathetic and ethical viewpoint of diverse cultures and perspectives in achieving successful collaborative environments and reaching common goals
5. Apply professional and ethical approaches to decision-making that communicate personal integrity, responsible citizenship and commitment to positive change
6. Synthesize general and discipline-based knowledge for application to and reflection on experiences in and beyond the classroom

### Requirements

#### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

#### Major Courses

3 Total Credits

- Complete:
  - IND299 - Strategies for Specialization Planning (3)

#### Concentration Courses

12 Total Credits

- Complete all of the following
  - Students will need to declare an approved concentration for the General Studies major. The concentration is determined in consultation with the student's advisor. Students may take no more than two 100-level courses in any concentration.
  - 12 credit(s).

#### Free Electives

63 Total Credits

- 63 credit(s).

Grand Total Credits: **120**

## General Studies (BA) - Business Administration Essentials (Concentration)

### Description

The Business Administration Essentials concentration provides learners with the opportunity to gain a foundational knowledge in a variety of areas of business. Learners are able to choose from a diverse set of courses within various knowledge areas to gain business strategies including problem-solving, leadership and communication.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): ACC BUS, ECO, FIN, HRM, INT, MIS, MKT, OL, or QSO within the range of course numbers 100 - 499
  - 6 credit(s) from ACC BUS, FIN, HRM, INT, MIS, MKT, OL, or QSO within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Civic Engagement (Concentration)

### Description

The Civic Engagement concentration will prepare learners to effectively contribute to their local and global communities to bring about change. This concentration will focus on the development of personal responsibility, effective communication, leadership, and the ability to incorporate diverse perspectives. Learners have the opportunity to participate in community-based learning through an internship and demonstrate competencies in taking action, making positive change, service learning, communication, responsible citizenship, and problem solving.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): POL SOC, or COM within the range of course numbers 100 - 499
  - 6 credit(s) from POL SOC, or COM within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**



## General Studies (BA) - Coding Basics (Concentration)

### Description

The Coding Basics concentration gives learners the opportunity to develop gain new knowledge and skills in creative problem-solving and through programming. Learners will be able to write simple scripts and learn the fundamentals of object-oriented programming. Furthermore, learners will learn the fundamentals of programming concepts including data types, variables, decision statements, loops and functions.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - IT140 - Introduction to Scripting (3)
    - IT145 - Foundation in Application Development (3)
  - 6 credit(s) from CS or IT within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Communication Essentials (Concentration)

### Description

The Communication Essentials concentration will provide learners with the opportunity to explore several key areas of communication, including active listening, effective oral and written communication strategies, recognizing nonverbal cues, and strategies to target different audiences. In addition, learners assess current trends in digital communication and select appropriate tools and technology to reach diverse cultures across the globe.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): COM within the range of course numbers 100 - 499
  - 6 credit(s) from COM within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Creative Problem Solving (Concentration)

### Description

The Creative Problem Solving concentration will use both authentic and abstract problem-solving to develop a learner's appreciation for the significant role that quantitative reasoning plays in society. Learners will increase their knowledge of how to use quantitative methods for analysis.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): DAT MAT, PHL, or SOC within the range of course numbers 100 - 499
  - 6 credit(s) from DAT MAT, PHL, or SOC within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Criminal Justice Essentials (Concentration)

### Description

The Criminal Justice Essentials concentration provides learners with an introduction to the key areas within the criminal justice field. Learners will have the opportunity to explore current topics and trends within the American criminal justice and judicial systems, such as critical issues in global terrorism, leadership and management skills, and crisis intervention. In addition, the concentration provides learners with professional insight and firsthand, relevant experiences in various areas of criminal justice through the different course offerings.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): CJ within the range of course numbers 100 - 499
  - 6 credit(s) from CJ within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Digital Audiences and New Media (Concentration)

### Description

In the Digital Audiences and New Media concentration, learners have the opportunity to explore digital culture and its impact on education, communication, and creativity. This concentration focuses on new media, mass communication, and digital engagement and collaboration with diverse global audiences. Topics may include media literacy and the value of critical thinking in the digital age, ethics, and strategic marketing in the digital age.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): ADV COM, or MKT within the range of course numbers 100 - 499
  - 6 credit(s) from ADV COM, or MKT within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses

Grand Total Credits: **12**

## General Studies (BA) - Diversity and Cultural Awareness (Concentration)

### Description

The Diversity and Cultural Awareness concentration may increase a learner's understanding of the value in seeing multiple perspectives through an investigation of diverse communities. This concentration promotes intercultural communication, collaboration, and problem solving, and will guide learners toward capabilities in questioning assumptions and active listening.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): ATH HIS, LIT, PHL, POL, PSY, or SOC within the range of course numbers 100 - 499
  - 6 credit(s) from ATH HIS, LIT, PHL, POL, PSY, or SOC within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Environmental Studies Essentials (Concentration)

### Description

The Environmental Studies Essentials concentration provides learners with an interdisciplinary approach to studying global environmental concerns through multiple perspectives. Learners will gain and apply analytical, communication, and quantitative reasoning skills to examine authentic environmental issues. Learners will also investigate the relationship between nature and culture in societies around the globe, in addition to the social and economic implications of critical environmental concerns.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - ENV101 - Environmental Science (3)
    - SCI219 - Environmental Issues (3)
  - 6 credit(s) from BIO ENV, PHL, SCI, or SOC within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Essentials of Entrepreneurship (Concentration)

### Description

The Essentials of Entrepreneurship concentration will develop a learner's entrepreneurial mindset toward the identification and analysis of new opportunities for small to medium businesses. Learners will have the opportunity to explore courses that will introduce the essential frameworks and tools for assessing the marketability and feasibility of new products, services and businesses. Topics may include alternative organizational forms, financing, managerial concepts and marketing techniques necessary to align strategy, processes, and people to an entrepreneurial vision.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): BUS MKT, OL, or ECO within the range of course numbers 100 - 499
  - 6 credit(s) from BUS MKT, or OL within the 300 - 499 range or from the following courses:
    - PHL316 - Business Ethics (3)
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Essentials of Human Services (Concentration)

### Description

The Essentials of Human Services concentration introduces learners to the knowledge and skills needed to assist people living in a variety of circumstances. The concentration will provide learners with the opportunity to explore ethical standards of practice to negotiate the complexities of American society and the systems that have been established to provide assistance. Learners will explore strategies to improve their in problem-solving, communication, and critical thinking skills.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): HSE within the range of course numbers 100 - 499
  - 6 credit(s) from HSE within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Essentials of Information Technology (Concentration)

### Description

The Essentials of Information Technology concentration can provide learners with a broad base of technical knowledge and prepare them to assist in the design and application of technologies in the workplace. Learners will explore tools and techniques in the IT environment and be introduced to basic scripting and programming concepts in a variety of organizational contexts. Learners will have the opportunity to examine the basics of various hardware and software technologies, including networking, operating systems, system development processes, and human-computer interactions.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - IT140 - Introduction to Scripting (3)
    - IT200 - Fundamentals of Information Technology (3)
  - 6 credit(s) from CS CYB, or IT within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## **General Studies (BA) - Essentials of Narrative (Concentration)**

### **Description**

The Essentials of Narrative concentration provides learners with opportunities to develop critical thinking and communication skills through the interpretation and study of literature. Learners will explore themes such as identity, race, gender, and class as well as the social and cultural influences that impact writers from a range of historical time periods. Learners will also sharpen skills in persuasion through communicating and supporting unique ideas and perspectives in writing.

### **Requirements**

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): LIT within the range of course numbers 100 - 499
  - 6 credit(s) from LIT within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## **General Studies (BA) - Essentials of Sport Management (Concentration)**

### **Description**

The Essentials of Sport Management concentration provides learners with a foundation to understanding the management principles and organizational theory related to the business of sports. Learners will have the opportunity to increase their skills in various areas of business directly related to sports and sports management. Topics may include sports marketing, facilities management, sport and society, and sport law.

### **Requirements**

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - SPT111 - Introduction to Sport Management (3)
    - SPT200 - Sport Business (3)
  - 6 credit(s) from SPT within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Ethics and Reasoning (Concentration)

### Description

In the Ethics and Reasoning concentration, learners will train to become critical thinkers about various aspects of life. Learners will engage in the intellectual formulation of questions and follow arguments, preparing learners with the reasoning and decision-making skills to be moral leaders in the workforce and daily life.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): PHL within the range of course numbers 100 - 499
  - 6 credit(s) from PHL within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Exploring Liberal Arts (Concentration)

### Description

This broad-based interdisciplinary concentration provides learners the flexibility to explore topics in the liberal arts, with a focus on humanities, history, and literature to broaden their perspectives, increase their critical thinking and reasoning skills, and improve communication. Learners may take courses from within the Liberal Arts to align with their personal interests or career path.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): ENG FAS, GRA, HIS, LIT, MUS, or PHL within the range of course numbers 100 - 499
  - 6 credit(s) from ENG FAS, GRA, HIS, LIT, MUS, or PHL within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Exploring STEM (Concentration)

### Description

The Exploring STEM Concentration provides learners with the opportunity to explore a variety of experiences in science, technology, and math. This concentration will help learners improve their quantification literacy and increase their knowledge of STEM basics.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): BIO CHM, CS, CYB, DAT, ENV, GAM, GEO, IT, MAT, MIS, PHY, or SCI within the range of course numbers 100 - 499
  - 6 credit(s) from BIO CHM, CS, CYB, DAT, ENV, GAM, GEO, IT, MAT, MIS, PHY, or SCI within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Finance Essentials (Concentration)

### Description

The Financial Essentials concentration guides learners to an understanding of rules, interpretation, and communication of finance and accounting. Learners may gain an understanding of how data impacts decision making strategies to assess and improve business. Learners may also gain an understanding of how accounting information will inform these decisions.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): ACC or FIN within the range of course numbers 100 - 499
  - 6 credit(s) from ACC or FIN within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**



# Online Programs

## General Studies (BA) - Human Resources Essentials (Concentration)

### Description

The Human Resources Essentials concentration provides a foundation in various topics related to Human Resources and managing people within an organization. Furthermore, learners gain strategies in leadership and initiative, communication, and creative problem-solving.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): HRM or OL within the range of course numbers 100 - 499
  - 6 credit(s) from HRM or OL within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Leadership Essentials (Concentration)

### Description

The Leadership Essentials concentration will expose learners to fundamentals of effective leadership through studies in ethics and conflict management, team building skills, oral and written communication, and decision-making techniques. Learners can explore various kinds of leadership positions to prepare for productive team management. This concentration focuses on capabilities related to self-awareness, active listening, solutions-focused strategies, and the positive power of feedback for growth and understanding.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): COM MGT, OL, or PSY within the range of course numbers 100 - 499
  - 6 credit(s) from COM MGT, OL, or PSY within the 300 - 499 range or from the following courses:
    - PAD331 - Public Administrative Ethics and Theory (3)
    - PHL316 - Business Ethics (3)
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Management Information Systems Essentials (Concentration)

### Description

The Management Information Systems Essentials concentration provides learners with the essential skills necessary for managing information systems that support the operations of an organization. Learners will have the opportunity to select courses that examine topics such as systems architectures, basic programming languages, data management, manipulation, and analysis, as well as the electronic interactions of an organization. Learners will also learn about the flow of information through a system, and how to leverage this information to make informed decisions.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): DAD DAT, or MIS within the range of course numbers 100 - 499
  - 6 credit(s) from DAD DAT, or MIS within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Mathematics (Concentration)

### Description

In the mathematics concentration, learners are exposed to mathematical concepts and methods that develop their reasoning and quantitative and problem solving skills. Additionally, learners engage in coursework that emphasizes the broad application of mathematics in the modern world, and its connections to both abstract and real world problems.

### Concentration Outcomes

1. Apply mathematical reasoning and analysis in evaluating solutions and solving problems in a variety of contexts within the field of mathematics

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): MAT within the range of course numbers 100 - 499
  - 6 credit(s) from MAT within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Professional Writing Essentials (Concentration)

### Description

The Professional Writing Essentials concentration provides learners with the opportunity to explore foundational skills in editing, copywriting, and technical writing. Learners may create different formats of public communications and produce documents of a technical nature. Additionally, learners can develop skills and strategies for delivering content through new media and diverse multimedia platforms.

### Concentration Outcomes

1. Apply industry-specific writing techniques in developing content appropriate for engaging diverse audiences

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): COM or ENG within the range of course numbers 100 - 499
  - 6 credit(s) from COM or ENG within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Psychology (Concentration)

### Description

The Psychology concentration offers students the opportunity to explore a variety of facets of psychology, while building skills in quantitative and qualitative research, critical thinking, collaboration, and communication. Learners will explore contemporary human issues and institutions through a psychological lens.

### Concentration Outcomes

1. Examine contemporary issues and institutions through a psychological lens for informing research in human behavior, mental processes, and social interactions

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - PSY108 - Introduction to Psychology (3)
  - 3 credit(s) from subject(s): PSY within the range of course numbers 100 - 499
  - 6 credit(s) from PSY within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Social Justice Essentials (Concentration)

### Description

The Social Justice Essentials concentration offers learners the opportunity to explore justice issues through contemporary topics in criminal and civil law, corrections, and ethical leadership. Learners can gain new skills in critical thinking and inquiry, effective communication, cultural awareness and social science investigation.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from ATH CJ, POL, or SOC within the 100 - 499 range or from the following courses:
    - PHL212 - Introduction to Ethics (3)
  - 6 credit(s) from ATH CJ, POL, or SOC within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Society and Social Problems (Concentration)

### Description

The Society and Social Problems concentration offers learners a foundation in larger sociological questions in the contemporary world. Learners will gain skills in the critical evaluation of society and social problems through experience-based methodology. Learners will increase their understanding of sociological perspectives on core areas of social life including family, gender, aging, deviant behavior, identity, culture, social structure and minority relations.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): CJ PSY, or SOC within the range of course numbers 100 - 499
  - 6 credit(s) from CJ PSY, or SOC within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

# Online Programs

## General Studies (BA) - Understanding the Past (Concentration)

### Description

The Understanding the Past concentration encourages learners to explore a variety of historical perspectives. Learners will also have the opportunity to explore themes, artifacts, and significant events for their historical legacy and how they impact the present. Furthermore, learners will expand critical thinking, intercultural fluency, and communication skills.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): FAS HIS, LIT, or MUS within the range of course numbers 100 - 499
  - 6 credit(s) from HIS within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - No more than 2 courses of any discipline may apply to this concentration. Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## General Studies (BA) - Writing and Creative Expression (Concentration)

### Description

The Writing and Creative Expression concentration provides learners with opportunities to apply foundational aspects of craft to their writing. Through this application, learners will familiarize themselves with the techniques and genre conventions of major forms. Additionally, learners will explore issues of process and craft and develop essential skills in critiquing and revising through the review of various written works.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - ENG226 - Introduction to Creative Writing (3)
  - 9 credit(s) from ENG within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - Learners are responsible for any required prerequisite courses.

Grand Total Credits: **12**

## Liberal Arts (AA)

### Description

The Associate in Arts degree in Liberal Arts is a two-year program that provides students with a strong foundation in the skills valued in the 21st century. Designed to support development in the competencies needed for advancing their education and careers, students strengthen skills in communication, critical thinking and problem solving, ethics, and collaboration. Students completing this program may transfer to a four-year liberal arts major or a four year business program.

# Online Programs

## Program Outcomes

1. Interpret human cultures and the physical and natural world through the Humanities, Social and Behavioral Sciences, History, and Science, Technology, and Mathematics
2. Communicate effectively in written, verbal, and non-verbal forms for a variety of situations, purposes, and audiences
3. Locate and evaluate relevant information through the use of quantitative and qualitative reasoning and a variety of critical and creative approaches
4. Develop strategies for effective collaboration with individuals of diverse cultures and perspectives in order to reach common goals
5. Apply concepts and practices of civic engagement through the critical examination of relevant issues and reflective consideration of a variety of perspectives
6. Apply critical problem-solving approaches to challenges in academically and professionally relevant situations through the integration of general and field-based knowledge

## Requirements

### General Education Courses

45 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - Interdisciplinary Studies
    - Complete:
      - IDS100 - Perspectives in Liberal Arts (3)
  - Mathematics
    - 1 of the following:
      - MAT125 - Quantitative Reasoning & Problem Solving (3)
      - MAT130 - Applied Finite Mathematics (3)
      - MAT135 - The Heart of Mathematics (3)
      - MAT136 - Introduction to Quantitative Analysis (3)
      - MAT240 - Applied Statistics (3)
  - EFAH
    - Complete:
      - HUM100 - Perspectives in the Humanities (3)
      - HUM200 - Applied Humanities (3)
  - ESBS
    - Complete:
      - SCS100 - Perspectives in the Social Sciences (3)
      - SCS200 - Applied Social Sciences (3)
  - ESTM
    - Complete:
      - SCI100 - Perspectives in the Natural Sciences (3)
      - SCI200 - Applied Natural Sciences (3)
  - EHIS
    - Complete:
      - HIS100 - Perspectives in History (3)
      - HIS200 - Applied History (3)
  - Program Requirements
    - Complete:
      - FAS202 - Introduction to Humanities II (3)
      - COM213 - Public Speaking and Presentation Skills (3)

### Free Electives

15 Total Credits

- 15 credit(s).

Grand Total Credits: **60**

# Health Professions

## Community Health Education (BS)

### Description

The B.S. in Community Health Education program addresses the responsibilities, functions, skills, and knowledge to become a successful and effective community health educator. Students explore effective ways to promote health and prevent disease in populations, and to plan, develop, implement and evaluate community health education programs. Students learn important the critical components of community health education such as social and behavioral health, research and assessment, epidemiology and chronic and communicable diseases. According to the U.S. Bureau of Labor Statistics (2014), "employment of health educators and community health workers is projected to grow 21 percent from 2012 to 2022, faster than the average for all occupations. Growth will be driven by efforts to improve health outcomes and to reduce healthcare costs by teaching people about healthy habits, behaviors and utilization of available health care services." This degree program is designed for students who want careers in public or private health organizations. Health educators are professionals who plan, implement, and evaluate activities to help improve the health of people in settings such as schools, workplace programs, community agencies, health care facilities, government organizations, businesses, and colleges. The BS in Community Health Education program prepares the student for the professional certification examination to become a Certified Health Education Specialist (CHES) offered through the National Commission for Health Education Credentialing.

### Program Outcomes

1. Apply statistical constructs and epidemiological principles to recognize patterns and trends within the scope of public health
2. Apply fundamental community health strategies in assessment, planning, and prevention to improve the health, safety, and quality of life for people in their communities
3. Analyze the efficacy of health programs targeted at improving healthcare access, quality, and delivery to ensure community and population health
4. Describe the fundamental social and behavioral theories relevant to community health to identify health disparities and promote social justice
5. Utilize principles and functions of management to foster consensus, promote effective use of human resources, and enhance operations
6. Evaluate health communication and literacy strategies to promote effective health communication campaigns
7. Develop a professional identity from which to make globally, socially, and ethically responsible decisions that are aligned with legal and organizational policy requirements

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- BIO210 - Introduction to Anatomy and Physiology (3)
- IHP340 - Statistics for Healthcare Professionals (3)
- PSY108 - Introduction to Psychology (3)

### Major Courses

36 Total Credits

- Complete:
  - CHE110 - Introduction to Community Health Education (3)
  - IHP200 - Wellness Across the Lifespan (3)
  - CHE220 - Communicable Diseases (3)
  - PHE327 - Research and Assessment in Public Health (3)
  - PHE340 - Social and Behavioral Health (3)
  - IHP330 - Principles of Epidemiology (3)
  - CHE300 - Methods and Materials in Health Education (3)
  - PHE425 - Programming Planning in Public Health (3)
  - CHE350 - Program Administration (3)
  - PHE423 - Evaluation Methods in Public Health (3)
  - CHE460 - Health Communication, Social Marketing, and Advocacy (3)
  - CHE490 - Community Health Capstone (3)

### Major Electives

12 Total Credits

- Complete all of the following
  - 3 credit(s) from subject(s): CHE IHP, or PHE within the range of course numbers 100 - 499
  - 9 credit(s) from subject(s): CHE IHP, or PHE within the range of course numbers 300 - 499

### Free Electives

30 Total Credits

- 30 credit(s).

Grand Total Credits: **120**



# Online Programs

## Health Information Management (BS)

### Description

The Health Information Management program prepares students by developing essential knowledge, skills, and abilities for managing health data in today's complex healthcare landscape. Student learning centers on managing health data through compliance with regulations and the use of appropriate technologies to improve health information and patient outcomes. The highlights of the program include learning activities in the simulated electronic health record (EHR), a capstone course, and professional practice experience in which students will intern onsite with an HIM professional.

### Program Outcomes

1. Apply health data structure, standards, and regulations, to manage clinical classification systems and reimbursement
2. Analyze the uses, risks, and management of health statistics and biomedical research data and their support to performance improvement programs
3. Interpret and apply current laws, regulations, policies, and healthcare ethics as they relate to decision-making in healthcare delivery and systems
4. Implement and manage hardware and software technologies to ensure effective data collection, storage, analysis, and reporting of information
5. Evaluate information system applications (databases, selection processes, service applications, etc.) for their capacity to meet the needs of health care organizations
6. Using current management principles, and recognizing limits on human and financial resources, propose solutions and develop project management plans to solve organizational challenges

### Requirements

General Education Courses  
42 Total Credits

- 42 credit(s) from: General Education

Must include:

- BIO210 - Introduction to Anatomy and Physiology (3)
- IHP340 - Statistics for Healthcare Professionals (3)

Major Courses  
57 Total Credits

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)
  - DAT300 - Data Validation: Getting the Right Data (3)
  - HCM205 - Medical Terminology (3)
  - HCM340 - Healthcare Delivery Systems (3)
  - HCM345 - Healthcare Reimbursement (3)
  - HIM200 - Introduction to Health Information Technology (3)
  - HIM215 - Coding & Classification Systems (3)
  - HIM220 - Healthcare Data Management (3)
  - HIM350 - Communication and Technologies (3)
  - HIM360 - Coding and Classifications Systems II (3)
  - HIM400 - Communication and Technologies II (3)
  - HIM422 - Ethical and Legal Considerations in Health Information Management (3)
  - HIM440 - Management of Health Information Services (3)
  - HIM445 - Professional Practical Experience (3)
  - HIM480 - Health Information Management Capstone (3)
  - IHP310 - Pathophysiology and Pharmacology Concepts (3)
  - IHP430 - Healthcare Quality Management (3)
  - IHP450 - Healthcare Management and Finance (3)
  - IT200 - Fundamentals of Information Technology (3)

Free Electives  
21 Total Credits

- 21 credit(s).

Grand Total Credits: **120**

# Online Programs

## Health Information Management (MS)

### Description

The Master of Science in Health Information Management (HIM) program prepares professionals to apply leadership, critical thinking, communication and problem solving skills to various leadership and management roles in HIM. The curriculum utilizes an approach that focuses on information governance, data protection, health informatics, revenue management, compliance, healthcare law, ethics, and analytics.

### Program Outcomes

1. Evaluate and create data management policies and procedures that help ensure data accuracy and integrity through focused attention on the application of health information management principles
2. Ensure the integrity and privacy of patient data through advanced technology solutions and ethical and legal practices in all aspects of the health information management profession
3. Leverage advanced data analytics, statistical, and research techniques and technologies in health care enterprise planning and decision making
4. Develop strategic and operational models for managing reimbursements and the revenue cycle in healthcare enterprises, adhering to current regulations
5. Formulate health information compliance programs that integrate data analytics and ensure compliance and fraud mitigation in healthcare organizations
6. Develop leadership approaches in relation to healthcare enterprise strategic goals that foster collaboration across functional areas and guide organizations through adversity and change

### Requirements

Major Courses  
36 Total Credits

- Complete:
  - HIM510 - HIM Applications and Systems (3)
  - HIM520 - Leading as a HIM Professional (3)
  - HIM530 - Information Protection & Security in HIM (3)
  - HIM540 - Health Information Governance (3)
  - HIM550 - Data Management and Data Quality (3)
  - HIM560 - HIM Informatics and Technology Infrastructure (3)
  - HIM600 - Managing Compliance (3)
  - HIM660 - HIM Strategic Planning and Financial Management (3)
  - HIM675 - Research Methods and Evaluation (3)
  - HIM680 - Advanced Topics in HIM I (3)
  - HIM685 - Advanced Topics in HIM II (3)
  - HIM690 - Health Information Management Capstone (3)

Grand Total Credits: **36**

## Health Sciences (BS)

### Description

The Bachelor of Science in Health Sciences is a transfer-friendly degree completion program targeting Associate degree holders in the Allied Health Sciences discipline. The program's design facilitates the transfer of prior clinical coursework typically found in degrees such as an Associate of Applied Science. The program is open only to graduates and degree holders of an Associate degree in the Allied Health field. The Allied Health Sciences encompasses a variety of occupations including diagnostic technicians and technologists, emergency medical technicians, medical assistants, dental hygienists, laboratory technicians and nuclear medicine technologists. The program builds on prior coursework and provides current practitioners with the competencies to qualify for supervisory and managerial roles in their respective fields. The Bachelor of Science in Health Sciences is designed for motivated professionals who have earned an allied-health related associate's degree and have a desire to advance in their careers. The degree program is structured to maximize the student's transfer of credit while at the same time ensuring the student benefits from a broad general curriculum as well as specific healthcare-related courses designed to develop a managerial perspective. The program recognizes that individuals admitted into the program possess an academic focus in their technical/clinical area. Students will find that the B.S. in Health Sciences accepts as transferable credit, acceptable college level courses in both general education / liberal arts as well as the applied sciences within their clinical focus area. This is of particular benefit to those graduating with an Associate of Applied Science. The Bachelor of Science in Health Sciences builds upon this prior learning to prepare the graduate to assume supervisory or managerial roles in healthcare.

# Online Programs

## **Program Outcomes**

1. Engage diverse health care stakeholders using communications that reflect keen interpersonal skills, effective collaboration practices, and deep cultural competence
2. Demonstrate knowledge of microeconomic, macroeconomic and financial principles through monitoring and utilization of financial and economic data for decision-making and strategic planning
3. Utilize principles and functions of management to foster organizational development, promote effective use of human resources, and enhance operations
4. Assess contemporary policies, regulations, and governance structures relevant to the United States health care delivery system and their implications for ethical decision-making
5. Promote dynamic organizational cultures that establish strategic visions, methodically analyze and interpret data based on sound epidemiological and statistical principles, and embrace change for continuous health care quality improvement
6. Demonstrate the application of healthcare management principles to improve the delivery of patient care within their technical discipline/department

## **Requirements**

### Transfer Requirement

21 Total Credits

- Complete all of the following
  - Transfer from an Associate Degree in an Allied Health discipline.
  - 21 credit(s).

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- BIO210 - Introduction to Anatomy and Physiology (3)
- IHP340 - Statistics for Healthcare Professionals (3)

### Major Courses

21 Total Credits

- Complete:
  - HCM320 - Healthcare Economics (3)
  - HCM340 - Healthcare Delivery Systems (3)
  - HCM345 - Healthcare Reimbursement (3)
  - HCM400 - Healthcare Finance (3)
  - HCM491 - Health Sciences Capstone (3)
  - IHP420 - Ethical and Legal Considerations of Healthcare (3)
  - IHP430 - Healthcare Quality Management (3)

### Free Electives

36 Total Credits

- 36 credit(s).

Grand Total Credits: **120**

## **Healthcare Administration (BS)**

# Online Programs

## **Description**

Healthcare is the largest industry in the United States and the second largest employer, with more than 11 million jobs (AUPHA). Healthcare managers, administrators and executives are responsible for planning, directing, and coordination health services for the populations they serve at the micro, meso and macro levels. Healthcare administration professionals provide leadership in hospitals, physician group practices, skilled nursing facilities, home health and other community agencies. Healthcare Administration (HCA) professionals possess the knowledge, attitudes, and skills to successfully lead healthcare organizations while working closely with clinicians to ensure the highest quality of care is provided in a fiscally responsible manner. The B.S. Healthcare Administration program has been developed in alignment with Association of University Programs in Health Administration (AUPHA). Content areas selected for the B.S. Healthcare Administration program represent the core body of knowledge identified by AUPHA as being essential for the Healthcare Administrator. Competencies are the skills, knowledge and abilities that healthcare administrators need to master and transcend organizational settings (Healthcare Leadership Alliance, 2010). Upon completion of the B.S. Healthcare Administration program, graduates will demonstrate the four competencies identified by AUHPA as critical to their success including the following: communication (written and oral); computational skills (mathematics and quantification); critical thinking (ability to analyze problems); and societal and cultural context (historical, philosophical, social, cultural, economic, political, and scientific foundations). The Healthcare Leadership Alliance (HLA) created the HLA Competency Directory which provides an interactive tool to ensure current and future healthcare leaders have the training and expertise needed to manage the nation's healthcare organizations. The HLA is comprised of the following professional organizations: American College of Healthcare Executives (ACHE); American College of Physician Executives (ACPE); American Organization of Nurse Executives (AONE); Healthcare Financial Management Association (HFMA); Healthcare Information and Management Systems Society (HIMSS); and the Medical Group Management Association (MGMA). The AUPHA competencies are in alignment with the competencies identified as critical by the Healthcare Leadership Alliance. Through meeting Program Outcomes, graduates from the B.S. Healthcare Administration program will demonstrate these competencies.

## **Program Outcomes**

1. Engage diverse health care stakeholders using communications that reflect keen interpersonal skills, effective collaboration practices, and deep cultural competence
2. Demonstrate knowledge of microeconomic, macroeconomic and financial principles through monitoring and utilization of financial and economic data for decision-making and strategic planning
3. Utilize principles and functions of management to interpret market analyses for strategic planning and to foster organizational development, promote effective use of human resources, and enhance operations
4. Propose recommendations to improve the effectiveness and integration of information management systems at the various levels of health care organizations and achieve organizational goals
5. Assess contemporary policies, regulations, and governance structures relevant to the United States health care delivery system for their impacts to populations' health and their implications for ethical decision-making
6. Promote dynamic organizational cultures that establish strategic visions, methodically analyze and interpret data based on sound epidemiological and statistical principles, and embrace change for continuous health care quality improvement

# Online Programs

## **Requirements**

General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- BIO210 - Introduction to Anatomy and Physiology (3)
- IHP340 - Statistics for Healthcare Professionals (3)
- IT210 - Business Systems Analysis and Design (3)

Major Courses

45 Total Credits

- Complete:
  - HCM320 - Healthcare Economics (3)
  - HCM325 - Healthcare Marketing (3)
  - HCM340 - Healthcare Delivery Systems (3)
  - HCM345 - Healthcare Reimbursement (3)
  - HCM400 - Healthcare Finance (3)
  - HCM415 - Healthcare Strategic Management and Policy (3)
  - HCM440 - Healthcare Research and Evaluation Methodologies (3)
  - HCM490 - Healthcare Administration Capstone (3)
  - IHP330 - Principles of Epidemiology (3)
  - IHP410 - Population Health and Cultural Competence (3)
  - IHP420 - Ethical and Legal Considerations of Healthcare (3)
  - IHP430 - Healthcare Quality Management (3)
  - OL125 - Human Relations in Administration (3)
  - OL211 - Human Resource Management (3)
  - OL342 - Organizational Behavior (3)

Major Electives or choose a Concentration

9 Total Credits

- Complete all of the following
  - 3 credit(s) from subject(s): CHE HCM, HIM, IHP, OL, PHE, or QSO within the range of course numbers 100 - 499
  - 6 credit(s) from subject(s): CHE HCM, HIM, IHP, OL, PHE, or QSO within the range of course numbers 300 - 499

Free Electives

24 Total Credits

- 24 credit(s).

Grand Total Credits: **120**

## **Healthcare Administration (BS) - Health Information Management (Concentration)**

### **Description**

The concentration in Health Information Management builds on the knowledge, attitudes, and skills developed in the core Healthcare Administration degree by focusing on the effective integration of technology in healthcare organizations. Students will be exposed to the design and use of medical databases, as well as how to implement business rules and data modeling to develop effective medical information management systems. Students will also engage in assignments focused on long and short-term planning, operations, maintenance and forecasting in healthcare organizations.

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - HIM220 - Healthcare Data Management (3)
  - HIM350 - Communication and Technologies (3)
  - HIM425 - Healthcare IT Infrastructure and Network Management (3)

Grand Total Credits: **9**

## Healthcare Administration (BS) - Patient Safety and Quality (Concentration)

### Description

The concentration in Patient Safety and Quality focuses on the development and use of techniques to raise patient quality and safety awareness within healthcare organizations, including the various factors that impact patient safety and quality and their inter-relationships.

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - IHP315 - Patient Safety Systems and Strategies (3)
  - IHP355 - Healthcare Regulatory Compliance and Accreditation (3)
  - IHP435 - Performance Improvement Measurement and Methodologies (3)

Grand Total Credits: 9

## Healthcare Administration (MS)

### Description

Healthcare is the largest industry in the United States and the second largest employer, with more than 11 million jobs (AUPHA). Healthcare Administration (HCA) professionals educated at the graduate level have a strong foundation in healthcare finance and economics, law, policy, performance and process improvement, leadership, informatics and strategic planning. The Healthcare Administrator provides leadership and strategic vision for the organization in collaboration with clinicians and internal and external stakeholders to ensure equitable healthcare quality and access to care. The M.S. Healthcare Administration program has been developed in alignment with Association of University Programs in Health Administration (AUPHA). Content areas selected for the M.S. Healthcare Administration program represent the core body of knowledge identified by AUPHA as being essential for the Healthcare Administrator. Competencies are the skills, knowledge and abilities that healthcare administrators need to master and transcend organizational settings (Healthcare Leadership Alliance, 2010). Upon completion of the M.S. Healthcare Administration program, graduates will demonstrate the four competencies identified by AUPHA as critical to their success including the following: communication (written and oral); computational skills (mathematics and quantification); critical thinking (ability to analyze problems); and societal and cultural context (historical, philosophical, social, cultural, economic, political, and scientific foundations). The Healthcare Leadership Alliance (HLA) created the HLA Competency Directory which provides an interactive tool to ensure current and future healthcare leaders have the training and expertise needed to manage the nation's healthcare organizations. The HLA is comprised of the following professional organizations: American College of Healthcare Executives (ACHE); American College of Physician Executives (ACPE); American Organization of Nurse Executives (AONE); Healthcare Financial Management Association (HFMA); Healthcare Information and Management Systems Society (HIMSS); and the Medical Group Management Association (MGMA). The AUPHA competencies are in alignment with the competencies identified as critical by the Healthcare Leadership Alliance. Through meeting Program Outcomes, graduates from the M.S. Healthcare Administration program will demonstrate these competencies.

### Program Outcomes

1. Demonstrate interpersonal skills, effective collaborative practices and cultural competence through meaningful verbal and written communication in individual and group interactions
2. Assimilate principles and functions of management to foster organizational development, promote effective use of human resources, enhance operations, and position the organization through application of market analysis
3. Integrate knowledge of microeconomic, macroeconomic and financial principles to monitor, analyze and interpret healthcare financial and economic data for decision-making and strategic planning
4. Appraise the effectiveness, utilization and integration of information management systems within the micro and meso systems of the organization
5. Translate the knowledge of U. S. Healthcare Delivery System, healthcare reimbursement, health policy, governance, and ethical considerations to promote population health and strategic planning at the organizational level
6. Propose strategies that foster a dynamic organizational culture that clearly defines its strategic vision, identifies opportunities, and methodically engages in data analysis using epidemiologic and statistical principles to support strategic planning, operations management, and continuous quality improvement

# Online Programs

## **Requirements**

Foundation Courses

0 Total Credits

- Complete:
  - IHP515 - Population-Based Epidemiology (3)
  - OL500 - Human Behavior in Organizations (3)

Major Courses

36 Total Credits

- Complete:
  - HCM700 - Healthcare Administration Capstone (3)
  - HIM500 - Healthcare Informatics (3)
  - IHP501 - Global Health and Diversity (3)
  - IHP510 - Marketing, Communications Strategies and Outreach (3)
  - IHP525 - Biostatistics (3)
  - IHP604 - Healthcare Quality and Improvement (3)
  - IHP610 - Health Policy and Law (3)
  - IHP620 - Economic Principles of Healthcare (3)
  - IHP630 - Healthcare Finance and Reimbursement (3)
  - IHP670 - Program Design, Planning and Evaluation (3)
  - OL600 - Strategic Human Resource Management (3)
  - OL665 - Leading/Managing Not-For-Profit Orgs (3)

Grand Total Credits: **36**

# Online Programs

## Master of Public Health (MPH)

### Description

The Master of Public Health program prepares students for careers in public health practice, education, and research. Public Health is a discipline dedicated to preventing disease and promoting health equity. There is a strong demand for public health professionals to deal with chronic and emerging diseases, environmental health, health care policy and reform, and global health issues. This program provides students with the knowledge and skills to be a public health educator, affect policy change and development, and implement successful public health programs within local, state, and federal governments, schools, and private for profit and non-profits. The Master of Public Health is a widely recognized credential for those who are seeking leadership, program administration, and policy and education positions in public health. The program includes both a practicum and capstone experience.

### Program Outcomes

1. Solve population-based, health problems by applying statistical constructs and epidemiological principles to recognize patterns and trends within the scope of public health
2. Integrate assessment, monitoring, and prevention strategies to address environmental insults that improve the health, safety, and quality of life for people in their communities
3. Develop evidence-based, health program proposals targeted at improving healthcare access, quality, and delivery to ensure community health
4. Apply social and behavioral health science frameworks and research to evaluate the development and implementation of programs that change behaviors
5. Analyze public health policy and formulate communication outreach strategies to promote the health and social justice of individuals, communities, and populations
6. Evaluate the emerging public health issues and trends to develop initiatives that protect and promote the health of individuals, communities, and populations

### Requirements

Major Courses

33 Total Credits

- Complete:
  - IHP515 - Population-Based Epidemiology (3)
  - IHP525 - Biostatistics (3)
  - PHE500 - Principles of Public Health (3)
  - PHE510 - Public Health Biology (3)
  - PHE525 - Social and Behavioral Sciences (3)
  - PHE540 - Principles of Environmental Health (3)
  - PHE610 - Health Policy and Management (3)
  - PHE630 - Program Planning and Evaluation in Public Health (3)
  - PHE680 - Practical Experience in Public Health Part I (3)
  - PHE685 - Practical Experience in Public Health Part II (3)
  - PHE690 - Public Health Capstone (3)

Major Electives or choose a Concentration

9 Total Credits

- Complete:
  - HIM500 - Healthcare Informatics (3)
  - PHE505 - Research Methods in Public Health (3)
  - IHP620 - Economic Principles of Healthcare (3)

Grand Total Credits: **42**



# Online Programs

## Master of Public Health (MPH) - Global Health (Concentration)

### Description

This concentration in Global Health provides students with a strong foundation in analyzing health issues in developing country contexts, assessing the root causes of health inequities in populations, addressing population health disparities, and critiquing global health interventions for their effectiveness. Integrating the global health practice domains instituted by the Association of Schools and Programs in Public Health (ASPPH), graduates will be prepared to understand the complexities of working in a global health environment, critically examine pressing global health issues, and create solutions to global health issues that are both meaningful, effective, and ethically sound.

### Concentration Outcomes

1. Apply global health concepts, theories, and principles to effectively address global health issues

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - PHE550 - Principles of Global Health (3)
  - PHE660 - Global Health Policy, Practice, and Partnerships (3)
  - PHE665 - Case Studies in Global Health (3)

Grand Total Credits: 9

## Public Health (BS)

### Description

The Centers for Disease Control and Prevention (CDC) notes that serious public health workforce shortages exist in disciplines that perform surveillance functions and the Association of Schools and Programs of Public Health (ASPH) estimates that 250,000 more public health workers will be needed by 2020 to meet these needs. Further complicating the workforce shortages is the need for a prevention and a population health perspective in healthcare educational programs (Institute of Medicine). The BS in Public Health program explores concepts of preventing disease, prolonging life, and improving health with a population-based focus. It provides a strong foundation in biological and social sciences with emphasis on evidence-based approaches in program assessment, planning and evaluation for the protection and improvement of the health of individuals, communities and populations. This program is aligned with the Council on Education for Public Health curriculum standards for baccalaureate programs to provide graduates with the core competencies for entry into the profession.

### Program Outcomes

1. Apply statistical constructs and epidemiological principles to recognize patterns and trends within the scope of public health
2. Apply fundamental public health strategies in assessment, planning, and prevention to improve the health, safety, and quality of life for people in their communities
3. Articulate the efficacy of health programs targeted at improving healthcare access, quality, and delivery to ensure community and population health
4. Describe the fundamental social and behavioral frameworks in public health to identify health disparities and promote social justice
5. Develop a professional identity from which to make globally, socially, and ethically responsible public health decisions that are aligned with legal and organizational policy requirements
6. Design technical and professional communication strategies that promote effective public health campaigns

## Online Programs

### **Requirements**

#### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- BIO210 - Introduction to Anatomy and Physiology (3)
- IHP340 - Statistics for Healthcare Professionals (3)
- PSY108 - Introduction to Psychology (3)

#### Major Courses

36 Total Credits

- Complete:
  - HCM340 - Healthcare Delivery Systems (3)
  - IHP330 - Principles of Epidemiology (3)
  - IHP410 - Population Health and Cultural Competence (3)
  - IHP420 - Ethical and Legal Considerations of Healthcare (3)
  - PHE101 - Fundamentals of Public Health (3)
  - PHE321 - Biological Concepts for Public Health (3)
  - PHE327 - Research and Assessment in Public Health (3)
  - PHE330 - Public Health Education and Communication (3)
  - PHE340 - Social and Behavioral Health (3)
  - PHE423 - Evaluation Methods in Public Health (3)
  - PHE425 - Programming Planning in Public Health (3)
  - PHE489 - Public Health Capstone Communication (3)

#### Major Electives

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): CHE HCM, IHP, or PHE within the range of course numbers 100 - 499
  - 6 credit(s) from subject(s): CHM HCM, IHP, or PHE within the range of course numbers 300 - 499

#### Free Electives

30 Total Credits

- 30 credit(s).

Grand Total Credits: **120**

## **Liberal Arts**

## American Studies (Minor)

### Requirements

Minor Courses  
15 Total Credits

- Complete all of the following
  - 5 of the following:
    - FAS370 - American Art (3)
    - HIS245 - United States History since 1945 (3)
    - HIS270 - American Environmental History (3)
    - HIS319 - African-American History since the Civil War (3)
    - HIS330 - Civil War and Reconstruction (3)
    - HIS332 - Colonial New England (3)
    - HIS338 - Young America (3)
    - HIS357 - American Slavery (3)
    - LIT312 - Early American Literature (3)
    - LIT314 - American Realism and Naturalism (3)
    - LIT315 - Twentieth Century American Literature and Beyond (3)
    - LIT350 - The Black Literary Tradition (3)
    - LIT450 - Seminar in American Literature (3)
    - POL210 - American Politics (3)
  - May also include FAS 301, HIS 254, LIT 328, LIT 362, LIT 363, POL 306 and POL 348. These courses are no longer offered or they are only available to University College students, but may be taken in conjunction with the electives currently offered by the College of Online and Continuing Education.
  - NOTE: Maximum three (3) courses per subject.

Grand Total Credits: **15**

## Art History (Minor)

### Requirements

Minor Courses  
6 Total Credits

- Complete:
  - FAS201 - Introduction to Humanities I (3)
  - FAS202 - Introduction to Humanities II (3)

Electives  
9 Total Credits

- Complete all of the following
  - 3 of the following:
    - FAS110 - Introductory Drawing (3)
    - FAS226 - Digital Photography (3)
    - FAS270 - Introduction to Film History (3)
    - FAS320 - History of Design (3)
    - FAS326 - History of Photography (3)
    - FAS342 - Modernism (3)
    - FAS370 - American Art (3)
    - FAS380 - Women, Art and Society (3)
  - May also include FAS 260, FAS 301, FAS 302, FAS 305, FAS 335, and FAS 345. These courses are no longer offered or they are only available to University College students, but may be taken in conjunction with the electives currently offered by the College of Online and Continuing Education.

Grand Total Credits: **15**

## Communication (BA)

## Online Programs

### **Description**

The Communication major prepares students for a wide variety of fields including public relations, corporate communications and training, government relations, leadership tasks, social media, professional writing, journalism, advertising, and other mass media professions. Students also have the opportunity to focus their studies through a variety of minors and internship experiences. At the same time, students are able to develop competencies in particular areas. The concentrations in this program offer students the ability to further their skills in new media, public relations and professional writing.

### **Program Outcomes**

1. Design, develop, and deliver professional quality oral, written, and visual communications that are coherent, technically sound, and appropriately adapted to specific audiences and contexts
2. Critically analyze and recommend strategies for addressing the impact of various physical, cognitive, cultural, and social factors that shape communication across interpersonal, group, and organizational settings
3. Evaluate, select, and effectively apply various tools and technology to the design, development, and dissemination of communication messages
4. Evaluate and respond to complex problems associated with the design, development, and delivery of communication messages through critical and creative thinking and collaboration with an interdisciplinary team of specialists and stakeholders
5. Apply professional, ethical, and socially and culturally sensitive communication practices across interpersonal, group, organizational, and intercultural settings

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

### Major Courses

33 Total Credits

- Complete:
  - COM127 - Introduction to Communication (3)
  - COM213 - Public Speaking and Presentation Skills (3)
  - COM225 - Communication with Diverse Audiences (3)
  - COM229 - Visual Communication and Design (3)
  - COM311 - Social Media Strategy (3)
  - COM321 - Global Communication (3)
  - COM326 - Strategic Storytelling (3)
  - COM405 - Personal Brand Communications (3)
  - COM413 - Management of Communication Projects (3)
  - COM431 - Organizational Branding (3)
  - COM449 - Communication Law and Media Ethics (3)

### Major Electives or choose a Concentration

12 Total Credits

- Complete all of the following
  - 12 credit(s) from the following:
    - COM227 - Public Relations (3)
    - COM312 - Crisis Communication (3)
    - COM315 - Communication in the Digital Age (3)
    - COM322 - Advanced Public Speaking (3)
    - COM329 - New Media Technologies (3)
    - COM336 - Electronic Public Relations (3)
    - COM340 - Writing for Public Relations (3)
    - COM343 - Technical Writing Communication (3)
    - COM445 - Writing for New Media (3)
    - COM452 - Public Relations Campaign Planning Seminar (Capstone) (3)
    - ENG220 - Business Communication (3)
    - ENG323 - Introduction to Screenwriting Workshop (3)
    - ENG347 - Intermediate Screenwriting Workshop (3)
    - ENG357 - Advanced Screenwriting Workshop (3)
    - FAS226 - Digital Photography (3)
    - GRA220 - Introduction to Digital Imaging (3)
    - GRA310 - Digital Graphic Design for the Web (3)
    - IT270 - Web Site Design (3)
    - MGT200 - Leadership and Team Building (3)
    - MKT205 - Applied Marketing Strategies (3)
    - MKT355 - Social Media Marketing Strategy (3)
    - OL125 - Human Relations in Administration (3)
    - OL215 - Principles of Management (3)
    - SNHU290 - Experiential Learning (3)
    - SNHU495 - Internship (3)
    - OL501 - Business Foundations (3)
    - COM500 - Communication, Media & Society (3)
    - COM510 - The Vantage Point: Knowledge & New Media (3)
  - NOTE: Undergraduate students who wish to take a graduate class as electives to complete their remaining undergraduate requirements may do so only if they have earned a minimum of 90 credits and completed all of their major requirements. Students must receive a B or better to receive credit in their graduate program. Students must apply through their academic advisor to enroll. The acceptable graduate classes are: OL-501 Business Foundations, COM-500 Communication, Media & Society, and COM-510 The Vantage Point: Knowledge & New Media.

### Free Electives

33 Total Credits

- 33 credit(s).

Grand Total Credits: **120**

## Communication (BA) - Business Communication (Concentration)

### Description

The concentration in Business Communication provides students the opportunity to develop additional written and oral communication skills that are useful in any professional workplace. The courses in this concentration allow students to build upon their knowledge and skills regarding interpersonal relationships and teamwork, in order to gain a better understanding of the work processes that will influence and be influenced by the communication messages they create. Students interested in advanced graduate work in Business can choose to take a graduate-level business foundations course to prepare them for graduate work in the Business field. Students considering an advanced degree in Communication have the option to choose up to two graduate-level communication courses and earn up to six credits that can be dually applied to their concentration and as a head start to an advanced degree.

### Concentration Outcomes

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - ENG220 - Business Communication (3)
    - MGT200 - Leadership and Team Building (3)
  - 6 credit(s) from the following:
    - COM312 - Crisis Communication (3)
    - COM322 - Advanced Public Speaking (3)
    - OL501 - Business Foundations (3)
    - COM500 - Communication, Media & Society (3)
    - COM510 - The Vantage Point: Knowledge & New Media (3)
  - NOTE: Undergraduate students who wish to take a graduate class as electives to complete their remaining undergraduate requirements may do so only if they have earned a minimum of 90 credits and completed all of their major requirements. Students must receive a B or better to receive credit in their graduate program. Students must apply through their academic advisor to enroll. The acceptable graduate classes are: OL-501 Business Foundations, COM-500 Communication, Media & Society, and COM-510 The Vantage Point: Knowledge & New Media.

Grand Total Credits: **12**

## **Communication (BA) - New Media (Concentration)**

### **Description**

The field and practice of communication is characterized by the continual evolutions of media technology and the impact that these changes have made on communication practices, relationships, and culture. Students who are seeking employment as a communication professional must be prepared to enter into a dynamic and shifting landscape of technology and media and approach these changes with technical savvy and an ethical mind. The concentration in New Media builds on the foundations of communication media and technology in the core Communication program and extends these ideas to the particular developments in new media technology, social media research and marketing, interpersonal development in mediated environments, and content production for new media platforms.

### **Concentration Outcomes**

1. Utilize professional communication skills and competencies in evaluating the appropriate use of new media technologies and developing dynamic content and marketing messages for a variety of contemporary audiences.

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - COM315 - Communication in the Digital Age (3)
  - COM329 - New Media Technologies (3)
  - COM445 - Writing for New Media (3)
  - MKT355 - Social Media Marketing Strategy (3)

Grand Total Credits: **12**

## **Communication (BA) - Professional Writing (Concentration)**

### **Description**

The Concentration in Professional Writing serves as an extension of the skills learned in the Communication core requirements and focuses on topics such as editing, copywriting, technical writing, and writing for specific media and audiences.

### **Concentration Outcomes**

1. Apply industry-specific writing and media formatting techniques in developing content appropriate for engaging different audiences

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - ENG220 - Business Communication (3)
  - COM340 - Writing for Public Relations (3)
  - COM343 - Technical Writing Communication (3)
  - COM445 - Writing for New Media (3)

Grand Total Credits: **12**

## **Communication (BA) - Public Relations (Concentration)**

### **Description**

The field of public relations is a fast-paced and ever-changing combination of understanding the purpose of new media and technologies and learning how to develop and implement targeted communications to specific audiences. Students in the Public Relations Concentration will build on the skills developed in the Communication core by focusing on the ethical responsibilities of communication to a public audience using specified technological tools and multimedia platforms.

### **Concentration Outcomes**

1. Apply ethical communication strategies for developing public communications that utilize appropriate technological tools and multimedia platforms to reach a variety of audiences

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - COM227 - Public Relations (3)
  - COM336 - Electronic Public Relations (3)
  - COM340 - Writing for Public Relations (3)
  - COM452 - Public Relations Campaign Planning Seminar (Capstone) (3)

Grand Total Credits: **12**



# Online Programs

## Communication (MA)

### Description

Technological advances present an exciting opportunity for a new type of communication professional that can effectively convey messages in a globalized society. The Master of Arts in Communication seeks to prepare students with the knowledge and skills that are most relevant to a wide variety of professions and organizations. Instead of focusing on particular technological tools, students will become self-directed learners that are fluent in the language of technology, thereby preparing them for the next major innovation—and, the one after that. In this way, the M.A. in Communication positions one as a "value add" to a range of employers within and outside of the traditional communication field. Graduates of the degree program could potentially pursue careers in public relations, business, writing, journalism, marketing, health, entertainment, politics, education, and many other fields.

### Program Outcomes

1. Apply moral reasoning to make ethically sound and socially responsible choices that are consistent with a cogent personal framework and accepted standards in the field of communication
2. Utilize multiple appropriate, strategic approaches in making decisions, formulating solutions, and solving problems that reflect creativity and versatility of thought
3. Engage diverse audiences effectively through an open-minded, empathetic treatment of different cultural perspectives and an awareness of self and one's impact in a global, interdependent age
4. Integrate multiple communication technologies and collaborate in communities of practice to carefully curate shared messages while generating new meaning
5. Create, manage, and grow an authentic, personal brand with purpose and savvy using innovative communication strategies, professional networks, and relevant tools and technology
6. Employ a broad, contemporary knowledge base, self-directed learning skills, and a practiced adaptability to remain on the cutting edge of the communication field as an empowered agent of change

### Requirements

Major Courses

24 Total Credits

- Complete:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)
  - COM530 - Law & Ethics: A Line in the Sand (3)
  - COM540 - Second Self: Identity & Personal Brands (3)
  - COM600 - Communication for Leadership (3)
  - COM610 - More than Words: Communication by Design (3)
  - COM620 - Strategic Communication in a New Age (3)
  - COM690 - Communication Capstone (3)

Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from COM within the 500 - 799 range or from the following courses:
  - SNHU690 - Internship (3)

Grand Total Credits: **36**

## **Communication (MA) - New Media and Marketing (Concentration)**

### **Description**

Today's Communications professional faces an ever-changing technological industry. The digital realm allows us to reach a global audience with a single tweet or post. Composing and curating content for these new media platforms are essential skills for a successful career. Students of the New Media and Marketing Concentration will build on the Communications core curriculum and gain experience with the latest developments in technology, interpret social catalysts that drive technological change, and learn best practices for producing social media campaigns.

### **Concentration Outcomes**

1. Develop new media marketing campaigns that integrate a variety of media tools and resources with curated content for effectively communicating marketing messages to contemporary audiences

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - COM565 - Communication with Media Technology (3)
  - COM566 - Pen to Platform (3)
  - COM567 - Digital Tools and Teams (3)
  - COM568 - New Media Campaign Design & Marketing (3)

Grand Total Credits: **12**

## **Communication (MA) - Public Relations (Concentration)**

### **Description**

Public Relations Specialists stand at the forefront of the media landscape, witness to continuous developments in social media and communications technology. As intermediary between business corporations and their respective clients, PR Specialists navigate unique challenges and opportunities developing and executing relevant public relations campaigns. Building on the Communications core curriculum students in the Public Relations Concentration will gain academic and practical experience while developing proficiency in the relevant tools and technology to mount effective campaigns and management strategies to communicate efficiently with co-workers, clients, and the general public.

### **Concentration Outcomes**

1. Develop targeted and persuasive messaging, effective campaign management practices, and crisis communication strategies using a variety of media technologies and resources

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - COM655 - Reputation Management: Building a Brand (3)
  - COM656 - Spread the Word: Social Media Practices (3)
  - COM657 - Crisis Communication in a 24/7 World (3)
  - COM658 - Integrated Public Relations Campaigns & Measurement (3)

Grand Total Credits: **12**

## Communication (Minor)

### Requirements

Minor Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - COM126 - Introduction to Mass Communication (3)
    - COM213 - Public Speaking and Presentation Skills (3)
  - 9 credit(s) from subject(s): COM

Grand Total Credits: **15**

## Creative Writing and English (BA)

### Description

The online degree in Creative Writing and English provides students with opportunities to cultivate and improve upon their unique writing craft. With a catalogue of courses in creative writing and literature, students utilize literary analysis to inform their imaginative application of storytelling elements. Published writers, professional editors and publishers, and established literary critics guide students through their work in SNHU's primary writing genres: fiction, nonfiction, screenwriting, and poetry. After advanced study in this program, students will have essential writing and critical thinking skillsets that translate to a wide range of professions, including journalism, editing, copywriting, publishing, filmmaking, and more.

### Program Outcomes

1. Apply techniques and terminology essential to analyzing (and appreciating) literary form, genre, structure, and style
2. Produce creative works in a variety of genres (fiction, non-fiction, poetry, drama, screenwriting), employing the conventions and techniques of those genres
3. Produce a body of advanced work in the student's chosen genre, reflecting a culmination of the student's workshop training and the beginning of professionalization

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): LIT within the range of course numbers 100 - 299
  - 1 of the following:
    - HIS114 - United States History II: 1865-Present (3)
    - PHL210 - Introduction to Philosophy (3)
    - COM213 - Public Speaking and Presentation Skills (3)

### Major Courses

24 Total Credits

- Complete all of the following
  - Complete:
    - ENG226 - Introduction to Creative Writing (3)
    - ENG340 - Context of Writing: Writers/Publishing (3)
    - ENG350 - The English Language (3)
    - ENG431 - Advanced Creative Writing (3)
    - LIT300 - Literary Theory (3)
    - LIT319 - Shakespeare (3)
  - 3 credit(s) from subject(s): LIT within the range of course numbers 200 - 299
  - 3 credit(s) from subject(s): LIT within the range of course numbers 300 - 499

### Major Electives or choose a Concentration

9 Total Credits

- 3 of the following:
  - ENG327 - Playwriting Workshop (3)
  - ENG328 - Poetry Writing Workshop (3)
  - ENG329 - Fiction Writing Workshop (3)
  - ENG330 - Nonfiction Writing Workshop (3)
  - SNHU290 - Experiential Learning (3)
  - SNHU495 - Internship (3)

### Free Electives

36 Total Credits

- 36 credit(s).

Grand Total Credits: **120**

## **Creative Writing and English (BA) - Fiction Writing (Concentration)**

### Requirements

#### Concentration Courses

9 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG421 - New Media: Writing and Publishing (3)
  - NOTE: Students in the Fiction Writing concentration must take ENG 421 in the concentration, in place of ENG 431 in the major.
  - Complete:
    - ENG329 - Fiction Writing Workshop (3)
    - ENG349 - Intermediate Fiction Writing Workshop (3)
    - ENG359 - Advanced Fiction Writing Workshop (3)

Grand Total Credits: **9**

## **Creative Writing and English (BA) - Non-Fiction Writing (Concentration)**

### **Requirements**

Concentration Courses

9 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG421 - New Media: Writing and Publishing (3)
  - NOTE: Students in the Non-Fiction Writing concentration must take ENG 421 in the concentration, in place of ENG 431 in the major.
  - Complete:
    - ENG330 - Nonfiction Writing Workshop (3)
    - ENG341 - Intermediate Nonfiction Writing Workshop (3)
    - ENG351 - Advanced Nonfiction Writing Workshop (3)

Grand Total Credits: **9**

## **Creative Writing and English (BA) - Poetry (Concentration)**

### **Requirements**

Concentration Courses

9 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG421 - New Media: Writing and Publishing (3)
  - NOTE: Students in the Poetry concentration must take ENG 421 in the concentration, in place of ENG 431 in the major.
  - Complete:
    - ENG328 - Poetry Writing Workshop (3)
    - ENG348 - Intermediate Poetry Writing Workshop (3)
    - ENG358 - Advanced Poetry Writing Workshop (3)

Grand Total Credits: **9**

## **Creative Writing and English (BA) - Screenwriting (Concentration)**

### **Requirements**

Concentration Courses

9 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG421 - New Media: Writing and Publishing (3)
  - NOTE: Students in the Screenwriting concentration must take ENG 421 in the concentration, in place of ENG 431 in the major.
  - Complete:
    - ENG323 - Introduction to Screenwriting Workshop (3)
    - ENG347 - Intermediate Screenwriting Workshop (3)
    - ENG357 - Advanced Screenwriting Workshop (3)

Grand Total Credits: **9**

## **Creative Writing (MFA)**

# Online Programs

## **Description**

The online Master of Fine Arts in Creative Writing provides broad access to writers to pursue a genre-focused, entirely online education that embraces practicality, diversity, and community. In choosing from four fiction genre tracks (contemporary, romance, young adult, and speculative) the SNHU online MFA brings together talented faculty and industry professionals to guide students in preparation for the art and business of writing in a realistic 21st century context. In doing so, students produce tangible works that build their resume as professional writers, including a finished, revised full-length novel. Students study elements of storytelling, including a keen focus on the aspects and specialties of their chosen genre, participating in genre-specific courses, and engaging as a literary citizen through genre-driven communities and practices. Employing a workshop format, the SNHU online MFA teaches students to revise and reflect on their art while learning the print and digital business models they need to support their creative endeavors. In addition, students choose one of two certificate options as they move through the online MFA program in either Professional Writing or Online Teaching of Writing. A hallmark of the SNHU online MFA is its focus on practicality and helping students understand the myriad of careers available to writers today. Students learn business skills that both help them develop an audience for their work as well support career aspirations in areas such as marketing, publishing, managing, content writing, teaching, and freelancing. Coursework includes the fundamentals of building a writer's platform, the use of social media tools, and copywriting. As students develop their writing skills, they also develop an understanding of the publishing landscape and how to position themselves in it. Throughout the program, students gain the confidence and flexibility to adapt to the ever-changing literary landscape.

## **Program Outcomes**

1. Create publishable works of fiction in specific genre by effectively controlling and manipulating the elements of storytelling
2. Hone one's own writing process and craft through practice, constructive workshopping, and reflection
3. Synthesize the literature and history of one's chosen genre for situating oneself in the literary landscape
4. Leverage a realistic understanding of the publishing ecosystem in achieving business and artistic goals
5. Explore viable, current writing career opportunities that enhance and sustain one's experiences as a professional author
6. Build a writer's platform that advances artistic and career goals and is grounded in literary citizenship

# Online Programs

## Requirements

Certificate Courses

48 Total Credits

- Complete all of the following
  - Complete:
    - MFA505 - Introduction to the Online MFA (3)
    - MFA507 - Advanced Studies in Literature (3)
    - MFA509 - Storytelling (3)
    - MFA514 - Advanced Studies in Genre Literature (3)
  - 1 of the following:
    - MFA524 - Contemporary Fiction Writing I (3)
    - MFA525 - Romance Fiction Writing I (3)
    - MFA526 - Young Adult Fiction Writing I (3)
    - MFA527 - Speculative Fiction Writing I (3)
  - Complete:
    - MFA600 - The Publishing Ecosystem (3)
    - MFA602 - The Business of Writing (3)
    - MFA604 - Finding and Reaching an Audience (3)
    - MFA608 - Editing and Coaching (3)
  - 1 of the following:
    - MFA606 - Copy and Content Writing (3)
    - MFA607 - Copy and Content Writing Internship (3)
  - 1 of the following:
    - MFA624 - Contemporary Fiction Writing II (3)
    - MFA625 - Romance Fiction Writing II (3)
    - MFA626 - Young Adult Fiction Writing II (3)
    - MFA627 - Speculative Fiction Writing II (3)
  - Complete:
    - MFA700 - Thesis Writing I (3)
    - MFA701 - Thesis Writing II (3)
    - MFA702 - Thesis Writing III (Capstone) (3)
  - 2 of the following:
    - MFA630 - Writing Short Works (3)
    - MFA640 - Engaging Online Writing Students (3)
    - COM510 - The Vantage Point: Knowledge & New Media (3)
    - ENG670 - Seminar in Writing Instruction (3)
    - ENG675 - Online Teaching Experience (3)
    - MKT555 - Social Media Marketing (3)
    - MKT635 - Websites and Search Engine Marketing/ Search Engine Optimization (3)
    - MKT665 - Digital Story Telling and Branding (3)

Grand Total Credits: **48**

# Online Programs

## Creative Writing (Minor)

### Requirements

Minor Courses  
15 Total Credits

- Complete all of the following
  - Complete:
    - ENG226 - Introduction to Creative Writing (3)
  - 9 credit(s) from the following:
    - ENG323 - Introduction to Screenwriting Workshop (3)
    - ENG327 - Playwriting Workshop (3)
    - ENG328 - Poetry Writing Workshop (3)
    - ENG329 - Fiction Writing Workshop (3)
    - ENG330 - Nonfiction Writing Workshop (3)
  - Note: ENG-326 may also be taken as an elective. This course is no longer offered or it is only available to University College students, but may be taken in conjunction with the electives currently offered by the College of Online and Continuing Education.
  - 3 credit(s) from LIT within the 300 - 399 range or from the following courses:
    - COM235 - Multimedia Journalism (3)
    - ENG220 - Business Communication (3)
    - ENG421 - New Media: Writing and Publishing (3)
  - Note: ENG-370 may also be taken as an elective. This course is no longer offered or it is only available to University College students, but may be taken in conjunction with the electives currently offered by the College of Online and Continuing Education.

Grand Total Credits: **15**

## Digital Photography (AA)

### Description

The Associate in Arts Digital Photography at Southern New Hampshire University provides students the technical skills of digital camera operation, lighting, and post-production image editing while also developing a strong business acumen. Students of the Associate in Arts Digital Photography program will be current practitioners within the commercial industry seeking a degree and/or those who seek to establish the necessary foundation for a career as a commercial photographer. The Associate in Arts Digital Photography program equips students with knowledge of the latest technology as they focus their study on developing or furthering the necessary skills for a career in commercial photography. Coursework within the Associate in Arts Digital Photography program scaffolds projects with a focus on students building the necessary skill set to produce work typical of industry standards while also establishing a creative voice, brand identity, and ethical practice. The goal of the Associate in Arts Digital Photography is to promote professional development and to prepare students for a career in commercial photography.

### Program Outcomes

1. Develop professional skills and behaviors that are aligned with legal and ethical standards and best practices of the photographic industry
2. Employ industry-appropriate tools and techniques in capturing, editing, and delivering high quality photographic works
3. Employ the elements and principles of art and design in making informed formal and conceptual decisions in photography
4. Communicate ideas and themes to specific audiences by applying a creative, client-centered approach to the creation of photographic works



# Online Programs

## **Requirements**

### General Education Courses

21 Total Credits

- 21 credit(s) from: General Education

Must include:

- ENG122 - English Composition I (3)
- ENG123 - English Composition II (3)
- MAT125 - Quantitative Reasoning & Problem Solving (3)
- SNHU107 - Success Strategies for Online Learning (3)
- FAS202 - Introduction to Humanities II (3)
- SCS100 - Perspectives in the Social Sciences (3)
- HIS100 - Perspectives in History (3)

### Major Courses

27 Total Credits

- Complete:
  - COM130 - Media Communication and Visual Literacy (3)
  - FAS226 - Digital Photography (3)
  - FAS235 - Photographic Practice in the Digital Age (3)
  - FAS240 - The Business of Photography (3)
  - FAS255 - Lighting for Photography (3)
  - FAS326 - History of Photography (3)
  - FAS375 - Photographic Aesthetic Concepts (3)
  - GRA101 - Basic Design and Color Theory (3)
  - GRA220 - Introduction to Digital Imaging (3)

### Free Electives

12 Total Credits

- 12 credit(s).

Grand Total Credits: **60**

## **Digital Photography (BA)**

### **Description**

The BA in Digital Photography provides students with a strong foundation in the technical skills of digital camera operation, lighting, and post-production image editing while developing students' visual literacy, artistic talents, and foundation in the humanities. Graduates will be equipped with knowledge of the latest technology as they explore various genres of the photographic medium for possible career options after graduation. Because the degree is grounded in the Liberal Arts, students will be well versed with skills in written and oral communication, critical thinking and creative problem solving, and the ethical, dispositional, and collaborative abilities to succeed in the professional realm. Students enrolled in this program will develop a professional portfolio for career advancement and personal fulfillment. This program is especially designed for students who have artistic talent and/or professional interests in the field and also seek creative, meaningful, and practical employment upon graduation.

### **Program Outcomes**

1. Create, manage, and grow an authentic, personal aesthetic and brand using professional networks and relevant tools and technologies
2. Cultivate skills and behaviors that foster professional success while adhering to legal and ethical standards of the photographic industry
3. Critique photographic works through historical, social, and political contexts to assess their impact on contemporary culture and one's personal vision
4. Employ industry-appropriate tools and techniques in capturing, editing, and delivering high quality photographic works
5. Employ the elements and principles of art and design in analyzing formal, aesthetic, and conceptual decisions in photography
6. Create photographic works that effectively communicate ideas, emotions, and messages to diverse audiences

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- FAS202 - Introduction to Humanities II (3)

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - Complete:
    - GRA101 - Basic Design and Color Theory (3)
    - FAS326 - History of Photography (3)
  - 1 of the following:
    - FAS110 - Introductory Drawing (3)
    - FAS270 - Introduction to Film History (3)
    - FAS320 - History of Design (3)

### Major Courses

33 Total Credits

- Complete:
  - COM130 - Media Communication and Visual Literacy (3)
  - COM311 - Social Media Strategy (3)
  - FAS226 - Digital Photography (3)
  - FAS235 - Photographic Practice in the Digital Age (3)
  - FAS240 - The Business of Photography (3)
  - FAS255 - Lighting for Photography (3)
  - FAS360 - Innovations in Digital Imaging (3)
  - FAS375 - Photographic Aesthetic Concepts (3)
  - FAS400 - Digital Narratives and Documentary (3)
  - FAS485 - Digital Photography Portfolio (3)
  - GRA220 - Introduction to Digital Imaging (3)

### Free Electives

36 Total Credits

- 36 credit(s).

Grand Total Credits: **120**

# Online Programs

## English and Creative Writing (MA)

### Description

The Master of Arts in English and Creative Writing fuses literary study with creative storytelling, guiding students through the art of the writing craft in four possible genres – fiction, nonfiction, screenwriting, and poetry – or a comprehensive capstone experience. Students have the opportunity to investigate and develop creative works that can contribute to their professional advancement. With additional study in teaching methodologies and language, as well as electives ranging from genre fiction to editing, students gain skillsets that contribute to a wide range of possible careers, including professional writing, editing, literary research, and higher education. This M.A. degree from Southern New Hampshire University also prepares graduates for further studies in a terminal degree track, such as a Ph.D. or an M.F.A.

### Program Outcomes

1. Integrate principles drawn from evaluation of form, language, literary and cultural contexts, and historical traditions of classic and contemporary literary works into one's personal style and voice
2. Embrace and integrate an iterative, critical, and peer-based approach into the creative process for developing personal voice and the creation of original literary works of publishable quality
3. Maintain a reflective perspective on and articulate with analytic language one's goals, process, and ethos as a creative writer
4. Infuse current technologies into the writing process both as a stylistic tool and as a vehicle in the promotion of one's literary work
5. Cultivate a professional identity that promotes confident self-presentation in multiple media formats and contributes to one's advancement in the literary world

### Requirements

Major Courses  
30 Total Credits

- Complete all of the following
  - Complete:
    - ENG510 - Studying the Craft (3)
    - ENG520 - Story and Concept (3)
    - ENG550 - Graduate Studies in English Language (3)
    - ENG690 - English and Creative Writing Capstone (3)
    - LIT500 - Graduate Studies in Literary Theory (3)
  - 1 of the following:
    - ENG670 - Seminar in Writing Instruction (3)
    - ENG675 - Online Teaching Experience (3)
  - 6 credit(s) from subject(s): LIT within the range of course numbers 500 - 699
  - 2 of the following:
    - ENG523 - Screenwriting Fundamentals (3)
    - ENG528 - Poetry Fundamentals (3)
    - ENG529 - Fiction Fundamentals (3)
    - ENG530 - Non-Fiction Fundamentals (3)
    - ENG531 - Fiction and Film (3)
    - ENG532 - Studies in Place & Setting (3)
    - ENG533 - Genres: Fantasy, Sci-Fi, and Other Popular Fiction (3)
    - ENG540 - Contemporary Writers and Publishing (3)
    - ENG542 - The Editor (3)

Major Electives or choose a Concentration  
6 Total Credits

- 2 of the following:
  - ENG523 - Screenwriting Fundamentals (3)
  - ENG528 - Poetry Fundamentals (3)
  - ENG529 - Fiction Fundamentals (3)
  - ENG530 - Non-Fiction Fundamentals (3)
  - SNHU690 - Internship (3)

Grand Total Credits: **36**

## English and Creative Writing (MA) - Fiction (Concentration)

### Requirements

Concentration Courses

6 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG529 - Fiction Fundamentals (3)
  - NOTE: Students in the Fiction concentration must take ENG 529 as part of the concentration in place of ENG 690 in the major.
  - Complete:
    - ENG549 - Fiction Thesis Writing (3)
    - ENG559 - Fiction Thesis Completion (3)

Grand Total Credits: **6**

## English and Creative Writing (MA) - Non-Fiction (Concentration)

### Requirements

Concentration Courses

6 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG530 - Non-Fiction Fundamentals (3)
  - NOTE: Students in the Non-Fiction concentration must take ENG 530 as part of the concentration in place of ENG 690 in the major.
  - Complete:
    - ENG541 - Non-Fiction Thesis Writing (3)
    - ENG551 - Non-Fiction Thesis Completion (3)

Grand Total Credits: **6**

## English and Creative Writing (MA) - Poetry (Concentration)

### Requirements

Concentration Courses

6 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG528 - Poetry Fundamentals (3)
  - NOTE: Students in the Poetry concentration must take ENG 528 as part of the concentration in place of ENG 690 in the major.
  - Complete:
    - ENG548 - Poetry Thesis Writing (3)
    - ENG558 - Poetry Thesis Completion (3)

Grand Total Credits: **6**

# Online Programs

## English and Creative Writing (MA) - Screenwriting (Concentration)

### Requirements

Concentration Courses  
6 Total Credits

- Complete all of the following
  - Exception(s):
    - ENG523 - Screenwriting Fundamentals (3)
  - NOTE: Students in the Screenwriting concentration must take ENG 523 as part of the concentration in place of ENG 690 in the major.
  - Complete:
    - ENG547 - Screenwriting Thesis Writing (3)
    - ENG557 - Screenwriting Thesis Completion (3)

Grand Total Credits: **6**

## English Language and Literature (BA)

### Description

There is immense power in the written word. Texts have served as the foundation of nations. They've inspired revolts, sparked movements, and established unlikely unions. How, exactly, did seminal works inspire monumental acts? With an emphasis on critical thinking, analysis, and audience-appropriate writing, SNHU's BA in English Language and Literature degree gives students what they need to help them investigate and harness the power of the written word. Students also gain essential communication and research skills that are prized by employers. Possible careers include professional writing, editing, publishing, marketing, law, communication, politics, and more

### Program Outcomes

1. Critical and Creative Thinking - Identify and analyze ambiguity; Interpret implicit meaning; Assess the reasoning in arguments by others; Support interpretations with textual evidence
2. Cultural Literacy - Differentiate between an author's historical period and place within a literary movement; Assess and critique the influence of cultural categories of race, class, gender, and orientation; Integrate a variety of historical perspectives into analysis of contemporary issues; Articulate orally and in writing the culturally important role of literature in different historical periods
3. Literary Analysis - Employ critical methods and terminology to analyze literary form, genre, structure, and style; Incorporate theoretical perspectives into interpretation of texts; Demonstrate skills of literary analysis through written and oral presentations
4. Analytical Writing - Develop an engaging literary analysis that develops an original thesis through a logical, organized argument that emphasizes close reading of the text; Integrate critical thinking, cultural knowledge, and critical analysis with (at 300-level and higher) research and documentation of secondary sources
5. Collaboration - Demonstrate an ability to work with peers on collaborative projects; Utilize oral and written communication skills in a group dynamic

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): LIT within the range of course numbers 100 - 299
  - 3 credit(s) from subject(s): HIS within the range of course numbers 100 - 299

### Major Courses

33 Total Credits

- Complete all of the following
  - Complete:
    - ENG350 - The English Language (3)
    - LIT300 - Literary Theory (3)
    - LIT319 - Shakespeare (3)
  - 3 credit(s) from subject(s): LIT within the range of course numbers 200 - 299
  - 9 credit(s) from subject(s): LIT within the range of course numbers 300 - 399
  - 3 credit(s) from subject(s): LIT within the range of course numbers 400 - 499
  - 1 of the following:
    - ENG327 - Playwriting Workshop (3)
    - ENG328 - Poetry Writing Workshop (3)
    - ENG329 - Fiction Writing Workshop (3)
    - ENG330 - Nonfiction Writing Workshop (3)
  - Complete 1 of the following
    - 6 credit(s) from the following:
      - LIT485A - Senior Thesis in Literature (3)
      - LIT485B - Senior Thesis in Literature (3)
    - 6 credit(s) from LIT within the 300 - 499 range or from the following courses:
      - SNHU290 - Experiential Learning (3)
      - SNHU495 - Internship (3)

### Free Electives

36 Total Credits

- 36 credit(s).

Grand Total Credits: **120**

## **English Language and Literature (Minor)**

### **Requirements**

#### Minor Courses

15 Total Credits

- Complete all of the following
  - 3 credit(s) from subject(s): LIT within the range of course numbers 200 - 299
  - 9 credit(s) from subject(s): LIT within the range of course numbers 300 - 399
  - 3 credit(s) from subject(s): LIT within the range of course numbers 400 - 499

Grand Total Credits: **15**

## **English (MA)**

# Online Programs

## **Description**

Literature stands the test of time. Seminal works created centuries ago have morphed and shifted, their meaning and themes altered to new audiences, but they have carried on with power and influence. Why have certain texts emerged to popular reception, whether positive or negative? Why have certain texts evolved over time? What themes continue to be explored across cultures and periods? How will we cement our place in the future through our development and study of literature? These are just some of the guiding questions in Southern New Hampshire University's MA English degree. With a multitude of courses in American, British, Global, and Ethnic literature, among others, students can tailor the program to fit their specialized interests. Through critical analysis and professional writing, students investigate texts and topics with the goal of adding to the current body of critical work. Upon completion of the MA English degree, students might pursue a doctoral degree in literature, teach at the community college or secondary levels, earn a professional degree in law or business, or work in publishing or public relations.

## **Program Outcomes**

1. Evaluate, synthesize, and incorporate various theoretical arguments into original interpretation of literary texts
2. Demonstrate expertise in a literary subject and articulate new potential connections between language/literature and social and cultural history
3. Articulate several theoretical approaches to literature and apply both theory and form to primary texts, for purpose of informed, original interpretations that contribute to the field of study
4. Compose essays of significant depth that involve researching, evaluating, and integrating a variety of literary sources into scholarly papers, each containing an extended, cohesive and original literary argument that contributes to the field of study
5. Produce scholarship that adds to others' aesthetic appreciation for literature and articulates the critical role it plays in culture and society

## **Requirements**

Major Courses  
36 Total Credits

- Complete all of the following
  - Complete:
    - ENG550 - Graduate Studies in English Language (3)
    - ENG555 - Composition Theory & Teaching of Writing (3)
    - LIT500 - Graduate Studies in Literary Theory (3)
    - LIT502 - Topics in American Literature (3)
    - LIT503 - Topics in British Literature (3)
    - LIT652 - Graduate Seminar in Global Literature (3)
    - LIT690 - Master of Arts in English Capstone (3)
  - 1 of the following:
    - LIT650 - Graduate Seminar in American Literature (3)
    - LIT651 - Graduate Seminar in British Literature (3)
  - 1 of the following:
    - LIT512 - Graduate Studies in Early American Literature (3)
    - LIT513 - Graduate Studies in the American Renaissance (3)
    - LIT514 - Graduate Studies in American Realism and Naturalism (3)
    - LIT515 - Graduate Studies in 20th Century American Literature (3)
    - LIT555 - American Modernism (3)
    - SNHU690 - Internship (3)
  - 1 of the following:
    - LIT506 - Graduate Studies in Medieval Literature (3)
    - LIT507 - Graduate Studies in Renaissance and Restoration Literature (3)
    - LIT508 - Graduate Studies in 18th Century British Literature (3)
    - LIT519 - Graduate Studies in Shakespeare (3)
  - 1 of the following:
    - LIT509 - Graduate Studies in Romantic Literature (3)
    - LIT510 - Graduate Studies in Victorian Literature (3)
    - LIT511 - Graduate Studies in Modern British Literature (3)
  - 1 of the following:
    - LIT528 - Graduate Studies in Multi-Ethnic Literature (3)
    - LIT530 - Graduate Studies in Gender and Text (3)
    - LIT545 - Graduate Studies Postcolonial Encounters (3)
    - LIT550 - Graduate Studies in the Black Literary Tradition (3)

Grand Total Credits: **36**

## **Graphic Design and Media Arts (BA)**

### **Description**

The mission of the SNHU Graphic Design major is to equip students to be professional graphic designers competent in the latest design technologies and educated in the cultural contexts of the liberal arts. The SNHU Graphic Design major is the most technologically oriented B.A. graphics program in the region. Its graduates are equipped with high level skills using professional equipment that makes them competitive in the marketplace. At the same time, its grounding in liberal education and the humanities gives students a cultural frame of reference that enriches them both professionally and personally. Their liberal arts background prepares them for undertaking "real-world" visual communication projects that demand an understanding of a broad range of content. Professional graphic designers turn ideas into visual statements. The Graphic Design major is the program of choice for students who have artistic talent or interests and also seek meaningful creative employment upon graduation.

### **Program Outcomes**

1. Design, develop, adapt, and present professional quality graphic and media works that articulate a clear, coherent message using appropriate and effective technical and aesthetic design principles
2. Critically analyze and recommend strategies for addressing the impact of various physical, cognitive, cultural, and social factors that shape how graphic and media messages are interpreted
3. Evaluate, select, and effectively apply various tools and technology to the design, development, and dissemination of graphic and media works
4. Evaluate and respond to complex problems associated with the design, development, and delivery of graphic and visual media through critical and creative thinking and collaboration with an interdisciplinary team of specialists and stakeholders
5. Apply professional, ethical, and socially and culturally sensitive practices to the design and development of visual media elements



# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- FAS226 - Digital Photography (3)

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - Complete:
    - COM213 - Public Speaking and Presentation Skills (3)
  - 3 credit(s) from subject(s): HIS within the range of course numbers 300 - 499
  - 3 credit(s) from subject(s): FAS within the range of course numbers 300 - 499

### Major Courses

33 Total Credits

- Complete all of the following
  - Complete:
    - COM130 - Media Communication and Visual Literacy (3)
    - COM230 - Graphics and Layout in Print Media (3)
    - COM232 - Desktop Publishing (3)
    - GRA101 - Basic Design and Color Theory (3)
    - GRA220 - Introduction to Digital Imaging (3)
    - GRA310 - Digital Graphic Design for the Web (3)
    - GRA340 - Typography (3)
    - GRA410 - Advanced Digital Graphic Design for Web (3)
    - GRA420 - Advanced Digital Imaging (3)
    - GRA491 - Graphic Design Portfolio (3)
  - 1 of the following:
    - FAS320 - History of Design (3)
    - FAS326 - History of Photography (3)

### Free Electives

36 Total Credits

- 36 credit(s).

Grand Total Credits: **120**

## Graphic Design and Media Arts (BA) - 3-D Modeling and Animation (Concentration)

### Description

The game design industry represents one of the most creative and lucrative fields in the entertainment industry. Students in the Graphic Design Program concentrating in 3D Modeling and Animation acquire the practical skills necessary to compete in this highly competitive field. Working with emerging technology and industry standard software students blend theory and practice assembling cutting edge skills including 3D modeling, anatomy illustration, digital painting, texturing, and rigging. Course curriculum exposes students to the industry's standard workflow pipeline and culminates in a comprehensive portfolio showcasing professional design work.

### Concentration Outcomes

1. Design and present engaging 3D models and animated performances that utilize the principles of animation to follow basic standards and practices in the animation and game production environments

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - GRA201 - Intro to Digital Sculpting (3)
  - GRA202 - 3-D Modeling and Animation (3)
  - GRA211 - Interactive Animation (3)
  - GRA212 - 3-D Character Animation (3)

Grand Total Credits: **12**

## Graphic Design and Media Arts (BA) - Web Design (Concentration)

### Description

The B.A. in Graphic Design with a concentration in Web Design will provide students with artistic and design capabilities, user interface expertise, and hands-on technical proficiency to design and develop world class web page prototypes for real world use. Students will focus not only on the tools for developing web pages for a multitude of platforms and devices, but also on the strategies for publishing, self-promotion, and for continually improving one's skills in an ever changing marketplace. This concentration will balance design and artistic interests with practical applications for career opportunities.

### Concentration Outcomes

1. Develop a variety of Web design solutions that function on multiple platforms and devices and are designed to meet changing client and user experience needs

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - GRA332 - Digital Publishing (3)
  - GRA431 - Interactive Animation for the Web (3)
  - GRA451 - Advanced Multiplatform Design (3)
  - GRA470 - User Interface and Experience (3)

Grand Total Credits: **12**

# Online Programs

## Graphic Design (Minor)

### Requirements

Prerequisite Courses

3 Total Credits

- Complete:
  - GRA220 - Introduction to Digital Imaging (3)

Minor Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - COM230 - Graphics and Layout in Print Media (3)
    - COM232 - Desktop Publishing (3)
    - GRA310 - Digital Graphic Design for the Web (3)
    - GRA470 - User Interface and Experience (3)
  - 3 credit(s) from subject(s): FAS within the range of course numbers 300 - 499

Grand Total Credits: **18**

## History (BA)

### Description

The History Major at Southern New Hampshire University is designed to be both comprehensive and flexible when compared to undergraduate programs throughout the country. Students receive a broad foundation in United States history and Western Civilization, primarily through primary sources, and then may, in consultation with their advisor, design their own course of study incorporating coursework from throughout the university. Students may choose a general course based in United States, European, or world studies, or may organize their degree around a specific theme such as religion, African-American, political, social, intellectual, or economic topics to name a few. All history majors complete required courses in historical methods and a senior colloquium where they write a senior thesis. In addition, the student may pursue a secondary interest in more depth since the major allows for 21 credits in electives. The flexibility of the history major prepares students to enter a wide variety of fields upon graduation. SNHU students have gone on to graduate school in many areas in addition to history. They are active in the Department of State, politics, museum work, research, law, journalism, and of course, business. Some choose to teach. The history major prepares you for whatever life may throw your way because it teaches you to think critically, research thoroughly, and synthesize varied and disparate materials and ideas all the while communicating effectively. These skills translate to every walk of life.

### Program Outcomes

1. Demonstrate knowledge of the development of human societies by analyzing and interpreting a variety of sources that provide evidence to support an argument about the past
2. Utilize critical thinking skills for formulating effective analysis of appropriate primary and secondary sources
3. Develop historical perspectives and arguments and express those arguments in effective and applicable formats
4. Practice civic engagement through the application of history in the public realm
5. Analyze multiple historical and theoretical viewpoints effectively through an open-minded, empathetic perspective on the past

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- HIS114 - United States History II: 1865-Present (3)

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - Complete:
    - COM213 - Public Speaking and Presentation Skills (3)
  - 3 credit(s) from subject(s): LIT within the range of course numbers 200 - 399
  - 1 of the following:
    - ATH101 - The Human Experience: Introduction to Anthropology (3)
    - ATH111 - Introduction to Cultural Anthropology (3)
    - FAS201 - Introduction to Humanities I (3)
    - FAS202 - Introduction to Humanities II (3)
    - GEO200 - World Geography (3)
    - MUS223 - Appreciation and History of Music (3)
    - PHL230 - Religions of the World (3)
    - POL211 - International Relations (3)

### Major Courses

24 Total Credits

- Complete all of the following
  - Complete:
    - HIS113 - United States History I: 1607-1865 (3)
    - HIS117 - World Civilizations: Prehistory-1500 (3)
    - HIS118 - World Civilizations: 1500 - Present (3)
    - HIS340 - Making History (3)
    - HIS460 - History Research Seminar (Capstone) (3)
  - 9 credit(s) from subject(s): HIS within the range of course numbers 200 - 499

### Major Electives or choose a Concentration

9 Total Credits

- 9 credit(s) from HIS within the 200 - 499 range or from the following courses:
  - SNHU290 - Experiential Learning (3)
  - SNHU495 - Internship (3)

### Free Electives

36 Total Credits

- 36 credit(s).

Grand Total Credits: **120**

## History (BA) - American History (Concentration)

### Description

Students pursuing a BA in History with a Concentration in American History focus study on a comprehensive history of the United States of America. Building upon a foundational survey of Western Civilization, courses are arranged chronologically or thematically, with a focus on the colonial and national eras of American history. Students also complete courses in historical methods and a senior colloquium culminating in a senior thesis.

### Concentration Outcomes

1. Assess the significance of larger historical periods and themes of American history through an analysis of key American events and figures and their connections to historical contexts

### Requirements

Concentration Courses

9 Total Credits

- 9 credit(s) from the following:
  - HIS245 - United States History since 1945 (3)
  - HIS270 - American Environmental History (3)
  - HIS319 - African-American History since the Civil War (3)
  - HIS330 - Civil War and Reconstruction (3)
  - HIS332 - Colonial New England (3)
  - HIS338 - Young America (3)
  - HIS357 - American Slavery (3)

Grand Total Credits: **9**

## History (BA) - European History (Concentration)

### Description

Students pursuing a BA in History with a Concentration in European History focus study on the history of Europe and western Asia from antiquity to the present, with an emphasis on the twentieth century. Building upon a foundational survey of Western Civilization, courses are arranged chronologically and thematically but vary in scope. Students also complete courses in historical methods and a senior colloquium culminating in a senior thesis.

### Concentration Outcomes

1. Assess the significance of larger historical periods and themes of European history through an analysis of key European events and figures and their connections to historical contexts

### Requirements

Concentration Courses

9 Total Credits

- 9 credit(s) from the following:
  - HIS220 - Modern European History: 1890-Present (3)
  - HIS235 - Modern Russia (3)
  - HIS240 - World War I (3)
  - HIS241 - World War II (3)
  - HIS314 - European Conquest of New World (3)
  - HIS321 - The Ancient World of Greece and Rome (3)
  - HIS374 - The Renaissance and the Reformation (3)

Grand Total Credits: **9**

## History (BA) - Middle Eastern Studies (Concentration)

### Description

The BA History degree with a Concentration in Middle Eastern Studies focuses on the history of the Middle East from the rise of Islam through the present, with a emphasis on the Arab-Israeli conflict of the twentieth and twenty-first centuries. Courses in this concentration are chronological but vary in scope. Students also complete courses in historical methods and a senior colloquium culminating in senior thesis.

### Concentration Outcomes

1. Assess the significance of larger historical periods and themes of Middle Eastern history through an analysis of key Middle Eastern events and figures and their connections to historical contexts

### Requirements

Concentration Courses  
9 Total Credits

- Complete:
  - HIS371 - History of the Middle East I (3)
  - HIS372 - History of the Middle East II (3)
  - HIS373 - Arab-Israeli Conflict (3)

Grand Total Credits: **9**

## History (BA) - Military History (Concentration)

### Description

The BA History degree with a Concentration in Military History focuses on the history of the military strategy and tactics and their effects on civilian populations. Students pursuing the Concentration in Military History build upon a core curriculum in Western Civilization supplementing it with courses emphasizing twentieth century military history. Students also complete courses in historical methods and a senior colloquium culminating in senior thesis.

### Concentration Outcomes

1. Assess major wars and conflicts in Western military history for the military strategy and tactics that were used and how they intersect with and influence broader economic, technological, and social contexts

### Requirements

Concentration Courses  
9 Total Credits

- 9 credit(s) from the following:
  - HIS223 - Modern War & Society (3)
  - HIS240 - World War I (3)
  - HIS241 - World War II (3)
  - HIS245 - United States History since 1945 (3)
  - HIS330 - Civil War and Reconstruction (3)

Grand Total Credits: **9**

# Online Programs

## History (MA)

### Description

People often say that "history repeats itself," implying that there is a tangible benefit in accessing, absorbing, and understanding history. While many would deny that old adage, the implication is still true—history is not only relevant, but crucial for comprehending the present, articulating and justifying viewpoints, and preserving cultural identities. The practical need for historians is ever-present, including traditional historians, government employees, library curators, preservationists, secondary and post-secondary teachers, and educational publishers. The Master of Arts in History degree extends students' expertise in the discipline by effectively preparing them to apply their skills in a variety of professions and contexts. Students deepen their knowledge of the process of "making" history, through analyzing primary and secondary sources, evaluating historiography, applying research methods, defining and researching a specific area of history, and effectively defending and articulating theses. Students have the option of exploring history through traditional coursework, focused on research and writing, or by investigating subjects pertinent to public history, such as understanding the latest technology for preserving and digitizing history. Emphasis is also placed on strategies to keep the student on the cutting-edge of the field, such as using quantitative reasoning in historical analysis and information systems to promote the dissemination of meaningful interpretation of the past. This program will provide students the skills they need to function both ethically and practically in the real world and place themselves within the context of their field, whether in academia, the private business world, or the public realm. The abilities here will make the student a better researcher, writer, and critical thinker.

### Program Outcomes

1. Develop sophisticated interpretations of history that are substantiated by cogent syntheses of appropriate primary and secondary sources
2. Analyze historical scholarship for its credibility, methodologies, biases, and potential implications with a professional level of objectivity and precision of thought
3. Craft written communications that are effectively tailored to one's audience, exhibit an economical command of language, and accurately apply appropriate styles and conventions
4. Articulate and act in accordance with an ethical system that incorporates the societal responsibilities entrusted to historians as the caretakers of our collective narratives and cultural identities
5. Defend the essential relevance of the past for making informed decisions in the future by promoting transparency in the interpretation of historical truth
6. Employ information systems, quantitative reasoning, and emerging technologies in the innovative preservation, organization, assessment, and dissemination of historical knowledge

### Requirements

Major Courses

18 Total Credits

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)
  - HIS510 - Comparative History and Research (3)
  - HIS520 - Historical Lenses and Scholarship (3)
  - HIS790 - Research Seminar for Historians (Capstone) (3)
  - HIS791 - Capstone for Research Historians (3)

Major Electives or choose a Concentration

15 Total Credits

- 15 credit(s) from HIS within the 600 - 699 range or from the following courses:
  - SNHU690 - Internship (3)

Grand Total Credits: **33**

## History (MA) - American History (Concentration)

### Description

Students pursuing the MA History with Concentration in American History degree enhance their understanding of American History while mastering the skills of a Research Historian. Through a core curriculum focused on establishing responsible research techniques, critical-thinking, and writing skills students develop the expertise to contribute meaningful original scholarship in their desired field of concentration. Students focus their research through a variety of thematic-based courses followed by the Research Seminar for Historians and Research Capstone culminating in a project of original research.

### Concentration Outcomes

1. Assess the significance of larger themes in American history within original scholarship by analyzing relationships among historical narratives, perspectives, and trends within particular contexts

### Requirements

Concentration Courses

15 Total Credits

- 15 credit(s) from the following:
  - HIS600 - Early American Encounters (3)
  - HIS601 - New American Nation (3)
  - HIS602 - Era of the Civil War (3)
  - HIS603 - The Gilded Age and Progressive Era (3)
  - HIS604 - America and the World Wars (3)
  - HIS605 - Cold War and the American Empire (3)

Grand Total Credits: **15**

## History (MA) - Military History (Concentration)

### Description

Students pursuing the MA History with Concentration in Military History degree enhance their understanding of Military History while mastering the skills of a Research Historian. Through a core curriculum focused on establishing responsible research techniques, critical-thinking, and writing skills students develop the expertise to contribute meaningful original scholarship in their desired field of concentration. Students focus their research through a variety of thematic-based courses followed by the Research Seminar for Historians and Research Capstone culminating in a project of original research.

### Concentration Outcomes

1. Assess wars and conflicts in the West from antiquity to modern times within original scholarship by analyzing the relationships among military and political institutions and their economic, technological, and social contexts

### Requirements

Concentration Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - HIS620 - History of Military Thought (3)
  - 12 credit(s) from the following:
    - HIS602 - Era of the Civil War (3)
    - HIS604 - America and the World Wars (3)
    - HIS605 - Cold War and the American Empire (3)
    - HIS630 - The Russian Revolutions (3)
    - HIS640 - Chinese Imperialism (3)

Grand Total Credits: **15**



## History (MA) - Public History (Concentration)

### Description

The MA History with Concentration in Public History degree offers graduate students the practical skills necessary to practice history outside the walls of the classroom, in the public domain. After completing the Master's in History core curriculum, Public History students take five Public History courses and complete a capstone experience that results in a Public History project. Students complete the Public History Concentration prepared to lead museum and historical society work, community history projects, preservation programs, and local and federal research projects.

### Concentration Outcomes

1. Develop professional skills as a public historian that are applicable to a wide range of historical projects and research in real-world contexts

### Requirements

Concentration Courses

15 Total Credits

- Complete all of the following
  - Exception(s):
    - HIS792 - Capstone for Public Historians (3)
  - NOTE: Students in the Public History concentration must take HIS 792 in the concentration, in place of HIS 791 in the major.
  - Complete:
    - HIS660 - Introduction to Public History (3)
    - HIS661 - Public History Strategic Management (3)
    - HIS662 - Digitization of History (3)
  - 6 credit(s) from the following:
    - HIS663 - Documentary Editing (3)
    - HIS664 - Archival Management (3)
    - HIS665 - Museum Collection Management (3)

Grand Total Credits: **15**

## History (Minor)

### Requirements

Minor Courses

15 Total Credits

- Complete all of the following
  - Complete all of the following
    - 6 credit(s) from subject(s): HIS within the range of course numbers 100 - 299
    - Excluding courses: HIS100, HIS101, HIS102, HIS103, HIS104, HIS113, HIS114, HIS117, HIS118, and HIS200
  - Complete all of the following
    - 6 credit(s) from subject(s): HIS within the range of course numbers 200 - 399
    - Excluding courses: HIS200
  - 1 of the following:
    - HIS340 - Making History (3)
    - HIS401 - Making History: Capstone (3)

Grand Total Credits: **15**

# Online Programs

## Online Teaching of Writing (Graduate Certificate)

### Description

Specifically designed for students in the online Master of Fine Arts, the graduate certificate in Online Teaching of Writing guides students through the development of an individualized approach to pedagogy for teaching the craft of creative writing online. Students explore tools for facilitating learning environments such as web-based courses and writing workshops, and practice effective approaches to editing and coaching. Students learn how to establish a positive and influential virtual instructor presence and methods for supporting and engaging students within online writing communities.

### Requirements

Foundation Courses  
0 Total Credits

- Complete all of the following
  - Complete:
    - MFA514 - Advanced Studies in Genre Literature (3)
  - Complete 1 of the following
    - Complete:
      - MFA524 - Contemporary Fiction Writing I (3)
    - Complete:
      - MFA525 - Romance Fiction Writing I (3)
    - Complete:
      - MFA526 - Young Adult Fiction Writing I (3)
    - Complete:
      - MFA527 - Speculative Fiction Writing I (3)

Certificate Courses  
12 Total Credits

- Complete all of the following
  - Complete:
    - MFA509 - Storytelling (3)
    - MFA608 - Editing and Coaching (3)
    - MFA640 - Engaging Online Writing Students (3)
  - 1 of the following:
    - ENG670 - Seminar in Writing Instruction (3)
    - ENG675 - Online Teaching Experience (3)

Grand Total Credits: **12**

## Philosophy (Minor)

### Requirements

Minor Courses  
15 Total Credits

- 15 credit(s) from subject(s): PHL

Grand Total Credits: **15**

## Professional Writing (Graduate Certificate)

### Description

Specifically designed for students in the online Master of Fine Arts, the graduate certificate in Professional Writing provides students with the tools and knowledge necessary to build a sustainable writing career in today's project-driven economy. Students develop professional copywriting skills for a range of career interests, and learn key aspects of freelancing, including lead generation, pricing, and contract law. Additionally, students obtain experience through electives focused on content generation and marketing principles.

### Requirements

Certificate Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - MFA602 - The Business of Writing (3)
    - MFA604 - Finding and Reaching an Audience (3)
  - 1 of the following:
    - MFA606 - Copy and Content Writing (3)
    - MFA607 - Copy and Content Writing Internship (3)
  - 2 of the following:
    - COM510 - The Vantage Point: Knowledge & New Media (3)
    - ENG670 - Seminar in Writing Instruction (3)
    - ENG675 - Online Teaching Experience (3)
    - MFA630 - Writing Short Works (3)
    - MKT555 - Social Media Marketing (3)
    - MKT635 - Websites and Search Engine Marketing/ Search Engine Optimization (3)
    - MKT665 - Digital Story Telling and Branding (3)

Grand Total Credits: **15**

## Professional Writing (Minor)

### Requirements

Minor Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - COM235 - Multimedia Journalism (3)
    - COM435 - Feature Writing (3)
    - ENG220 - Business Communication (3)
    - ENG350 - The English Language (3)
  - 1 of the following:
    - ENG327 - Playwriting Workshop (3)
    - ENG328 - Poetry Writing Workshop (3)
    - ENG329 - Fiction Writing Workshop (3)
    - ENG330 - Nonfiction Writing Workshop (3)
  - May also include ENG-480. This course is no longer offered or is only available to University College students, but may be taken in conjunction with the electives currently offered by the College of Online and Continuing Education.

Grand Total Credits: **15**

## Nursing

# Online Programs

## Clinical Nurse Leader (MSN)

### Description

The Master of Science in Nursing in Clinical Nurse Leader (CNL) provides students with the opportunity to practice the essential skills required by registered nurses in the CNL role. The CNL program is based on the competencies and practice standards defined by the American Association of Colleges of Nursing (AACN). Graduates of the program are eligible to sit for the national CNL exam offered by the Commission on Nurse Certification (CNC). The program provides theoretical and practical knowledge in the areas of advanced nursing practice, leadership, research and evidence-based practice, care coordination, and transition management. This program requires 400 clinical practice experience (CPE) hours including 300 precepted practicum hours and 100 practical application hours.

### Program Outcomes

1. Propose informatics systems initiatives and technologies that facilitate effective decision-making in delivering upon and enhancing patient care
2. Employ research practices, methodologies, and a spirit of scholarly inquiry to motivate change and drive real-world improvement in healthcare
3. Create client-centered, culturally-appropriate health prevention and promotion initiatives that improve the health, safety, and quality of life for people and their communities
4. Generate data driven solutions for operational challenges that navigate the intersection of quality and cost in ensuring excellence in healthcare across diverse settings
5. Advocate for ethically responsible policies and effective systems that empower practitioners and meets the needs of healthcare consumers
6. Model leadership and professional practices in healthcare by building effective working relationships and facilitating ethical and strategic decision making across organizations
7. Design, implement, and evaluate population-based programs of care to achieve quality outcomes through the clinical nurse leader role

### Requirements

Major Courses  
39 Total Credits

- Complete all of the following
  - Complete:
    - IHP501 - Global Health and Diversity (3)
    - IHP505 - Leadership in Clinical Microsystems (3)
    - IHP525 - Biostatistics (3)
    - IHP604 - Healthcare Quality and Improvement (3)
    - NUR506 - Evidence-Based Practice (3)
    - NUR507 - Transition to Graduate Nursing Practice (3)
    - NUR515 - Advanced Nursing Concepts (3)
    - NUR530 - Systems Leadership and Collaborative Practice (3)
    - NUR602 - Advanced Pharmacology Across the Life Span (3)
    - NUR650 - Care Coordination and Outcomes Management (3)
    - NUR684 - Clinical Nurse Leader Capstone (3)
  - 3 credit(s) from the following:
    - NUR540 - Advanced Pathophysiology Across the Life Span (3)
    - NUR601 - Advanced Pathophysiology (3)
  - 3 credit(s) from the following:
    - NUR545 - Advanced Health and Literacy Assessment (3)
    - NUR607 - Advanced Health Assessment (3)

Grand Total Credits: **39**

# Online Programs

## Nurse Educator (MSN)

### Description

The Master of Science in Nursing in Nurse Educator (NE) is based on the competencies and practice standards defined by the American Association of Colleges of Nursing (AACN) Essentials of a Master's Education and the National League for Nursing (NLN) Core Competencies of Nurse Educators. Graduates are eligible to sit for the national Certified Nurse Educator exam offered by the National League for Nursing. The NE program provides the essential skills required by registered nurses to function in the NE role in academic, online, and clinical settings - facilitating learning through curriculum design, teaching, evaluation, and advisement. This program requires 400 clinical practice experience (CPE) hours including 120 precepted practicum hours and 280 practical application hours.

### Program Outcomes

1. Propose informatics systems initiatives and technologies that facilitate effective decision-making in delivering upon and enhancing patient care
2. Employ research practices, methodologies, and a spirit of scholarly inquiry to motivate change and drive real-world improvement in healthcare
3. Create client-centered, culturally-appropriate health prevention and promotion initiatives that improve the health, safety, and quality of life for people and their communities
4. Generate data driven solutions for operational challenges that navigate the intersection of quality and cost in ensuring excellence in healthcare across diverse settings
5. Advocate for ethically responsible policies and effective systems that empower practitioners and meets the needs of healthcare consumers
6. Model leadership and professional practices in healthcare by building effective working relationships and facilitating ethical and strategic decision making across organizations
7. Synthesize educational theory, research, evaluation, and experiential knowledge in nursing education settings

### Requirements

Major Courses

39 Total Credits

- Complete all of the following
  - Complete:
    - IHP501 - Global Health and Diversity (3)
    - IHP525 - Biostatistics (3)
    - NUR506 - Evidence-Based Practice (3)
    - NUR507 - Transition to Graduate Nursing Practice (3)
    - NUR515 - Advanced Nursing Concepts (3)
    - NUR530 - Systems Leadership and Collaborative Practice (3)
    - NUR602 - Advanced Pharmacology Across the Life Span (3)
    - NUR635 - Teaching and Learning for Nurse Educator (3)
    - NUR640 - Assessment and Evaluation in Nursing Education (3)
    - NUR645 - Curriculum Design in Nursing (3)
    - NUR685 - Nurse Educator Capstone (3)
  - 3 credit(s) from the following:
    - NUR540 - Advanced Pathophysiology Across the Life Span (3)
    - NUR601 - Advanced Pathophysiology (3)
  - 3 credit(s) from the following:
    - NUR545 - Advanced Health and Literacy Assessment (3)
    - NUR607 - Advanced Health Assessment (3)

Grand Total Credits: **39**

## Nursing (BSN)

## Online Programs

### **Description**

The RN to BSN program prepares the registered nurse with the core knowledge, attitude, skills, and abilities to confront complex healthcare challenges in nursing. The coursework provides the nurse with the core competencies essential to practice as recommended by American Association for Colleges of Nursing (AACN). The design of the program is based upon Transformational Learning Theory which promotes critical reflection and autonomous thinking. The goal is to educate the nurse to function effectively in the workforce to improve health outcomes of individuals and communities. The Capstone project designs individual experiences to apply personal and interpersonal skills to effectively promote health outcomes in complex health systems. Successful completion of the program provides the BSN with a foundation for graduate preparation in nursing.

### **Program Outcomes**

1. Apply skills in using patient care technologies, information systems and clinical decision support tools to promote safe nursing practice and quality patient outcomes
2. Utilize evidence-based practice in planning, implementing and evaluating outcomes of care
3. Formulate strategies to promote health and prevent disease in individuals and populations across the lifespan
4. Implement patient safety and quality initiatives within the complex clinical microsystem using leadership and communication skills
5. Analyze trends in healthcare policy, finance and regulatory environments and their implications for healthcare access, equity, and affordability
6. Evaluate life-long learning and nursing engagement to promote personal and professional transformation

# Online Programs

## Requirements

### Transfer Requirement

45 Total Credits

- Complete all of the following
  - 45 credit(s).
  - NOTE: Students who hold an active unencumbered Registered Nurse license are awarded 45 credits for pre-licensure nursing coursework.

### General Education Courses

42 Total Credits

- Complete all of the following
  - 39 credit(s) from: General Education

Must include:

- SNHU107 - Success Strategies for Online Learning (3)
- ENG122 - English Composition I (3)
- ENG123 - English Composition II (3)
- PSY108 - Introduction to Psychology (3)
- PSY211 - Lifespan Development (3)
- BIO205 - Human Anatomy and Physiology I (3)
- BIO211 - Human Anatomy and Physiology II (3)
- BIO212 - Microbiology (3)
- IHP340 - Statistics for Healthcare Professionals (3)
- IDS400 - Diversity (3)
- Two (2) General Education courses must be from Fine Arts and Humanities (EFAH).
- One (1) General Education course must be from Fine Arts and Humanities (EFAH), Social and Behavioral Sciences (ESBS), Science, Technology, and Mathematics (ESTM), or General Education Electives (EGED).
- 1 of the following:
  - MAT130 - Applied Finite Mathematics (3)
  - MAT135 - The Heart of Mathematics (3)
  - MAT136 - Introduction to Quantitative Analysis (3)
  - MAT140 - Precalculus (3)
  - MAT230 - Discrete Mathematics (3)
  - MAT299 - Mathematical Proof and Problem Solving (3)

### Major Courses

30 Total Credits

- Complete all of the following
  - Complete:
    - NUR300 - Scholarly Inquiry (3)
    - NUR305 - Information Management and Patient Care Technologies (3)
    - NUR350 - Community and Population Health (3)
    - NUR400 - Systems Leadership for Continuous Quality (3)
    - IHP420 - Ethical and Legal Considerations of Healthcare (3)
    - NUR440 - Research & Evidence-Based Practice (3)
    - IHP450 - Healthcare Management and Finance (3)
    - NUR490 - Transformational Capstone (3)
  - 1 of the following:
    - NUR315 - Pathophysiology for Nurses (3)
    - NUR540 - Advanced Pathophysiology Across the Life Span (3)
  - 1 of the following:
    - NUR325 - Patient Assessment and Health Literacy (3)
    - NUR545 - Advanced Health and Literacy Assessment (3)

### Free Electives

3 Total Credits

- 3 credit(s).

Grand Total Credits: **120**

# Online Programs

## Nursing (MSN)

### Description

The Master of Science in Nursing, Generalist program provides the student with the opportunity to acquire key competencies necessary for advanced nursing practice. MSN students will be able to customize their degree with the selection of two electives that provide specialty knowledge in the areas of continuous improvement, quality, and safety of healthcare systems, patient-centered care, inter-professional collaboration, and evidence-based practice. This program requires 400 clinical practice experience (CPE) hours including 280 hours of practical application and 120 capstone hours

### Program Outcomes

1. Propose informatics systems initiatives and technologies that facilitate effective decision-making in delivering upon and enhancing patient care
2. Employ research practices, methodologies, and a spirit of scholarly inquiry to motivate change and drive real-world improvement in healthcare
3. Create client-centered, culturally-appropriate health prevention and promotion initiatives that improve the health, safety, and quality of life for people and their communities
4. Generate data driven solutions for operational challenges that navigate the intersection of quality and cost in ensuring excellence in healthcare across diverse settings
5. Advocate for ethically responsible policies and effective systems that empower practitioners and meets the needs of healthcare consumers
6. Model leadership and professional practices in healthcare by building effective working relationships and facilitating ethical and strategic decision making across organizations

### Requirements

Major Courses  
39 Total Credits

- Complete all of the following
  - Complete:
    - IHP501 - Global Health and Diversity (3)
    - IHP525 - Biostatistics (3)
    - IHP604 - Healthcare Quality and Improvement (3)
    - NUR506 - Evidence-Based Practice (3)
    - NUR507 - Transition to Graduate Nursing Practice (3)
    - NUR515 - Advanced Nursing Concepts (3)
    - NUR602 - Advanced Pharmacology Across the Life Span (3)
    - NUR682 - Generalist Nursing Capstone (3)
  - 1 of the following:
    - NUR540 - Advanced Pathophysiology Across the Life Span (3)
    - NUR601 - Advanced Pathophysiology (3)
  - 1 of the following:
    - NUR545 - Advanced Health and Literacy Assessment (3)
    - NUR607 - Advanced Health Assessment (3)
  - 1 of the following:
    - IHP505 - Leadership in Clinical Microsystems (3)
    - NUR530 - Systems Leadership and Collaborative Practice (3)
  - 2 of the following:
    - IHP610 - Health Policy and Law (3)
    - IHP640 - Measurement, Analysis, & Models for Performance Improvement (3)
    - IHP645 - Regulatory Compliance, Accreditation and Promoting a Patient Safety Culture (3)
    - NUR502 - Teaching and Learning in Nursing (3)
    - NUR603 - Epidemiology (3)
    - NUR650 - Care Coordination and Outcomes Management (3)

Grand Total Credits: **39**



## Patient Safety and Quality (MSN)

### Description

The Master of Science in Nursing in Patient Safety and Quality program is based on the Institute of Medicine's "The Future of Nursing" competencies for nurses, which include critical thinking/critical decision making, communication, ethics, professional development, nursing technology and resource management, and more. The program focuses on healthcare quality improvement, risk assessment, communication, legal issues, and strategies that contribute to building a culture of safety and assuring accountability and reliability in care processes, among others. Courses in this program explore healthcare systems and processes that contribute to risk reduction, evidence-based practice, knowledge of the healthcare environment, leadership, accountability, professionalism, and business skills. This program requires 400 clinical practice experience (CPE) hours which includes 280 practical application hours and 120 capstone hours.

### Program Outcomes

1. Propose informatics systems initiatives and technologies that facilitate effective decision-making in delivering upon and enhancing patient care
2. Employ research practices, methodologies, and a spirit of scholarly inquiry to motivate change and drive real-world improvement in healthcare
3. Create client-centered, culturally-appropriate health prevention and promotion initiatives that improve the health, safety, and quality of life for people and their communities
4. Generate data driven solutions for operational challenges that navigate the intersection of quality and cost in ensuring excellence in healthcare across diverse settings
5. Advocate for ethically responsible policies and effective systems that empower practitioners and meets the needs of healthcare consumers
6. Model leadership and professional practices in healthcare by building effective working relationships and facilitating ethical and strategic decision making across organizations
7. Develop continuous improvement of the patient care process through analysis and measured change to current clinical programs in the inpatient and outpatient environments

### Requirements

Major Courses  
39 Total Credits

- Complete:
  - IHP501 - Global Health and Diversity (3)
  - IHP525 - Biostatistics (3)
  - IHP604 - Healthcare Quality and Improvement (3)
  - IHP610 - Health Policy and Law (3)
  - IHP630 - Healthcare Finance and Reimbursement (3)
  - IHP640 - Measurement, Analysis, & Models for Performance Improvement (3)
  - IHP645 - Regulatory Compliance, Accreditation and Promoting a Patient Safety Culture (3)
  - IHP670 - Program Design, Planning and Evaluation (3)
  - NUR506 - Evidence-Based Practice (3)
  - NUR507 - Transition to Graduate Nursing Practice (3)
  - NUR515 - Advanced Nursing Concepts (3)
  - NUR530 - Systems Leadership and Collaborative Practice (3)
  - NUR683 - Patient Safety and Quality Capstone (3)

Grand Total Credits: **39**

## Patient Safety and Quality (Post Master's Graduate Certificate)

### Description

The Post Master's Certificate in Patient Safety and Quality is intended for students who hold a master's degree, a doctoral degree, or are matriculated in a doctoral program in a health profession and would like to obtain knowledge and experience in the continuous improvement of the patient care process through strategies for improving patient safety and quality. This certificate program emphasizes critical thinking/critical decision making, communication, ethics, professional development, technology and resource management, and more. The program focuses on healthcare quality improvement, risk assessment, communication, legal issues, and strategies that contribute to building a culture of safety and assuring accountability and reliability in care processes, among others. Courses in this program explore healthcare systems and processes that contribute to risk reduction, evidence-based practice, knowledge of the healthcare environment, leadership, accountability, professionalism and business skills.

### Requirements

Certificate Courses  
12 Total Credits

- Complete:
  - IHP604 - Healthcare Quality and Improvement (3)
  - IHP640 - Measurement, Analysis, & Models for Performance Improvement (3)
  - IHP645 - Regulatory Compliance, Accreditation and Promoting a Patient Safety Culture (3)
  - IHP670 - Program Design, Planning and Evaluation (3)

Grand Total Credits: **12**

## STEM

### Applied Mathematics (Minor)

#### Requirements

Minor Courses  
9 Total Credits

- Complete all of the following
  - Complete:
    - MAT225 - Calculus I: Single-Variable Calculus (3)
    - MAT350 - Applied Linear Algebra (3)
  - 1 of the following:
    - MAT240 - Applied Statistics (3)
    - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)
    - MAT275 - Calculus II: Integration & Series (3)
  - May also include MAT 230. This course is no longer offered or is only available through University College, but may be taken as an option instead of MAT 240, MAT 243, or MAT 275.

Electives  
6 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): MAT within the range of course numbers 100 - 499
  - NOTE: Students may only take 1 course at the 100 level.

Grand Total Credits: **15**

### Computer Information Systems (BS)

# Online Programs

## **Description**

The Computer Information Systems (CIS) program is an undergraduate major for students who want to design and implement effective solutions to meet organizational and management needs for information and decision support. Graduates of the Computer Information Systems program are poised to take a leading role in shaping our information-based future, in both small and large organizations. Students completing the program will be well grounded in the fundamentals of organization theory, decision making, teamwork and leadership, as well as current and emerging information systems tools and technologies. They will be able to communicate effectively with stakeholders. They will be able to bridge the gap between IT and business units to improve processes and solve challenges now and in the future.

## **Program Outcomes**

1. Utilize business intelligence applications that address a variety of business needs and analyze the underlying data models
2. Analyze existing business information systems and identify new systems to meet an organization's needs
3. Develop communication strategies to bridge the IT and business units, using appropriate terminology and language to assist the units in working together effectively
4. Apply systems analysis and design and project management concepts to develop and implement systems to support an organization's goals

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- ECO201 - Microeconomics (3)
- MAT136 - Introduction to Quantitative Analysis (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Business Core

30 Total Credits

- 30 credit(s) from: Business Core

Except:

- BUS400 - Driving Business Opportunities (3)
- FIN320 - Principles of Finance (3)
- MKT205 - Applied Marketing Strategies (3)

Must include:

- IT140 - Introduction to Scripting (3)
- IT200 - Fundamentals of Information Technology (3)
- ECO202 - Macroeconomics (3)

### Major Courses

21 Total Credits

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)
  - IT145 - Foundation in Application Development (3)
  - IT315 - Object Oriented Analysis and Design (3)
  - MIS215 - Client Systems and Support (3)
  - MIS300 - Enterprise Information Systems/Database (3)
  - MIS350 - Business Intelligence and Reporting (3)
  - MIS490 - Management Information Systems Capstone (3)

### Major Electives or choose a Concentration

9 Total Credits

- 9 credit(s) from CIS CS, CYB, DAT, IT, MIS, or QSO within the 100 - 499 range or from the following courses:
  - MAT225 - Calculus I: Single-Variable Calculus (3)
  - MAT300 - Applied Statistics II: Regression Analysis (3)
  - MAT350 - Applied Linear Algebra (3)
  - SNHU495 - Internship (3)

### Free Electives

18 Total Credits

- 18 credit(s).

Grand Total Credits: **120**

## **Computer Information Systems (BS) - Data Validation and Decision Making (Concentration)**

### **Description**

The concentration in Data Validation and Decision Making will provide learners with a foundational overview of essential data analysis concepts. Through this concentration, learners will gain exposure to areas such as emerging technologies, big data, ethics, and privacy. Learners will also recognize the importance of using and cleaning high quality data without impacting its integrity.

### **Requirements**

Concentration Courses

9 Total Credits

- 9 credit(s) from the following:
  - DAT250 - Data Policy and Decision Making (3)
  - DAT260 - Emerging Technologies and Big Data (3)
  - DAT300 - Data Validation: Getting the Right Data (3)
  - DAT325 - Data Validation: Quality and Cleaning (3)

Grand Total Credits: **9**

## **Computer Information Systems (BS) - Networking and Security (Concentration)**

### **Description**

The Networking and Security concentration provides learners with a foundation in cybersecurity policies and procedures and best practices for security planning within the Information Technology field. Learners develop the knowledge and skills necessary to design basic and secure networked computer environments as well as maintain systems, including operating systems parameters. Learners also develop valuable troubleshooting and problem-solving skills related to the field.

### **Requirements**

Concentration Courses

9 Total Credits

- Complete:
  - IT202 - Computer Operating Systems (3)
  - IT212 - Introduction to Computer Networks (3)
  - IT253 - Computer Systems Security (3)

Grand Total Credits: **9**

## Computer Information Systems (BS) - Project Management (Concentration)

### Description

The concentration in Project Management would enable you to acquire the knowledge and skills needed to keep projects on task, on time and on budget. The curriculum traverses from theories of project management to real-world practices applicable to all industries and fields, including marketing, financial services, business administration, information technology, international trade, health sciences, government, construction, and more.

### Concentration Outcomes

1. Integrate project management methodologies, tools, and practices for appropriate use in the planning, implementation, and assessment of project that address organizational and stakeholder requirements

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - QSO340 - Project Management (3)
  - QSO345 - Project Management for CAPM® Certification (3)
  - QSO440 - Topics in Project Management (3)

Grand Total Credits: **9**

## Computer Science

### Description

The Associate of Science in Computer Science at Southern New Hampshire University provides students with opportunities to develop critical technical and professional skills through work on authentic, industry-relevant projects in the field of computer science. The program curriculum will provide students with a solid understanding of the fundamental programming techniques, algorithms and data structures, and the mathematical computation and quantitative reasoning skills that underpin the work done in the field of computer science. Students will be exposed to and engage with a variety of relevant topics in the field, such as industry-standard programming languages and tools, operating systems, systems architecture and design, and the stages of the software development lifecycle. As a part of their coursework, students will develop a digital portfolio of artifacts that demonstrates their technical skills. Graduates of the Associate of Science in Computer Science program will be proficient computer science practitioners prepared for various careers in both the public and private sectors.

### Program Outcomes

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline
3. Communicate effectively in a variety of professional contexts
4. Apply computer science theory and software development fundamentals to produce computing-based solutions

# Online Programs

## Requirements

### General Education Courses

24 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete:
      - MAT136 - Introduction to Quantitative Analysis (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - EFAH
    - 1 of the following:
      - HUM100 - Perspectives in the Humanities (3)
      - HUM200 - Applied Humanities (3)
  - ESBS
    - Complete:
      - ECO201 - Microeconomics (3)
  - ESTM
    - Complete:
      - PHY150 - Introductory Physics: Mechanics (3)
      - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Foundation Courses

15 Total Credits

- Complete:
  - MAT140 - Precalculus (3)
  - IT140 - Introduction to Scripting (3)
  - IT145 - Foundation in Application Development (3)
  - MAT225 - Calculus I: Single-Variable Calculus (3)
  - MAT230 - Discrete Mathematics (3)

### Major Courses

15 Total Credits

- Complete:
  - CS210 - Programming Languages (3)
  - CS300 - Data Structures and Algorithms: Analysis and Design (3)
  - CS250 - Software Development Lifecycle (3)
  - CS230 - Operating Platforms (3)
  - CS255 - System Analysis and Design (3)

### Free Electives

6 Total Credits

- Complete all of the following
  - 6 credit(s).
  - Students select 6 credit hours from undergraduate-level courses. Students must meet all course prerequisite requirements for electives.

Grand Total Credits: **60**

## **Computer Science (BS)**

# Online Programs

## **Description**

The Bachelor of Science in Computer Science at Southern New Hampshire University provides students with opportunities to develop critical technical and professional skills through work on authentic, collaborative, industry-relevant projects, as well as through the exploration of emerging tools, technologies, and environments in the field of computer science. The program curriculum will provide students with a solid understanding of the fundamental programming techniques, algorithms and data structures, and the mathematical computation and quantitative reasoning skills that underpin the work done in the field of computer science. Students will be exposed to and engage with a variety of relevant and emerging topics in the field, such as industry-standard programming languages and tools, operating systems, systems architecture and design, the stages of the software development lifecycle, mobile applications, software security concepts, and full stack development. In addition, students will gain insight into and develop skills related to ethical and legal considerations in the field, issues of informed judgment and decision making, team dynamics and leadership, and communication and collaboration. As a part of their coursework, students will develop a digital portfolio of artifacts that demonstrates their technical skills, as well as the ability to speak to and defend their design decisions and solutions to various audiences and in various formats. Graduates of the Bachelor of Science in Computer Science will be flexible and creative computer science practitioners prepared for various careers in both the public and private sectors, as well as for government agencies at the local and national levels.

## **Program Outcomes**

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline
3. Communicate effectively in a variety of professional contexts
4. Recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
5. Function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline
6. Apply computer science theory and software development fundamentals to produce computing-based solutions



# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT136 - Introduction to Quantitative Analysis (3)
- MAT140 - Precalculus (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Major Courses

57 Total Credits

- Complete all of the following

Core Courses

- Complete:

- IT140 - Introduction to Scripting (3)
- IT145 - Foundation in Application Development (3)
- MAT225 - Calculus I: Single-Variable Calculus (3)
- PHY150 - Introductory Physics: Mechanics (3)
- MAT230 - Discrete Mathematics (3)
- MAT350 - Applied Linear Algebra (3)

- Complete:

- CS210 - Programming Languages (3)
- CS230 - Operating Platforms (3)
- CS250 - Software Development Lifecycle (3)
- CS255 - System Analysis and Design (3)
- CS300 - Data Structures and Algorithms: Analysis and Design (3)
- CS305 - Software Security (3)
- CS320 - Software Testing, Automation, and Quality Assurance (3)
- CS330 - Computational Graphics and Visualization (3)
- CS340 - Client/Server Development (3)
- CS360 - Mobile Architecture and Programming (3)
- CS370 - Current and Emerging Trends in Computer Science (3)
- CS465 - Full Stack Development I (3)
- CS470 - Full Stack Development II (3)

### Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from CS CYB, DAD, DAT, GAM, or IT within the 100 - 499 range or from the following courses:
  - SNHU495 - Internship (3)

### Free Electives

9 Total Credits

- 9 credit(s).

Grand Total Credits: **120**

## Computer Science (BS) - Data Analysis (Concentration)

### Description

The concentration in Data Analysis provides students with an introduction to various functions of a data analyst, including creating database environments, regression analysis, use tools and technologies for analysis, as well as many other data analysis methodologies and techniques. Students will have the option to explore topics of interest in either emerging technologies and big data or data validation.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - DAD220 - Introduction to Structured Database Environments (3)
    - DAT375 - Data Analysis Techniques (3)
    - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
  - 1 of the following:
    - DAT260 - Emerging Technologies and Big Data (3)
    - DAT325 - Data Validation: Quality and Cleaning (3)

Grand Total Credits: **12**

## Computer Science (BS) - Information Security (Concentration)

### Description

In the Information Security concentration, students will gain a fundamental overview of the basics of the interconnectivity of computer systems while exploring the fundamentals of computer networking. Students will gain familiarity with foundational cybersecurity concepts and terms, including policies and procedures, best practices and security planning within the IT field. They will explore legal and human factors while examining how they influence the development of information security strategies.

### Concentration Outcomes

1. Analyze and mitigate security risks in designing and maintaining network systems and software

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - CYB200 - Cybersecurity Foundations (3)
  - CYB210 - Computer Networking (3)
  - IT212 - Introduction to Computer Networks (3)
  - IT253 - Computer Systems Security (3)

Grand Total Credits: **12**

## Computer Science (BS) - Project Management for STEM (Concentration)

### Description

In the Project Management for STEM concentration, students will learn about the methodologies and tools necessary at each stage for managing the projects effectively in terms of time, cost, quality, risk and resources. Students will also develop the skills of an experienced project manager by creating detailed project plans for authentic scenarios, focusing on project risk, project integration, quality and procurement. Business processes and goals and necessary techniques are emphasized using authentic scenarios to ensure that business results are achieved.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - QSO340 - Project Management (3)
    - QSO355 - Resource Estimating and Scheduling (3)
    - QSO440 - Topics in Project Management (3)
  - 1 of the following:
    - BUS210 - Managing and Leading in Business (3)
    - BUS225 - Critical Business Skills for Success (3)

Grand Total Credits: **12**

## Computer Science (BS) - Software Engineering (Concentration)

### Description

The Software Engineering concentration introduces fundamental and advanced concepts, techniques and principles of software design and development as they relate to the field of software engineering. Students engage in sophisticated problem solving and analysis of software design patterns, and systems architecture. Students use varying approaches to reverse engineer code, develop secure code and perform software testing. In addition, students explore User Interface (UI) / User eXperience (UX) design concepts and development techniques with an emphasis on user-centricity and contemporary design patterns and techniques.

### Concentration Outcomes

1. Employ proven, software engineering design methodologies, patterns, and processes for successful software design and development
2. Evaluate various system architectures, security approaches, and software functionalities for use in effective software development

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - CS319 - UI/UX Design and Development (3)
  - CS350 - Emerging Systems Architectures & Technologies (3)
  - CS405 - Secure Coding (3)
  - CS410 - Software Reverse Engineering (3)

Grand Total Credits: **12**

## Cyber Security (MS)

# Online Programs

## **Description**

With the rise in cybercrime in the US, the need for professionals to protect against ever increasing cyber security risks, stay current with rapid technology changes, and understand changing compliance requirements has become essential across organizations. Graduates of the Master of Science in Cyber Security program will gain competence in managing the design, oversight and assessment of information security for an enterprise with a focus on the human element of information security. The degree program will focus on five key areas of competence: information security governance, information security risk and compliance, information security program creation and management, information security incidence response and business continuity, and leadership/collaboration and communication. The Master of Science in Cyber Security program is designed for students who want to meet the challenges posed by security threats, learn to protect the confidentiality, availability, and integrity of data, and develop risk management and mitigation strategies. Graduates of this program will be prepared for a wide range of careers in the security field as managers, analysts, developers, or administrators of varying aspects of information security and assurance.

## **Program Outcomes**

1. Assess the effectiveness of information security governance policies and strategies for planning, preparing, and responding to critical threats within diverse organizational contexts and situations in a manner aligned with cyber security standards and frameworks
2. Develop risk management plans for conducting risk assessment and managing identified risk to align with the needs of internal and external controls, governing bodies, and vested stakeholders
3. Develop strategic information security plans; strategies for establishing policies to guide internal and external influences that are aligned with national and international standards and practices
4. Develop information security incident management and business continuity plans aligned with legal, regulatory, and organizational standards for appropriately responding to incidents in consideration of diverse demographics
5. Employ leadership strategies for ethical behavior, tech standards, and emerging trends for advancing an organization's strategic goals in diverse and multi-functional cyber security teams
6. Enhance collaboration and communication by employing interpersonal communication skills and establishing communication plans and processes aligned to the needs of internal and external audiences

## **Requirements**

Foundation Courses

0 Total Credits

- Complete:
  - IT505 - Core Technologies (3)

Major Courses

27 Total Credits

- Complete:
  - ISE510 - Security Risk Analysis and Planning (3)
  - ISE620 - Incident Detection and Response (3)
  - ISE640 - Investigation and Digital Forensics (3)
  - ISE690 - Cyber Security Capstone (3)
  - IT549 - Foundation in Information Assurance (3)
  - IT552 - Human Factors in Security (3)
  - IT640 - Telecommunications and Networking (3)
  - IT643 - Network Assessment and Defense (3)
  - IT659 - Cyberlaw and Ethics (3)

Major Electives or choose a Concentration

9 Total Credits

- Complete all of the following
  - 6 credit(s) from DAT ISE, IT, or MAT within the 500 - 799 range or from the following courses:
  - 3 credit(s) from DAT IT, ISE, MAT, MBA, MGT, OL, QSO, or WCM within the 500 - 799 range or from the following courses:
    - SNHU690 - Internship (3)
  - NOTE: IT500 and IT505 may not be taken for credit in the major electives section.

Grand Total Credits: **36**

## Cyber Security (MS) - Information Technology Management (Concentration)

### Description

The IT Management concentration focuses on enterprise level technology management. Students will focus on managing varying aspects of information technology including the relationships between structure and process in project management and the management of IT functions within an organization. Additionally, students will explore enterprise resource planning and the implications of cyber law and ethics.

### Concentration Outcomes

1. Facilitate best practices for managing information technology functions and interrelationships within an organization relating to organizational process and structure; adoption of new technologies; and projects within the IT organizational unit

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - IT510 - Advanced Information Technology (3)
  - IT550 - Management of Information Technology (3)
  - IT657 - Enterprise Resource Planning (3)

Grand Total Credits: **9**

## Cybersecurity (BS)

### Description

The Bachelors of Science in Cybersecurity prepares graduates to compete in an exciting, challenging, and increasingly in-demand field. Guided by industry standards, the degree program prepares students to solve complex problems, respond to cyber threats, assess risk, and apply cutting-edge security techniques. Graduates of the program will demonstrate these abilities while gaining a holistic view of the cybersecurity field that integrates theory and application. Beginning with a solid foundation in computer technology, networking, and system administration, students develop the skills and confidence necessary for exploring modern cybersecurity theories through authentic, hands-on learning experiences. Advanced network, system, software, and personnel protection methodologies are examined through the assessment of adversarial threats, organizational risk, and legal concerns. As students progress through the program, they will develop the diverse knowledge, skills, abilities, and dispositions needed to succeed as an entry-level cybersecurity professional in a broad range of public or private sector contexts.

### Program Outcomes

1. The ability to analyze a problem, and identify and define the computing requirements appropriate to its solution
2. The ability to design, implement, and evaluate a computer-based solution to meet a given set of computing requirements in the context of the discipline
3. The ability to communicate effectively with a range of audiences about technical information
4. The ability to make informed judgments in computing practice based on legal and ethical principles
5. The ability to function effectively on teams to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables
6. The ability to apply security principles and practices to the environmental, hardware, software, and human components of a system
7. The ability to analyze and evaluate systems with respect to maintaining operations in the presence of risks and threats

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT136 - Introduction to Quantitative Analysis (3)
- MAT140 - Precalculus (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Major Courses

57 Total Credits

- Complete all of the following

Core Courses

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)
  - IT140 - Introduction to Scripting (3)
  - IT145 - Foundation in Application Development (3)
  - IT200 - Fundamentals of Information Technology (3)
  - IT202 - Computer Operating Systems (3)
  - IT212 - Introduction to Computer Networks (3)

Major Courses

- Complete:
  - CYB200 - Cybersecurity Foundations (3)
  - CYB210 - Computer Networking (3)
  - CYB220 - Network Security (3)
  - CYB230 - Operating System Security (3)
  - CYB240 - Application Security (3)
  - CYB250 - Cyber Defense (3)
  - CYB260 - Legal and Human Factors of Cybersecurity (3)
  - CYB300 - System and Communication Security (3)
  - CYB310 - Network Defense (3)
  - CYB320 - Incident Response and Investigation (3)
  - CYB400 - Security Assessment and Auditing (3)
  - CYB410 - Security Risk Management (3)
  - CYB420 - Enterprise Security (3)

### Free Electives

21 Total Credits

- Complete all of the following
  - 21 credit(s).
  - NOTE: If concentration is selected, free electives are reduced to 3 or 6 credits.

Grand Total Credits: **120**

## Cybersecurity (BS) - Data Analytics (Concentration)

### Description

In the Data Analytics concentration, students will learn to gather and collect data, while gaining an understanding of the importance of high quality data and how to clean data without impacting its integrity. Students will gain experience through authentic scenarios and problems, using critical tools, technologies, and methods that are relevant to organizational challenges. Students will utilize data visualization to help communicate and collaborate with organizational stakeholders, sharing their work in ways that make their findings and results actionable.

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - DAT223 - Gathering Requirements and Collecting Data (3)
  - DAT325 - Data Validation: Quality and Cleaning (3)
  - DAT375 - Data Analysis Techniques (3)
  - DAT430 - Leveraging Data Analysis for Organizational Results (3)
  - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)

Grand Total Credits: **15**

## Cybersecurity (BS) - Project Management for Cybersecurity (Concentration)

### Description

In the Project Management for Cybersecurity concentration, students will learn about the methodologies and tools necessary at each stage for managing the projects effectively in terms of time, cost, quality, risk and resources. Students will also develop the skills of an experienced project manager by creating detailed project plans for authentic scenarios, focusing on project risk, project integration, quality and procurement.

### Requirements

Concentration Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - IT304 - Systems Requirements and Implementation Planning (3)
    - QSO349 - Project Contracting and Procurement (3)
    - QSO355 - Resource Estimating and Scheduling (3)
    - QSO420 - Integrated Cost and Schedule Control (3)
  - 1 of the following:
    - QSO340 - Project Management (3)
    - QSO345 - Project Management for CAPM® Certification (3)

Grand Total Credits: **15**

## Data Analytics (AS)

### Description

The Associate of Science in Data Analytics provides students with foundational analytical and technical skills to help organizations leverage data to inform decision-making. Students will be introduced to foundational quantitative skills up through and including calculus and regression analysis. They will also learn scripting techniques for analyzing, cleaning, and visualizing data. Students experience the data analytics lifecycle from consulting stakeholders on business problems, to delivering accurate information in support of successful business outcomes.

# Online Programs

## Program Outcomes

1. Translate organizational needs and business problems into data analytics requirements to inform possible solutions and communicate them to technical and non-technical audiences
2. Apply appropriate data analytics solutions, standards, and policies to meet the security, storage, and privacy needs of organizations
3. Use quantitative and qualitative data analytics methods in responding to a variety of situations that arise in the business environment

## Requirements

### General Education Courses

24 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete:
      - MAT136 - Introduction to Quantitative Analysis (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - EFAH
    - 1 of the following:
      - HUM100 - Perspectives in the Humanities (3)
      - HUM200 - Applied Humanities (3)
  - ESBS
    - Complete:
      - ECO201 - Microeconomics (3)
  - ESTM
    - Complete:
      - MAT140 - Precalculus (3)
      - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Major Courses

27 Total Credits

- Complete all of the following
  - Focus Area Courses
    - Complete:
      - IT140 - Introduction to Scripting (3)
      - DAD220 - Introduction to Structured Database Environments (3)
      - MAT225 - Calculus I: Single-Variable Calculus (3)
      - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
  - Major
    - Complete:
      - DAT205 - Role of Data Analysis in Organizations (3)
      - DAT223 - Gathering Requirements and Collecting Data (3)
      - DAT250 - Data Policy and Decision Making (3)
      - DAT260 - Emerging Technologies and Big Data (3)
      - DAT300 - Data Validation: Getting the Right Data (3)

### Free Electives

9 Total Credits

- 9 credit(s).

Grand Total Credits: **60**

## **Data Analytics (BS)**



# Online Programs

## **Description**

Across multiple industries, organizations are harnessing massive amounts of internal and external data to inform decision-making and innovations in areas such as customer service practices, consumer and public outreach, and the design of products and services. As businesses realize the need to become more proactive, thoughtful and efficient in their decision-making, the need for talented data analytics professionals increases. In addition, the increasing availability of public and private data creates a number of new challenges for organizations that require data analysis. Questions such as how to leverage data appropriately and about the most efficient and ethical ways to secure data and protect users and organizations allow data analysts to provide insights that can transform how the business moves forward. The Bachelor of Science in Data Analytics provides students with the technical abilities and professional skills to help organizations leverage data to innovate practices and processes, and inform decision-making. In addition to providing students with a solid foundation in data analytics, students will be introduced to aspects of data science including data management and security, project management workflow, and business analytics. Students experience the data analytics lifecycle from consulting stakeholders on business problems, to delivering accurate information in support of successful business outcomes. Graduates will be skilled in interpreting business questions through a data lens, collecting and cleaning data, visualizing data, and communicating analytical results and recommendations to technical and non-technical audiences.

## **Program Outcomes**

1. Translate organizational needs and business problems into data analytics requirements to inform possible solutions and communicate them to technical and non-technical audiences
2. Apply appropriate data analytics solutions, standards, and policies to meet the security, quality, storage, and privacy needs of organizations
3. Collaborate in multi-functional teams on short and long term projects, providing the data analysis that helps inform decisions
4. Gather, clean, interpret, and visualize data using industry tools and techniques most appropriate to the situation
5. Use quantitative and qualitative data analytics methods in responding to a variety of situations that arise in the business environment

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT136 - Introduction to Quantitative Analysis (3)
- MAT140 - Precalculus (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Major Courses

42 Total Credits

- Complete all of the following

Core Courses

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)
  - IT140 - Introduction to Scripting (3)
  - MAT225 - Calculus I: Single-Variable Calculus (3)
  - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
- Complete:
  - DAT205 - Role of Data Analysis in Organizations (3)
  - DAT223 - Gathering Requirements and Collecting Data (3)
  - DAT250 - Data Policy and Decision Making (3)
  - DAT260 - Emerging Technologies and Big Data (3)
  - DAT300 - Data Validation: Getting the Right Data (3)
  - DAT325 - Data Validation: Quality and Cleaning (3)
  - DAT375 - Data Analysis Techniques (3)
  - DAT430 - Leveraging Data Analysis for Organizational Results (3)
  - DAT475 - Applied Data Analysis (3)
  - IT226 - Communication in STEM Professions (3)

### Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from CS CYB, DAT, or IT within the 200 - 499 range or from the following courses:
  - BUS206 - Business Law I (3)
  - COM213 - Public Speaking and Presentation Skills (3)
  - COM227 - Public Relations (3)
  - QSO340 - Project Management (3)
  - SNHU495 - Internship (3)

### Free Electives

24 Total Credits

- 24 credit(s).

Grand Total Credits: **120**

## Data Analytics (BS) - Project Management for STEM (Concentration)

### Description

In the Project Management for STEM concentration, students will learn about the methodologies and tools necessary at each stage for managing the projects effectively in terms of time, cost, quality, risk and resources. Students will also develop the skills of an experienced project manager by creating detailed project plans for real-life scenarios, focusing on project risk, project integration, quality and procurement. Business processes and goals and necessary techniques are emphasized using authentic scenarios to ensure that business results are achieved.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - QSO340 - Project Management (3)
    - QSO355 - Resource Estimating and Scheduling (3)
    - QSO440 - Topics in Project Management (3)
  - 1 of the following:
    - BUS210 - Managing and Leading in Business (3)
    - BUS225 - Critical Business Skills for Success (3)

Grand Total Credits: **12**

## Data Analytics (MS)

### Description

Today's businesses, government, health care organizations, manufacturing operations, and information technology security organizations (among many others) are wrestling with how to effectively leverage "big data" for competitiveness, risk-assessment, mission-critical decision-making, and organizational effectiveness. Data has become increasingly ubiquitous, particularly in unstructured formats and through disparate sources, requiring organizations to become more advanced in the collection, storage, analysis, security, and reporting of data. With increasing demand within organizations to make big decisions with big data, so too does the need for professionals with specialized skills and education in data analytics to fill the talent gap that exists today. The M.S. in Data Analytics focuses on the strategic and advanced uses of data analytics across a broad range of industries and occupations. Students in the program are engaged in advanced technologies for data mining, visualization, modeling, and optimization while understanding the requirements and needs of the organizational environment through business research and in-depth analysis. The ethical uses of data and ensuring appropriate security measures for data collection and storage are a key feature of the program and students will engage in advanced techniques for protecting the integrity and privacy of data, organizations, and consumers. The graduate degree program prepares students to position themselves as a strategic asset to any organization by making data immediately beneficial to strategic decision-making for any organization.

### Program Outcomes

1. Conduct thorough needs assessments using statistical, analytical, and applied research techniques and consult organizational stakeholders on business requirements to offer logical and effective recommendations for data analytics initiatives
2. Design and implement advanced modeling techniques, such as predictive modeling, risk-assessment and optimization, and analytics algorithms using structured and unstructured data to provide new solutions to complex organizational issues
3. Communicate with professionalism, accuracy, and transparency using interactive and dynamic visualization tools to translate technical information and offer effective solutions to organizational stakeholders
4. Apply effective collaborative and essential project management strategies to facilitate and improve the work of diverse and multi-functional teams, streamline processes, and lead projects to successful outputs
5. Protect the integrity and privacy of data, organizations, and consumers through advanced technology solutions and ethical and legal practices in all aspects of the profession
6. Employ applied, contextual knowledge of an organizations industry to target new data opportunities that improve an organizations competitiveness, effectiveness, and longevity
7. Adapt and implement innovative methods, models, and technologies that allow for adaptability to new and unexpected changes and improve the agility of data analytics projects
8. Position data analytics as a competitive advantage to organizations by accurately communicating the cost and benefits of data analytics projects and technologies as well as the long-term benefits of data-driven decision making

# Online Programs

## **Requirements**

Foundation Courses

0 Total Credits

- Complete:
  - DAT500 - Data and Information Management (3)
  - SCS501 - Foundations in Statistics (3)

Major Courses

27 Total Credits

- Complete:
  - DAT510 - Foundations of Data (3)
  - DAT515 - Enterprise Data Management (3)
  - DAT520 - Decision Methods and Modeling (3)
  - DAT530 - Presentation and Visualization of Data (3)
  - DAT610 - Optimization and Risk Assessment (3)
  - DAT640 - Predictive Analytics (3)
  - DAT650 - Advanced Data Analytics (3)
  - DAT690 - Capstone in Data Analytics (3)
  - QSO640 - Project Management (3)

Major Electives

9 Total Credits

- Complete all of the following
  - 9 credit(s) from IT or QSO within the 500 - 799 range or from the following courses:
    - SNHU690 - Internship (3)
  - NOTE: IT 500 and IT 505 are excluded as options from Major Electives.

Grand Total Credits: **36**

## **Data Driven Decision Making (Certificate)**

### **Description**

The Data Driven Decision Making Certificate provides students with the skills to use and apply data in a wide variety of settings. In this certificate, students will explore the importance of data analysis within organizations and how data is utilized in decision making. Students will also learn how to apply statistical techniques to relevant business scenarios, design basic structured databases, use spreadsheet software to analyze raw data, and effectively present that data to key stakeholders.

### **Requirements**

Certificate Courses

12 Total Credits

- Complete:
  - MAT240 - Applied Statistics (3)
  - DAT205 - Role of Data Analysis in Organizations (3)
  - QSO320 - Management Science through Spreadsheets (3)
  - DAD220 - Introduction to Structured Database Environments (3)

Grand Total Credits: **12**

## **Environmental Science (BS)**

## Online Programs

### **Description**

The ever increasing role of science in our lives demands a scientifically literate citizenry to choose the best path into the future. According to the United States National Center for Education Statistics, "scientific literacy is the knowledge and understanding of scientific concepts and processes required for personal decision making, participation in civic and cultural affairs, and economic productivity." A scientifically literate citizen is able to evaluate independently the source, methodology and quality of scientific information and arrive at valid conclusions. Consequently, the Science Department has developed a number of interdisciplinary science courses specifically designed to provide science literacy for the non-science majors. Perhaps the greatest challenge in the future will focus on the environment. Environmental science is the interdisciplinary field that integrates the physical and biological sciences into the study of the environment and applies a systems approach to the solution of environmental issues. Many of the non-science faculty at SNHU share this interest in the environment and contribute a diversity of perspectives and dimensions to the major. Students with degrees in environmental science have a variety of opportunities to apply their education to the growing demand for an understanding and expertise in sustainability required by the corporate and nonprofit worlds alike. A minor in environmental studies is also offered for the non-science students who would like to add another dimension to their education.

### **Program Outcomes**

1. Utilize effective oral and written communication strategies in the construction, evaluation, and presentation of solutions to environmental problems
2. Analyze intersections of the human and natural world drawing upon an understanding of the structures and functions of ecological systems and processes
3. Propose practical solutions that address the complexity of environmental problems by employing interdisciplinary approaches
4. Articulate a personal ethical framework that integrates environmental science concepts, principles, and practical experiences
5. Apply various technological and field-based methods to the study of the environment
6. Design and execute projects that effectively integrate the scientific method and quantitative and qualitative research methods (including laboratory procedures) as applied to questions related to the natural environment

# Online Programs

## **Requirements**

General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- GEO200 - World Geography (3)
- MAT136 - Introduction to Quantitative Analysis (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

Major Courses

28 Total Credits

- Complete:
  - BIO120 - General Biology I (3)
  - BIO120L - General Biology I Lab (1)
  - BIO315 - Ecological Principles and Field Methods (3)
  - CHM101 - Fundamentals of Chemistry (3)
  - CHM101L - Fundamentals of Chemistry Lab (1)
  - ENV101 - Environmental Science (3)
  - ENV250 - Environmental Science Research Methods (3)
  - ENV344 - Environmental Science Colloquium I (1)
  - ENV444 - Environmental Science Colloquium II (1)
  - IT140 - Introduction to Scripting (3)
  - PHY101 - Principles of Physics (3)
  - PHY105 - Geology (3)

Major Electives or choose a Concentration

12 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): ENV GEO, or SCI
  - 6 credit(s) from subject(s): ENV GEO, or SCI within the range of course numbers 300 - 499

Free Electives

39 Total Credits

- 39 credit(s).

Grand Total Credits: **121**

## **Environmental Science (BS) - Data Analytics in Science (Concentration)**

### **Description**

Students will gain expertise in statistics, data collection, database environments and more. Graduates with a data analytics in science concentration will have added skills that can supplement their background in science and set them apart from other professionals in the field of science.

### **Requirements**

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
    - DAT223 - Gathering Requirements and Collecting Data (3)
    - DAD220 - Introduction to Structured Database Environments (3)
  - 1 of the following:
    - DAT260 - Emerging Technologies and Big Data (3)
    - DAT325 - Data Validation: Quality and Cleaning (3)
    - DAT375 - Data Analysis Techniques (3)

Grand Total Credits: **12**

## Online Programs

### Environmental Science (BS) - Natural Resources and Conservation (Concentration)

#### Description

The concentration in Natural resources and Conservation focuses on natural resource conservation, management, and remediation. Students examine the management and use of natural resources as well as strategies to help solve complex global environmental challenges.

#### Concentration Outcomes

1. Apply natural resources and conservation concepts, theories, and best practices to make informed decisions about resource use and management

#### Requirements

Concentration Courses

12 Total Credits

- 4 of the following:
  - BIO330 - Conservation Biology (3)
  - ENV305 - Global Climate Change (3)
  - SCI218 - Natural Resources (3)
  - SCI220 - Energy and Society (3)
  - SCI333 - Waste: Sources, Reduction, & Remediation (3)

Grand Total Credits: **12**

### Game Art and Development (BA)

#### Description

Whether it's creating lifelike characters, imagining rich virtual game worlds or designing creatures from another planet, SNHU's major in Game Art and Development can get learners on their way to working in the fast-paced, exciting world of video game art. This BA program balances fundamental skill development with advanced training in the techniques used by industry professionals today. Learners study and apply principles used in video game art asset creation such as 3D modeling, lighting, shading, anatomy illustration, digital painting, 3D mesh topology, texturing, rigging, and animation. Courses mirror the standard workflow pipeline used in industry for the production of art assets for multiple video game platforms, including web, console, PC, and mobile. Learners will graduate with a vast toolkit of skills and a body of work for their portfolio.

#### Program Outcomes

1. Design and develop professional quality digital game and interactive media elements that combine technical and aesthetic design principles to create engaging and dynamic experiences
2. Critically analyze and recommend strategies for addressing the impact of various physical, cognitive, cultural, and social factors that shape the design, development, and interpretation of digital games and interactive media
3. Evaluate, select, and effectively apply tools and technology commonly used in the design and production of digital games and other interactive media
4. Evaluate and respond to complex problems associated with the design and development of digital games through critical and creative thinking and collaboration with an interdisciplinary team of specialists and stakeholders
5. Optimize the design of interactive media elements to the strengths and limitations of the processes and techniques used in the production of digital games

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

### Arts and Sciences Courses

9 Total Credits

- Complete:
  - ENG226 - Introduction to Creative Writing (3)
  - FAS110 - Introductory Drawing (3)
  - LIT229 - World Mythology (3)

### Major Courses

36 Total Credits

- Complete:
  - FAS310 - Illustration (3)
  - GRA101 - Basic Design and Color Theory (3)
  - GRA201 - Intro to Digital Sculpting (3)
  - GRA202 - 3-D Modeling and Animation (3)
  - GRA211 - Interactive Animation (3)
  - GRA212 - 3-D Character Animation (3)
  - GRA311 - Environment Design (3)
  - GRA220 - Introduction to Digital Imaging (3)
  - GRA401 - Character Design (3)
  - GRA402 - Creature Design (3)
  - GRA440 - 3-D Art and Design (3)
  - GRA492 - Game Art and Development Capstone (3)

### Free Electives

33 Total Credits

- 33 credit(s).

Grand Total Credits: **120**

## **Game Programming and Development (BS)**

### **Description**

Southern New Hampshire University's Bachelor of Science in Game Programming and Development degree prepares graduates with the knowledge and skills necessary for the challenging and rewarding field of game programming. Students go beyond traditional software development to gain the technical expertise necessary for realizing and enabling the creative vision of game designers and artists. The curriculum is grounded in game design theory, programming, and the various phases of the game development process. Emphasis is placed on the mastery of a variety of computer programming languages, scripting, artificial intelligence, game engine development and deployment, visual design, and the use of industry-standard software applications. Students gain experience in developing games across various platforms, including PC, console, web, and mobile devices. Graduates of the program are well-positioned for careers in game development, be it as part of small indie companies or larger video game development corporations.

### **Program Outcomes**

1. Create, execute, and document clear and effective code in a variety of programming languages and game engines relevant to professional game development
2. Integrate methods and techniques for creating realistic, dynamic gameplay experiences, including game AI, game physics, 2D and 3D graphics, and interface design
3. Articulate and solve complex logic problems associated with programming interactive game systems
4. Apply effective, industry-standard design, production, and testing techniques through all phases of game development
5. Adhere to the standards and expectations of the professional game development community, especially regarding effective communication, respect for all people and cultures, ethical decision-making, and the ability to function effectively as a member of a team
6. Research, develop, and contribute to advances and trends within the field of game programming



# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT136 - Introduction to Quantitative Analysis (3)
- MAT140 - Precalculus (3)

### Major Courses

60 Total Credits

- Complete:
  - IT140 - Introduction to Scripting (3)
  - IT145 - Foundation in Application Development (3)
  - IT230 - Software Development with C#.NET (3)
  - IT312 - Software Development with C++.NET (3)
  - IT328 - Project Management in Information Technology (3)
  - IT450 - Artificial Intelligence (3)
  - COM230 - Graphics and Layout in Print Media (3)
  - GAM207 - Information Technology and Digital Games (3)
  - GAM303 - Design of Virtual Game Environments (3)
  - GAM305 - Digital Game Development (3)
  - GAM312 - Gameplay Systems Development (3)
  - GAM415 - Graphics Game Engine (3)
  - GAM465 - Digital Multimedia Development (3)
  - GAM495 - Game Programming Capstone (3)
  - GRA202 - 3-D Modeling and Animation (3)
  - GRA211 - Interactive Animation (3)
  - GRA220 - Introduction to Digital Imaging (3)
  - GRA310 - Digital Graphic Design for the Web (3)
  - MAT225 - Calculus I: Single-Variable Calculus (3)
  - MAT350 - Applied Linear Algebra (3)

### Free Electives

18 Total Credits

- 18 credit(s).

Grand Total Credits: **120**

## **Geosciences (BS)**

### **Description**

The geosciences are interdisciplinary sciences that integrate geography, geology, earth systems science, physics, chemistry, and spatial awareness into the course of study. According to the American Geosciences Institute (2014), "The major applications of the geosciences are: exploration and responsible development of natural resources (oil, gas, coal, minerals, construction aggregate, water, and soils), preservation of the natural environment, restoration from environmental damage, mitigation of geohazards such as earthquakes and landslides, and exploratory research." The program emphasizes the use of geoscience data for their uses in problem solving and establishing policies that support effective resource management, public health and safety, and environmental protection.

### **Program Outcomes**

1. Develop technically correct maps and products using geospatial data to visualize spatial patterns
2. Communicate the results of geospatial analyses using audience specific tools and technologies to internal and external stakeholders
3. Synthesize qualitative and quantitative data to recognize occurrences and patterns within the scope of the geosciences
4. Develop a professional identity from which to make globally, socially, and ethically responsible geoscientific decisions that are in line with legal and organizational policy requirements
5. Integrate fundamental geographic and geological principles to solve environmental concerns and human-related issues
6. Justify the appropriate field and laboratory tools, technologies, and methods to solve problems in various geoscience settings

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- GEO200 - World Geography (3)
- MAT136 - Introduction to Quantitative Analysis (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Major Courses

45 Total Credits

- Complete:
  - CHM101 - Fundamentals of Chemistry (3)
  - CHM101L - Fundamentals of Chemistry Lab (1)
  - GEO330 - Geohazards (3)
  - IT140 - Introduction to Scripting (3)
  - PHY101 - Principles of Physics (3)
  - PHY101L - Principles of Physics Lab (1)
  - PHY103 - Earth System Science (3)
  - PHY205 - Principles of Geology (3)
  - PHY205L - Principles of Geology Lab (1)
  - SCI207 - Atmospheric Science (3)
  - SCI218 - Natural Resources (3)
  - SCI225 - Spatial Awareness (3)
  - SCI310 - Geostatistics and Data Analysis (3)
  - SCI320 - Geosciences Methodologies (3)
  - SCI350 - Leadership and Ethics in the Geosciences (3)
  - SCI425 - Geoscientific Research Methods (3)
  - SCI489 - Geosciences Capstone (3)

### Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from BIO CHM, ENV, GEO, PHY, or SCI within the 100 - 499 range or from the following courses:
  - GEO345 - Remote Sensing and Imagery Analysis (3)
  - GEO450 - Spatial Analysis (3)
  - IT242 - Introduction to Geographic Information Systems (3)
  - IT338 - Geospatial Programming (3)
  - PAD330 - Public Administration (3)
  - PAD331 - Public Administrative Ethics and Theory (3)
  - PAD332 - Municipal Government Operations (3)
  - PAD340 - Public Fiscal Management (3)
  - PAD341 - Disaster Recovery and Response (3)
  - PHE101 - Fundamentals of Public Health (3)
  - SOC318 - Sustainable Communities (3)

### Free Electives

21 Total Credits

- 21 credit(s).

Grand Total Credits: **120**

## Geosciences (BS) - Data Analytics in Science (Concentration)

### Description

Students will gain expertise in statistics, data collection, database environments and more. Graduates with a data analytics in science concentration will have added skills that can supplement their background in science and set them apart from other professionals in the field of science.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
    - DAT223 - Gathering Requirements and Collecting Data (3)
    - DAD220 - Introduction to Structured Database Environments (3)
  - 1 of the following:
    - DAT260 - Emerging Technologies and Big Data (3)
    - DAT325 - Data Validation: Quality and Cleaning (3)
    - DAT375 - Data Analysis Techniques (3)

Grand Total Credits: **12**

## Geosciences (BS) - Natural Resources and Conservation (Concentration)

### Description

The concentration in Natural Resources and Conservation focuses on the conservation and management of natural resources and remediation of natural and human hazards. With a foundation in the natural and physical sciences, students gain a broad-based interdisciplinary skill set that companies and organizations are looking for to solve complex environmental problems. Concepts addressed throughout the program will address important environmental challenges such as climate change, alternative energy, and sustainability.

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - ENV305 - Global Climate Change (3)
  - SCI219 - Environmental Issues (3)
  - SCI220 - Energy and Society (3)
  - SCI333 - Waste: Sources, Reduction, & Remediation (3)

Grand Total Credits: **12**

## Information Technologies (AS)

### Description

Technology has become inseparable from an organization's operations, including collaborating in virtual work environments and leveraging established and emerging technologies. The Associate in Science Information Technologies is designed to prepare students with the fundamental knowledge and skills in systems, technologies, and computational thinking strategies that are relevant to information technology professionals. Students also gain skills in effective collaboration, communication, and technology to enhance their ability to contribute to organizational success. The courses required in the associate program align to the requirements of the Bachelor of Science in Information Technologies, should students wish to pursue this degree later

# Online Programs

## Program Outcomes

1. Employ best practices in communicating and collaborating with diverse stakeholders about information technology projects and tasks
2. Solve fundamental information technology-related problems that meet organizational requirements and end-user needs
3. Utilize industry relevant tools and technologies to design and manage computer networks and systems

## Requirements

### General Education Courses

24 Total Credits

- Complete all of the following
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - Complete:
      - MAT136 - Introduction to Quantitative Analysis (3)
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - EFAH
    - 1 of the following:
      - HUM100 - Perspectives in the Humanities (3)
      - HUM200 - Applied Humanities (3)
  - ESBS
    - Complete:
      - ECO201 - Microeconomics (3)
  - ESTM
    - Complete all of the following
      - Complete:
        - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)
      - 1 of the following:
        - SCI100 - Perspectives in the Natural Sciences (3)
        - SCI200 - Applied Natural Sciences (3)

### Major Courses

27 Total Credits

- Complete:
  - IT140 - Introduction to Scripting (3)
  - IT200 - Fundamentals of Information Technology (3)
  - IT202 - Computer Operating Systems (3)
  - IT212 - Introduction to Computer Networks (3)
  - IT226 - Communication in STEM Professions (3)
  - IT253 - Computer Systems Security (3)
  - IT272 - Cross-Platform Technologies (3)
  - MAT140 - Precalculus (3)
  - QSO340 - Project Management (3)

### Free Electives

9 Total Credits

- 9 credit(s).

Grand Total Credits: **60**

## **Information Technologies (BA)**

# Online Programs

## **Description**

Technology has become inseparable from an organization's operations, including applying digital strategies to leverage data, collaborating in virtual work environments and leveraging established and emerging technologies. The Bachelor of Arts in Information Technologies gives students the opportunity to combine technical abilities, people skills, and a keen problem-solving mindset to help organizations large and small leverage new technologies for innovating practices, products, and processes. This degree will prepare students for current IT work and provide the skills and dispositions to ready themselves and their organizations for the rapid evolution of future technologies. Students will learn the fundamental information technologies, systems, data management methods, and computational thinking strategies necessary to support organizational decision-making and recommend effective system design and maintenance solutions. They will also learn to operate in an ever-changing work environment where communication, collaboration, and the drive to proactively identify and solve problems are markers of success. Learning through hands-on authentic problems, students in this degree program will demonstrate the necessary skills that will allow them to grow and adapt within the field of information technology.

## **Program Outcomes**

1. The ability to analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions
2. The ability to design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline
3. The ability to communicate effectively in a variety of professional contexts
4. The ability to recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
5. The ability to function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline
6. The ability to identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT136 - Introduction to Quantitative Analysis (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - Complete:
    - COM126 - Introduction to Mass Communication (3)
    - IT140 - Introduction to Scripting (3)
  - 1 of the following:
    - SCI218 - Natural Resources (3)
    - SCI220 - Energy and Society (3)

### Major Courses

48 Total Credits

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)
  - IT200 - Fundamentals of Information Technology (3)
  - IT202 - Computer Operating Systems (3)
  - IT212 - Introduction to Computer Networks (3)
  - IT226 - Communication in STEM Professions (3)
  - IT253 - Computer Systems Security (3)
  - IT260 - Web-Oriented Services (3)
  - IT272 - Cross-Platform Technologies (3)
  - IT304 - Systems Requirements and Implementation Planning (3)
  - IT313 - Risk Management and Mitigation in System Design (3)
  - IT337 - User-Centered Systems Design and Evaluation (3)
  - IT409 - Impact of Systems on Organizations (3)
  - IT423 - Computing as a Service (3)
  - IT482 - IT Operations and Systems Planning (3)
  - MGT200 - Leadership and Team Building (3)
  - QSO340 - Project Management (3)

### Free Electives

21 Total Credits

- 21 credit(s).

Grand Total Credits: **120**

## **Information Technologies (BS)**

### **Description**

Technology has become inseparable from an organization's operations, including applying digital strategies to leverage data, collaborating in virtual work environments and leveraging established and emerging technologies. The Bachelor of Science in Information Technologies gives students the opportunity to combine technical abilities, people skills, and a keen problem-solving mindset to help organizations large and small leverage new technologies for innovating practices, products, and processes. This degree will prepare students for current IT work and provide the skills and dispositions to ready themselves and their organizations for the rapid evolution of future technologies. Students will learn the fundamental information technologies, systems, data management methods, and computational thinking strategies necessary to support organizational decision-making and recommend effective system design and maintenance solutions. They will also learn to operate in an ever-changing work environment where communication, collaboration, and the drive to proactively identify and solve problems are markers of success. Learning through hands-on authentic problems, students in this degree program will demonstrate the necessary skills that will allow them to grow and adapt within the field of information technology.

# Online Programs

## Program Outcomes

1. The ability to analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions
2. The ability to design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline
3. The ability to communicate effectively in a variety of professional contexts
4. The ability to recognize professional responsibilities and make informed judgments in computing practice based on legal and ethical principles
5. The ability to function effectively as a member or leader of a team engaged in activities appropriate to the program's discipline
6. The ability to identify and analyze user needs and to take them into account in the selection, creation, integration, evaluation, and administration of computing-based systems

## Requirements

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT136 - Introduction to Quantitative Analysis (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Major Courses

54 Total Credits

- Complete all of the following
  - Complete:
    - DAD220 - Introduction to Structured Database Environments (3)
    - IT140 - Introduction to Scripting (3)
    - IT200 - Fundamentals of Information Technology (3)
    - IT202 - Computer Operating Systems (3)
    - IT212 - Introduction to Computer Networks (3)
    - IT226 - Communication in STEM Professions (3)
    - IT253 - Computer Systems Security (3)
    - IT260 - Web-Oriented Services (3)
    - IT272 - Cross-Platform Technologies (3)
    - IT304 - Systems Requirements and Implementation Planning (3)
    - IT313 - Risk Management and Mitigation in System Design (3)
    - IT337 - User-Centered Systems Design and Evaluation (3)
    - IT409 - Impact of Systems on Organizations (3)
    - IT423 - Computing as a Service (3)
    - IT482 - IT Operations and Systems Planning (3)
    - MAT140 - Precalculus (3)
    - MGT200 - Leadership and Team Building (3)
  - 1 of the following:
    - QSO340 - Project Management (3)
    - QSO345 - Project Management for CAPM® Certification (3)

### Major Electives or choose a Concentration

15 Total Credits

- Complete all of the following
  - 15 credit(s) from CS CYB, DAD, DAT, GAM, IT, or MIS within the 100 - 499 range or from the following courses:
    - SNHU495 - Internship (3)
  - NOTE: Students may not take IT100 for credit towards their Major Electives.

### Free Electives

9 Total Credits

- 9 credit(s).

Grand Total Credits: **120**

## Information Technologies (BS) - Business Management for IT (Concentration)

### Description

In the Business Management for IT concentration, students will examine the fundamentals and principles of management, policies and administration. Students will study the foundational and ethical aspects of the United States' legal system and international business. Students will also explore macroeconomics, exploring the manner in which the overall levels of output, income, employment and prices are determined in a capitalist economy, preparing students for a broad view in business management.

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - BUS206 - Business Law I (3)
  - BUS210 - Managing and Leading in Business (3)
  - ECO202 - Macroeconomics (3)
  - INT220 - Global Dimensions in Business (3)
  - OL215 - Principles of Management (3)

Grand Total Credits: **15**

## Information Technologies (BS) - Cybersecurity (Concentration)

### Description

In the Cybersecurity Concentration, students will learn foundational cybersecurity concepts, terms, and the basics of computer networking. Students will examine security concerns and learn strategies for protecting, combating, and defeating attacks to networks, systems, applications, and data. In addition, students will explore the legal, ethical, and human factor aspects of privacy and security and how they influence the development of security strategies.

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - CYB200 - Cybersecurity Foundations (3)
  - CYB210 - Computer Networking (3)
  - CYB220 - Network Security (3)
  - CYB250 - Cyber Defense (3)
  - CYB260 - Legal and Human Factors of Cybersecurity (3)

Grand Total Credits: **15**



## Information Technologies (BS) - Data Analytics (Concentration)

### Description

In the Data Analytics concentration, students will learn to gather and collect data, while gaining an understanding of the importance of high quality data and how to clean data without impacting its integrity. Students will gain experience through authentic scenarios and problems, using critical tools, technologies, and methods that are relevant to organizational challenges. Students will utilize data visualization to help communicate and collaborate with organizational stakeholders, sharing their work in ways that make their findings and results actionable.

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - DAT223 - Gathering Requirements and Collecting Data (3)
  - DAT325 - Data Validation: Quality and Cleaning (3)
  - DAT375 - Data Analysis Techniques (3)
  - DAT430 - Leveraging Data Analysis for Organizational Results (3)
  - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)

Grand Total Credits: **15**

## Information Technologies (BS) - Project Management for IT (Concentration)

### Description

In the Project Management in IT concentration, students will learn about the methodologies and tools necessary at each stage for managing projects effectively. Students will focus on overseeing a cost and schedule plan aligned to the appropriate scope. Students will also develop the skills of an experienced project manager by creating detailed project plans for authentic scenarios, focusing on project risk, project integration, quality and procurement.

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - BUS250 - Legal Implications of Vendor Partnership (3)
  - QSO349 - Project Contracting and Procurement (3)
  - QSO355 - Resource Estimating and Scheduling (3)
  - QSO420 - Integrated Cost and Schedule Control (3)
  - QSO440 - Topics in Project Management (3)

Grand Total Credits: **15**

## Information Technologies (BS) - Software Development (Concentration)

### Description

The concentration in Software Development provides students with a fundamental overview of foundational concepts, tools, and techniques of software development. Students learn how to use basic programming constructs and languages, as well as how to write readable, maintainable, logical, structured, and organized code to develop fully functional and compliant programs. Application of the stages, principles, and practices of the Software Development Life Cycle (SDLC) in an agile environment will also be explored.

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - CS205 - Foundations in Software Development (3)
  - CS210 - Programming Languages (3)
  - CS250 - Software Development Lifecycle (3)
  - IT145 - Foundation in Application Development (3)
  - MAT230 - Discrete Mathematics (3)

Grand Total Credits: **15**

## Information Technology (Minor)

### Requirements

Minor Courses

6 Total Credits

- Complete:
  - IT140 - Introduction to Scripting (3)
  - IT200 - Fundamentals of Information Technology (3)

Electives

9 Total Credits

- Complete all of the following
  - 9 credit(s) from subject(s): IT
  - NOTE: Excluding IT 100.

Grand Total Credits: **15**

# Online Programs

## Information Technology (MS)

### Description

Businesses today are looking for employees with capabilities beyond traditional programming and IT expertise. Professionals who can bridge the communication gap between IT and business segments are valuable but hard to find, and the demand for this new breed of IT professional is growing. The Master of Science in Information Technology program is designed for students who wish to pursue careers in the analysis, design, creation and management of information technology systems through the application of contemporary technologies. The program emphasizes practical skills based on fundamental core technologies along with their technical and ethical foundations. Students will analyze business needs and determine information systems requirements for those needs by applying an iterative, case-driven process.

### Program Outcomes

1. Develop innovative and agile, computer-based solutions to business problems through a systems analysis approach and technology integration and application
2. Design a plan for implementing and monitoring solutions that incorporate core information technologies, concepts and methods appropriate for secure information use across an enterprise
3. Collaborate and communicate effectively in a variety of environments through situational awareness and audience analysis
4. Develop an implementation plan for systematic information risk assessment for change management plans and processes within enterprise business and information technology environments
5. Using computational logic and critical analysis, construct ethically sound, technology-informed procedures to ensure legal compliance and maintain security within enterprise information technology environments

### Requirements

Foundation Courses  
0 Total Credits

- Complete:
  - IT505 - Core Technologies (3)

Major Courses  
27 Total Credits

- Complete all of the following
  - Complete:
    - IT510 - Advanced Information Technology (3)
    - IT511 - Object Oriented Application Development (3)
    - IT515 - Innovations in Information Technology (3)
    - IT520 - Technical Communication (3)
    - IT600 - Operating Systems (3)
    - IT640 - Telecommunications and Networking (3)
    - IT650 - Principles of Database Design (3)
    - IT700 - Capstone in Information Technology (3)
  - 1 of the following:
    - IT625 - Information Technology Project and Team Management (3)
    - QSO640 - Project Management (3)

Major Electives or choose a Concentration  
9 Total Credits

- Complete all of the following
  - 9 credit(s) from DAT IT, ISE, or QSO within the 500 - 799 range or from the following courses:
    - SNHU690 - Internship (3)
  - NOTE: DAT500, IT500, and IT505 are not eligible for elective credit.

Grand Total Credits: **36**

## Information Technology (MS) - Data Analytics (Concentration)

### Description

The Data Analytics concentration focuses on big data and the analysis and visual representation of that data within the context of a business environment. Students will interpret data trends and communicate results using a variety of data visualizations appropriate and meaningful to intended audiences.

### Concentration Outcomes

1. Analyze the impact of big data on an enterprise in given scenarios
2. Evaluate and interpret data and data trends in relation to other metrics
3. Synthesize technical components of data analysis into reports, presentations, and visual dashboards that are meaningful for the intended audience

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - DAT510 - Foundations of Data (3)
  - DAT520 - Decision Methods and Modeling (3)
  - DAT530 - Presentation and Visualization of Data (3)

Grand Total Credits: **9**

## Information Technology (MS) - Database Design (Concentration)

### Description

The concentration in Database Design focuses on the design and development of database applications, client/server systems and data warehouses within the context of a business environment. Students will learn to develop multi-user database applications and manipulate data in a shared database environment. Students will also explore principles of design, development and implementation of Data Warehouse DBMS based on the dimensional modeling architecture.

### Concentration Outcomes

1. Develop advanced, multi-user database applications using large commercial database systems
2. Design and build client applications that manipulate data in a shared database environment on a network
3. Utilize principles of design to plan the development and implementation of Data Warehouse DBMS based on the dimensional modeling architecture

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - IT655 - Database Application Development (3)
  - IT665 - Client/Server Systems (3)
  - IT675 - Data Warehouse Concepts and Design (3)

Grand Total Credits: **9**

## Information Technology (MS) - Healthcare Informatics (Concentration)

### Requirements

Concentration Courses  
9 Total Credits

- Complete:
  - HIM500 - Healthcare Informatics (3)
  - IHP600 - Social & Organizational Issues in Healthcare (3)
  - IT550 - Management of Information Technology (3)

Grand Total Credits: **9**

## Information Technology (MS) - IT Management (Concentration)

### Description

The IT Management concentration focuses on enterprise level technology management. Students will focus on managing varying aspects of information technology including the relationships between structure and process in project management and the management of IT functions within an organization. Additionally, students will explore enterprise resource planning and the implications of cyber law and ethics.

### Concentration Outcomes

1. Facilitate best practices for managing information technology functions and interrelationships within an organization relating to organizational process and structure; adoption of new technologies; and projects within the IT organizational unit
2. Justify recommendations for ERP (enterprise resource planning) technology solutions that manage the flow of information and integration in all facets in enterprise systems
3. Analyze ethical and legal issues related to varying technology scenarios within an enterprise in order to propose corrective actions to take in the future

### Requirements

Concentration Courses  
9 Total Credits

- Complete:
  - IT550 - Management of Information Technology (3)
  - IT657 - Enterprise Resource Planning (3)
  - IT659 - Cyberlaw and Ethics (3)

Grand Total Credits: **9**

## Information Technology (MS) - Information Security (Concentration)

### Description

The concentration in Information Security provides students with a deeper look into the complex and vital field of Information Security. Students will examine the current landscape of vulnerabilities, risks, and security disciplines, and how these relate to the field of computer science.

### Concentration Outcomes

1. Recommend best practices for planning, implementing, and managing enterprise level security and system integrity
2. Develop organizational policies and procedures to mitigate potential security threats related to human behaviors
3. Analyze the overall network security posture of an enterprise in a given scenario

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - IT549 - Foundation in Information Assurance (3)
  - IT552 - Human Factors in Security (3)
  - IT643 - Network Assessment and Defense (3)

Grand Total Credits: **9**

## Information Technology (MS) - Software Application Development (Concentration)

### Description

The concentration in Software Application Development focuses on the software development practitioner. It covers topics such as object-oriented development, software design methodologies, mobile application development, and distributed application development. Current and emerging programming methodologies are covered to prepare the graduate to step into innovative projects, focusing on developing software solutions for the 21st Century.

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - IT632 - Software Design and Modeling (3)
  - IT633 - Mobile Application Development (3)
  - IT634 - Distributed Application Development (3)

Grand Total Credits: **9**

## Information Technology (MS) - Web Design (Concentration)

### Description

The concentration in Web Design focuses on the design and development of interactive web sites, web applications and methods for driving traffic to websites. Students will learn to design functional, attractive, and easy-to-navigate websites based on an understanding of how humans actually use the internet. They will also examine how to collect statistics on website usage, and how demographic and other data can be used to improve site functionality and popularity

### Concentration Outcomes

1. Utilize appropriate tools and technologies to construct interactive websites
2. Recommend plans to drive traffic to websites using web analytics
3. Alter the interface design of websites using guidelines for identifying design problems and strengths, usability assessments, and best practices for common functions such as web navigation, menus, scrolling, graphics and icons

### Requirements

Concentration Courses

9 Total Credits

- Complete:
  - IT647 - Website Construction (3)
  - IT648 - Website Optimization (3)
  - IT649 - Interface Design for Websites (3)

Grand Total Credits: **9**

## Mathematics (BA)

### Description

The Mathematics major at Southern New Hampshire University fosters an appreciation for the significant role mathematics has played in society from early times through the modern technological age. In particular, students pursuing the Mathematics major will develop an advanced ability in mathematical methods, reasoning and problem solving in three main areas of math: analysis, algebra and statistics. Students pursuing the Mathematics major also elect courses based on their particular interests in math, including mathematics education, pure mathematics or applied mathematics. An SNHU graduate with a Mathematics major is prepared for a broad range of careers in quantitative fields including, but not limited to, business, education and government agencies. In addition, the SNHU mathematics major will serve as strong preparation for students interested in pursuing graduate studies in quantitative fields.

### Program Outcomes

1. Utilize effective oral and written communication strategies in the construction, evaluation, and presentation of solutions to mathematical problems
2. Apply mathematical reasoning, analysis, and problem-solving to complex, real world problems including problems in the natural and social sciences
3. Construct and defend clear, rigorous, and logical mathematical proofs
4. Analyze and accurately solve mathematical problems across a variety of mathematical areas including calculus, differential equations, linear algebra, abstract algebra and real analysis

# Online Programs

## **Requirements**

### General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT136 - Introduction to Quantitative Analysis (3)
- MAT140 - Precalculus (3)
- MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### Arts and Sciences Courses

9 Total Credits

- 9 credit(s) from subject(s): BIO CHM, ENV, GAM, GEO, GRA, PHL, PHY, PSY, or SCI

### Major Courses

30 Total Credits

- Complete:
  - IT140 - Introduction to Scripting (3)
  - IT226 - Communication in STEM Professions (3)
  - MAT225 - Calculus I: Single-Variable Calculus (3)
  - MAT230 - Discrete Mathematics (3)
  - MAT275 - Calculus II: Integration & Series (3)
  - MAT299 - Mathematical Proof and Problem Solving (3)
  - MAT325 - Calculus III: Multivariable Calculus (3)
  - MAT330 - Differential Equations (3)
  - MAT350 - Applied Linear Algebra (3)
  - MAT470 - Real Analysis (3)

### Major Electives or choose a Concentration

9 Total Credits

- Complete all of the following
  - 6 credit(s) from subject(s): MAT within the range of course numbers 200 - 499
  - 3 credit(s) from subject(s): MAT within the range of course numbers 400 - 499

### Free Electives

30 Total Credits

- 30 credit(s).

Grand Total Credits: **120**



## Mathematics (BA) - Applied Mathematics (Concentration)

### Description

The Applied Mathematics concentration emphasizes mathematics as an interdisciplinary science, one with broad-reaching, authentic applications in the modern world. Scientific research and industry are increasingly relying on mathematical and computational tools to advance our understanding of complex real-world problems. Students will be exposed to commonly used methods, techniques, and tools in applied mathematics, with emphasis placed on those associated with mathematical modeling. Additionally, students will explore the vital role that mathematics plays in research and industry by completing a research project in the area of applied mathematics.

### Requirements

Concentration Courses  
9 Total Credits

- Complete all of the following
  - Complete:
    - MAT375 - Mathematical Modeling (3)
    - MAT430 - Seminar in Applied Mathematics (3)
  - 3 credit(s) from the following:
    - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
    - MAT410 - Operations Research (3)
    - MAT420 - Dynamical Modeling (3)

Grand Total Credits: **9**

## Mathematics (Minor)

### Description

The Mathematics Minor at SNHU is devoted to learning and understanding computational problems in calculus as well as proof and problem solving in pure mathematics. The Mathematics Minor has the following learning outcomes:  
Demonstrate the capacity to solve computational problems in calculus. Demonstrate the capacity to write proofs and problem solve in pure mathematics.

### Requirements

Minor Courses  
12 Total Credits

- Complete all of the following
  - Complete:
    - MAT225 - Calculus I: Single-Variable Calculus (3)
    - MAT230 - Discrete Mathematics (3)
    - MAT299 - Mathematical Proof and Problem Solving (3)
  - 1 of the following:
    - MAT415 - Abstract Algebra (3)
    - MAT470 - Real Analysis (3)

Electives  
3 Total Credits

- Complete all of the following
  - 3 credit(s) from subject(s): MAT
  - NOTE: MAT 101, MAT 106, MAT 130, MAT 140, MAT 206, MAT 360, MAT 362 are excluded from the elective options.

Grand Total Credits: **15**

## Social Sciences

# Online Programs

## Advanced Counterterrorism and Homeland Security (Graduate Certificate)

### Description

The Advanced Counterterrorism and Homeland Security certificate offers students an opportunity to master the skills necessary to function in the industry. Intelligence analysis, threat management, advanced surveillance, and anti-terrorism techniques are examined.

### Requirements

Certificate Courses

12 Total Credits

- Complete:
  - CJ530 - Global Terrorism (3)
  - CJ681 - Terrorist Techniques and Counterterrorism (3)
  - CJ682 - Threat Assessment (3)
  - CJ683 - Intelligence Collection and Analysis (3)

Grand Total Credits: **12**

## Anthropology (BA)

### Description

Anthropology is the study of people and their non-human primate relatives over space and time. It is the study of how human society has changed from a social, historical, and evolutionary perspective. Anthropology is a field that bridges Science and the Humanities examining and producing both qualitative and quantitative data. Anthropologists think holistically about the human society working to understand similarities and differences through cultural, biological, archaeological, and linguistic lenses. Anthropology prepares students for careers in the United States and abroad. Since the anthropology degree at Southern New Hampshire University is skill focused, it uniquely prepares students to either be employed following graduation or enter a graduate degree program. The application of anthropological skills is at the core of the degree program. The uniqueness of the degree is in the inclusion of skill-based concentrations that expand the list of potential jobs for which a graduate can apply. The Anthropology core courses and concentrations stress the application of anthropological theory and methods to real world problems through experiential assignments, ethnographic case studies, data collection, and the acquisition of skills in a specialty area. Anthropology is inherently multidisciplinary, and as such, its specialty areas draw from elements of many different fields in the sciences and humanities.

### Program Outcomes

1. Evaluate diverse cultural behaviors and social interactions for their role in the complex interrelationships between individuals, cultures, social institutions, organizations, and the environment
2. Apply anthropological theories, concepts, and methodologies to complex contemporary and historical cultural issues for a broader understanding of human societies
3. Demonstrate professional ethics and responsibilities for the collection and dissemination of anthropological knowledge to promote the value of human diversity
4. Develop feasible anthropological research questions for designing implementation-worthy project proposals
5. Analyze anthropological research and data for assessing how human groups construct the cultural realities in which they live
6. Assess similarities and differences among cultures for developing culturally relevant perspectives that challenge ethnocentric notions and practices

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- Complete all of the following
  - 39 credit(s) from: General Education

Must include:

- HIS117 - World Civilizations: Prehistory-1500 (3)
- PHL111 - Introduction to Critical Thinking (3)
- 1 of the following:
  - MAT133 - Introduction to Statistical Analysis (3)
  - MAT240 - Applied Statistics (3)

### Arts and Sciences Courses

9 Total Credits

- Complete:
  - GEO200 - World Geography (3)
  - PHL230 - Religions of the World (3)
  - PHY103 - Earth System Science (3)

### Major Courses

24 Total Credits

- Complete:
  - ATH101 - The Human Experience: Introduction to Anthropology (3)
  - ATH111 - Introduction to Cultural Anthropology (3)
  - ATH205 - Discovering the Past: Foundations in Archaeology (3)
  - ATH210 - Human Origins and Evolution: Biological Anthropology (3)
  - ATH315 - Anthropology in the Contemporary World (3)
  - ATH320 - Who Owns Culture? Ethics in Anthropology (3)
  - ATH489 - Capstone in Anthropology (3)
  - SCS285 - Research Literacy in Social Sciences (3)

### Major Electives or choose a Concentration

12 Total Credits

- Complete all of the following
  - 3 credit(s) from BIO ENV, PAD, POL, PSY, SCI, or SOC within the 100 - 499 range or from the following courses:
    - SNHU290 - Experiential Learning (3)
    - SNHU495 - Internship (3)
  - 9 credit(s) from subject(s): BIO ENV, PAD, POL, PSY, SCI, or SOC within the range of course numbers 300 - 499

### Free Electives

33 Total Credits

- 33 credit(s).

Grand Total Credits: **120**

## **Anthropology (BA) - Environmental Sustainability (Concentration)**

### **Description**

How sustainable are modern human lifestyles? Students will explore how human systems and environmental systems interact in the context of everyday life. Students will learn what they can contribute to good stewardship of the natural environment and the quality of life for groups and communities. Students completing this concentration will be prepared to contribute to the field of an environmental sustainability with a variety of anthropological approaches.

### **Concentration Outcomes**

1. Examine the relationship between human activities and environmental processes for informing individual and community strategies that mitigate environmental issues and promote sustainable living

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - BIO330 - Conservation Biology (3)
  - SCI219 - Environmental Issues (3)
  - SCI220 - Energy and Society (3)
  - SOC318 - Sustainable Communities (3)

Grand Total Credits: **12**

## **Criminal Justice (AS)**

### **Description**

The Associate in Science Criminal Justice program provides learners with an opportunity to explore sworn and civilian career opportunities within the field as they examine the structure and function of the criminal justice system. The program prepares learners to make discretionary decisions founded in ethics and to communicate effectively to internal and external audiences. Learners will develop a strong understanding of the roles of law, cultural awareness, and criminological theory and their influence on professional practice.

### **Program Outcomes**

1. Explore the branches of the criminal justice system to determine career possibilities and professional responsibilities in criminal justice
2. Utilize effective communication skills and proper documentation to collect and convey information to diverse audiences within the criminal justice profession and community
3. Examine laws, regulations, and best practices that guide professional expectations to inform decision-making in criminal justice

# Online Programs

## Requirements

### General Education Courses

24 Total Credits

- Complete all of the following
  - SNHU
    - Complete:
      - SNHU107 - Success Strategies for Online Learning (3)
  - English
    - Complete:
      - ENG122 - English Composition I (3)
      - ENG123 - English Composition II (3)
  - Mathematics
    - 1 of the following:
      - MAT133 - Introduction to Statistical Analysis (3)
      - MAT240 - Applied Statistics (3)
  - Interdisciplinary Studies
    - Complete:
      - IDS100 - Perspectives in Liberal Arts (3)
  - Exploration
    - Complete all of the following
      - Complete:
        - SCS100 - Perspectives in the Social Sciences (3)
      - 2 of the following:
        - HUM100 - Perspectives in the Humanities (3)
        - HUM200 - Applied Humanities (3)
        - HIS100 - Perspectives in History (3)
        - HIS200 - Applied History (3)
        - SCI100 - Perspectives in the Natural Sciences (3)
        - SCI200 - Applied Natural Sciences (3)
        - SCS200 - Applied Social Sciences (3)

### Major Courses

24 Total Credits

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)
  - CJ120 - Cultural Awareness in Criminal Justice (3)
  - CJ140 - Communication Skills for Criminal Justice (3)
  - CJ205 - Policing in the United States (3)
  - CJ207 - The United States Judicial System (3)
  - CJ210 - The United States Correctional System (3)
  - CJ230 - Discretion in Criminal Justice (3)
  - SCS285 - Research Literacy in Social Sciences (3)

### Free Electives

12 Total Credits

- 12 credit(s).

Grand Total Credits: **60**

## **Criminal Justice (BS)**

# Online Programs

## **Description**

The Bachelor of Science in Criminal Justice program provides learners and professionals with the practical knowledge and skills necessary to accomplish their career goals in both civilian and sworn positions in the field. The program prepares learners to make ethical, evidence-based decisions as well as to identify, analyze, and approach problems creatively in their chosen profession. Learners strengthen their personal and professional communication skills, critical thinking, and cultural awareness while exploring the impact of topics such as diversity and emerging technologies on criminal justice to aid in promoting positive relations and maintaining safety in the communities they serve. By expanding beyond the boundaries of a traditional degree program in criminal justice, learners are exposed to current theory, discretion in decision making, emerging national and global trends, and responses to crime through field authentic learning experiences.

## **Program Outcomes**

1. Evaluate the impact of emerging technologies and societal trends on the operations of criminal justice agencies and allied organizations
2. Promote positive community relations and partnerships using strategies relevant to criminal justice professionals that incorporate diverse perspectives and cultural awareness
3. Communicate effectively and professionally in collecting and conveying criminal justice-related information to diverse audiences based on appropriate communication skills and procedures
4. Analyze the power of discretionary decision-making in relation to laws, regulations, and professional ethical standards in criminal justice
5. Explore the branches of the criminal justice system for developing research based solutions to complex problems facing sworn and civilian professionals in the field
6. Analyze issues in the criminal justice system through the lenses of various social, behavioral, and criminological theories to examine human motivation and behavior

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- Complete all of the following
  - 39 credit(s) from: General Education
  - 1 of the following:
    - MAT133 - Introduction to Statistical Analysis (3)
    - MAT240 - Applied Statistics (3)

### Major Courses

39 Total Credits

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)
  - CJ120 - Cultural Awareness in Criminal Justice (3)
  - CJ140 - Communication Skills for Criminal Justice (3)
  - CJ205 - Policing in the United States (3)
  - CJ207 - The United States Judicial System (3)
  - CJ210 - The United States Correctional System (3)
  - CJ230 - Discretion in Criminal Justice (3)
  - CJ305 - Technology in Criminal Justice (3)
  - CJ315 - Victimology (3)
  - CJ340 - Criminology (3)
  - CJ406 - Contemporary Issues in Criminal Justice (3)
  - CJ485 - Problem Solving for Criminal Justice Professionals (3)
  - SCS285 - Research Literacy in Social Sciences (3)

### Major Electives or choose a Concentration

12 Total Credits

- Complete all of the following
  - 3 credit(s) from subject(s): ATH CJ, COM, HSE, JUS, POL, PSY, or SOC within the range of course numbers 100 - 499
  - 9 credit(s) from ATH CJ, COM, HSE, JUS, POL, PSY, or SOC within the 300 - 499 range or from the following courses:
    - SNHU495 - Internship (3)

### Free Electives

27 Total Credits

- Complete all of the following
  - 27 credit(s).
  - Students in the Substance Abuse Concentration will only have 24 Free Elective credits

Grand Total Credits: **120**

## **Criminal Justice (BS) - Corrections (Concentration)**

### **Description**

The concentration in Corrections provides students with an opportunity to explore current issues in corrections, including evidence-based programs and practices that address the rehabilitation of offenders in an institution and the community. Coursework addresses the continuum of services provided in corrections, including community-based supervision and the social factors that lead to incarceration. Students will gain a solid foundation in policies and procedures, laws and regulations governing corrections, and staffing needs in correctional institutions.

### **Concentration Outcomes**

1. Analyze contemporary issues and programs in Corrections to inform recommendations regarding offender management and rehabilitation within institutions and the community

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - CJ320 - Corrections in the United States (3)
  - CJ321 - Offender Rehabilitation (3)
  - CJ322 - Community-based Corrections (3)
  - CJ323 - Correctional Administration (3)

Grand Total Credits: **12**

## **Criminal Justice (BS) - Criminology (Concentration)**

### **Description**

The concentration in Criminology provides students with a comprehensive overview of the contributions and approaches of the social and behavioral sciences toward criminal behavior. Students will participate in a thorough examination of the psychosocial theories of crime and identification of the causal factors associated with the inception, continuity and subscription to a criminal lifestyle.

### **Concentration Outcomes**

1. Analyze psychosocial theories of crime and causal factors in relation to the inception, continuity, and subscription to deviant behavior

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - CJ303 - Psychopaths, Sociopaths and Serial Killers (3)
  - PSY215 - Abnormal Psychology (3)
  - PSY310 - Criminal Psychology (3)
  - SOC324 - Sociology of Crime and Violence (3)

Grand Total Credits: **12**



## **Criminal Justice (BS) - Homeland Security and Counterterrorism (Concentration)**

### **Description**

The Concentration in Homeland Security and Counterterrorism offers learners and professionals a fundamental overview of the purpose and function of homeland security and counterterrorism. Learners will explore how historical events and cultural differences within and outside of the United States have influenced the evolution of these areas of criminal justice. Preventative and responsive strategies and techniques such as intelligence gathering, threat assessment, and collaboration among various components of the criminal justice system will be examined.

### **Concentration Outcomes**

1. Gather and interpret intelligence and data on domestic and international terrorism for assessing threats, developing an effective terrorism response, and informing policy

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - CJ310 - Introduction to Homeland Security and Counterterrorism (3)
  - CJ350 - Intelligence and Counterintelligence (3)
  - CJ360 - Terrorism in the United States (3)
  - CJ405 - Security Management (3)

Grand Total Credits: **12**

## **Criminal Justice (BS) - Human Services and Advocacy (Concentration)**

### **Description**

The concentration in Human Services and Advocacy offers learners an opportunity to explore the function and responsibilities of civilian advocacy and how advocates interact with the various components of the criminal justice system. Learners will examine public policy, child welfare, and support services so that they can learn how to help families negotiate the complex system of programs and organizations available. State and federal laws, regulations, and ethical principles that guide and impact child welfare programs will also be analyzed.

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - HSE101 - Introduction to Human Services (3)
  - HSE310 - Family and Community Systems (3)
  - HSE325 - Ethics and Laws in Child Welfare (3)
  - HSE330 - Public Policy and Advocacy (3)

Grand Total Credits: **12**

## **Criminal Justice (BS) - Police Administration and Operations (Concentration)**

### **Description**

The concentration in Police Administration and Operations will serve to help criminal justice students understand the numerous demands, functions, goals, management, and leadership mechanisms of the modern police agency. From deployment of patrol assets, policy development, crime analysis, and management of crises, to the demands placed upon agencies in austere times, students will gain a thorough understanding of the multiple roles police agencies assume in the United States. More importantly, students will obtain a strong understanding of what their particular role may be as members of a police agency.

### **Concentration Outcomes**

1. Analyze best practices in leadership of police administration and operations for managing personnel and resources that meet public safety goals

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - CJ330 - Leadership and Management in Criminal Justice Organizations (3)
  - CJ331 - Effective Patrol and Community Policing (3)
  - CJ332 - Crisis Intervention for Police (3)
  - CJ400 - Crime Analysis and Effective Police Service (3)

Grand Total Credits: **12**

## **Criminal Justice (BS) - Substance Abuse (Concentration)**

### **Description**

The concentration in Substance Abuse provides students with a strong foundation in the International Certification & Reciprocity Consortium (IC&RC) 12 Core Functions of a drug and alcohol counselor, theories of addiction, assessment, diagnosis, and treatment of individuals diagnosed with substance use disorder, and legal and ethical issues associated with addiction. Graduates will be prepared to provide entry-level services to individuals, groups and families in residential addiction treatment facilities, outpatient addiction programs, Drug Court system, and the Department of Corrections.

### **Requirements**

Concentration Courses

15 Total Credits

- Complete:
  - HSE350 - Substance Use: From Screening to Consultation (3)
  - HSE351 - Substance Use: From Prevention to Treatment (3)
  - HSE352 - Substance Use: Counseling Theory and Practice (3)
  - HSE353 - Pharmacological Factors in Substance Use Treatment (3)
  - PSY200 - Foundations of Addictions (3)

Grand Total Credits: **15**

## **Criminal Justice Communication (Certificate)**

### **Description**

The Certificate in Criminal Justice Communication prepares learners with the knowledge, attitudes, and skills to communicate effectively to internal and external audiences in various contexts. Students examine written, oral, and non-verbal communication skills and techniques to improve their ability to collect and convey field-related information.

### **Requirements**

Certificate Courses

18 Total Credits

- Complete:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)
  - CJ112 - Introduction to Criminal Justice (3)
  - CJ120 - Cultural Awareness in Criminal Justice (3)
  - CJ140 - Communication Skills for Criminal Justice (3)
  - CJ230 - Discretion in Criminal Justice (3)

Grand Total Credits: **18**

## **Criminal Justice (Minor)**

### **Requirements**

Minor Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - CJ112 - Introduction to Criminal Justice (3)
    - CJ205 - Policing in the United States (3)
    - CJ207 - The United States Judicial System (3)
    - CJ210 - The United States Correctional System (3)
  - 3 credit(s) from subject(s): CJ

Grand Total Credits: **15**

# Online Programs

## Criminal Justice (MS)

### Description

The Master of Science in Criminal Justice program is designed for students seeking to enter or advance a career in criminal justice professions. Students will learn to apply the latest research, leadership strategies, and criminological theory for effective and strategic decision-making. With a focus on employing professional and appropriate leadership strategies for resource planning, consensus building, and long-term planning, this program provides students with valuable skills they need to address contemporary issues and challenges in the field of criminal justice and public safety. The Master of Science in Criminal Justice program is ideal for students who want to meet the challenges inherent in the United States justice system. Graduates of this program will be prepared for a wide range of careers in diverse fields, such as security, corrections, state and local government, and law enforcement.

### Program Outcomes

1. Apply moral reasoning to make ethically sound and socially responsible decisions that exemplify service philosophy and leadership in the field of criminal justice
2. Employ criminological theory, research methodologies, and analysis to impact solutions to contemporary issues and problems in the field of criminal justice
3. Utilize multiple strategic planning and problem solving approaches that impact crime reduction and public service and that reflect critical and creative thinking
4. Create authentic strategies and plans designed to improve and maintain effective organizational structure and culture for influencing professional identities, criminal justice management, leadership, and policy making
5. Employ effective decision-making methods and strategies that reflect versatility of thought in addressing the diverse needs of public service agencies
6. Employ professional, appropriate communication strategies for effective resource planning, consensus building, and long-term planning

### Requirements

Major Courses

24 Total Credits

- Complete all of the following
  - Complete:
    - CJ500 - Critical Issues in the Criminal Justice System (3)
    - CJ510 - Ethical Leadership in Criminal Justice (3)
    - CJ520 - Criminology and Public Policy (3)
    - CJ550 - Assessing Organizational Performance (3)
    - CJ560 - Courts and Judicial Process (3)
    - CJ675 - Data-Driven Decision-Making in Criminal Justice (3)
    - WCM610 - Introduction to Organizational Conflict Management (3)
  - Capstone Course
  - Complete:
    - CJ790 - Criminal Justice Capstone (3)

Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from CJ COM, OL, MGT, PSY, or POL within the 500 - 799 range or from the following courses:
  - SNHU690 - Internship (3)

Grand Total Credits: **36**

### **Criminal Justice (MS) - Advanced Counterterrorism and Homeland Security (Concentration)**

#### **Description**

The concentration in Advanced Counterterrorism and Homeland Security offers graduate criminal justice students an opportunity to master the skills necessary to function in the industry. Intelligence analysis, threat management, advanced surveillance, and antiterrorism techniques are examined. In addition, the program engages students in the exploration of multi-disciplinary counterterrorism analyses, cyber-security, and counterterrorism strategies.

#### **Concentration Outcomes**

1. Conduct historical and contemporary analyses of regions and terrorist organizations for determining the impact of social, political, and cultural trends on the evolution and acts of extremists and terrorists
2. Develop strategies in intelligence gathering and counterterrorism approaches for the mitigation of terrorist actions and improvement of responses to international and domestic terrorism

#### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - CJ530 - Global Terrorism (3)
  - CJ681 - Terrorist Techniques and Counterterrorism (3)
  - CJ682 - Threat Assessment (3)
  - CJ683 - Intelligence Collection and Analysis (3)

Grand Total Credits: **12**

### **Criminal Justice (MS) - Public Safety Administration (Concentration)**

#### **Description**

The M.S. in Criminal Justice concentration in Public Safety Administration provides students with the skills and assets necessary to fulfill the role of manager of agencies tasked with the responsibility of ensuring the safety of the public they serve. Students learn to make critical decisions involving, but not limited to, fiscal planning, advanced human resource management, project planning and implementation, and strategic planning methods.

#### **Concentration Outcomes**

1. Develop strategies that balance the needs and missions of organizations and the communities they serve for enhancing and promoting the effectiveness of public safety organizations

#### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - CJ650 - Public Safety Administration (3)
  - OL600 - Strategic Human Resource Management (3)
  - PAD630 - Foundations of Public Administration (3)
  - PAD631 - Strategic Management in Public Service (3)

Grand Total Credits: **12**

## Data Literacy in Psychology (Certificate)

### Description

The Certificate of Data Literacy in Psychology provides learners with the foundations of psychological theories and how they are applied in research and authentic situations in related fields. Through the integration of quantitative and qualitative data and the use of various statistical and research methods, learners will develop the knowledge and skills needed to synthesize data and theory, and communicate findings to academic and non-academic audiences.

### Requirements

Certificate Courses

12 Total Credits

- Complete:
  - MAT240 - Applied Statistics (3)
  - PSY108 - Introduction to Psychology (3)
  - PSY222 - Research Methods (3)
  - PSY260 - Statistical Literacy in Psychology (3)

Grand Total Credits: **12**

## Human Services (BA)

### Description

The focus of human services is to help people living in a variety of circumstances negotiate the complexities of American society and the systems that have been established to provide assistance. This help can range from direct, one-on-one services to the direction and management of large programs and organizations. These professional services are delivered within a complex web of laws and regulations, augmented with a fully developed set of professional ethics. In addition, recent changes in funding have increased the need for effective needs assessments, planning, monitoring, and evaluation in an atmosphere of evidence-based practice and outcome measurement. According to the US Department of Labor (2014), the demand for workers in Human Services is projected to double over the next decade largely due to the aging of the U.S. population. The Bachelor's in Human Services degree program prepares the graduate to assess the needs of clients and populations and to plan and implement programs and services that will assist in promoting improvement in personal and social functioning. Students will acquire the knowledge and skills to provide direct client services in sincere and compassionate relationships. In addition to direct services, students will learn the structures and underlying forces that characterize organizations and communities and the role that diversity plays in the functioning of larger groups. Basic knowledge of organizational management principles are provided as well as concepts relating to program advocacy and support development. The techniques and formal tools of conducting needs assessments and outcomes measurement and evaluation are presented to introduce students to the effective monitoring of interventions and programs.

### Program Outcomes

1. Evaluate the social, political, and historical milestones and trends in human services in relation to the human services professionals' role in advocating for individuals, families, and communities in need
2. Apply culturally responsive strategies across diverse populations to strengthen professional practice and enhance human services outcomes
3. Apply legal and ethical standards in the administration and delivery of human services systems to provide comprehensive and well-informed care
4. Employ professional, interpersonal communication skills in formal and informal networks to improve human services delivery
5. Evaluate the policy development cycle for advocacy avenues, communication strategies, and coalition building opportunities to effect social change
6. Develop knowledge and skills in inquiry, critical and creative thinking, and decision-making to create and implement appropriate assessment and intervention strategies

# Online Programs

## Requirements

### General Education Courses

42 Total Credits

- Complete all of the following
  - 39 credit(s) from: General Education
- Must include:
  - PSY108 - Introduction to Psychology (3)
  - SOC112 - Introduction to Sociology (3)
- 1 of the following:
  - MAT133 - Introduction to Statistical Analysis (3)
  - MAT240 - Applied Statistics (3)

### Arts and Sciences Courses

9 Total Credits

- Complete:
  - PSY211 - Lifespan Development (3)
  - PSY215 - Abnormal Psychology (3)
  - SOC213 - Sociology of Social Problems (3)

### Major Courses

24 Total Credits

- Complete:
  - HSE101 - Introduction to Human Services (3)
  - HSE220 - Communication Skills for Human Service Professionals (3)
  - HSE320 - Human Services Organizational Systems (3)
  - HSE330 - Public Policy and Advocacy (3)
  - HSE340 - Law and Ethics in Human Services (3)
  - HSE410 - Case Management (3)
  - HSE480 - Human Services Capstone (3)
  - SCS285 - Research Literacy in Social Sciences (3)

### Major Electives or choose a Concentration

12 Total Credits

- 4 of the following:
  - HSE210 - Healthcare Systems (3)
  - HSE215 - Child Growth and Cognitive Development (3)
  - HSE310 - Family and Community Systems (3)
  - HSE315 - Role and Impact of Trauma on Children and Families (3)
  - HSE325 - Ethics and Laws in Child Welfare (3)
  - HSE335 - Prevention and Crisis Intervention (3)
  - PHE101 - Fundamentals of Public Health (3)
  - PSY230 - Psychology of Individual Differences and Special Needs (3)
  - PSY257 - Social Psychology (3)
  - PSY315 - Counseling Process and Techniques (3)
  - PSY442 - Community Psychology (3)
  - SNHU290 - Experiential Learning (3)
  - SNHU495 - Internship (3)
  - SOC317 - Sociology of the Family (3)

### Free Electives

33 Total Credits

- 33 credit(s).

Grand Total Credits: **120**

# Online Programs

## Human Services (BA) - Child and Family Services (Concentration)

### Description

Understanding the nature of individual and family interactions and how public policy and social issues influence individual development and family functioning are integral to the development of effective intervention programs for children and families. The concentration in Child and Family Services is designed for those students with an interest in working in child welfare, schools, juvenile corrections, family court, family support agencies, domestic violence agencies and other child and family organizations. The concentration's focus on child develop, the influence of stress and trauma, public policy, and the courts prepares students to develop evidence-based intervention strategies that improve the health and wellbeing of families and their communities.

### Concentration Outcomes

1. Assess resources available to children and families for their ability to promote the health and well-being of the individuals and communities they serve
2. Develop evidence-based strategies that meet legal and ethical standards for improving the health and wellness needs of children and families

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - HSE215 - Child Growth and Cognitive Development (3)
  - HSE310 - Family and Community Systems (3)
  - HSE315 - Role and Impact of Trauma on Children and Families (3)
  - HSE325 - Ethics and Laws in Child Welfare (3)

Grand Total Credits: **12**

## Human Services (BA) - Gerontology (Concentration)

### Description

The concentration in Gerontology addresses the specific changes that occur as part of the aging process including psychosocial, economic, cultural, and health issues. According to the United States Census Bureau, in 2010, 13 percent of the total population (approximately 40 million people) were 65 and older. It is estimated that by 2050, nearly 20 percent of the population in the U.S. will be over the age of 65. This rapid increase in the number of older adults has numerous implications for the nation such as increased demands on services and programs. Graduates will be prepared to provide services to individuals, families, groups, and communities. Employment may be sought in community-based organizations, health-care and public health programs, senior centers, assisted living, hospitals, home health care, nursing homes and other agencies that serve aging adults.

### Concentration Outcomes

1. Analyze various perspectives on aging through clinical, public, and theoretical lenses for determining their impact on the well-being of aging populations
2. Propose data-informed health plans that promote positive health and wellness choices for aging populations

### Requirements

Concentration Courses

12 Total Credits

- Complete:
  - CHE320 - Perspectives in Aging (3)
  - CHE325 - Aging and Wellness (3)
  - CHE327 - The Epidemiology of Aging (3)
  - CHE329 - Aging, Politics, and Policy (3)

Grand Total Credits: **12**



# Online Programs

## Human Services (BA) - Substance Abuse (Concentration)

### Description

The concentration in Substance Abuse provides students with a strong foundation in the International Certification & Reciprocity Consortium (IC&RC) 12 Core Functions of a drug and alcohol counselor, theories of addiction, assessment, diagnosis, and treatment of individuals diagnosed with substance use disorder, and legal and ethical issues associated with addiction. Graduates will be prepared to provide entry-level services to individuals, groups and families in residential addiction treatment facilities, outpatient addiction programs, Drug Court system, and the Department of Corrections.

### Concentration Outcomes

1. Analyze addictive behaviors and substances through psychological or physiological lenses for determining appropriate methods of assessment, diagnosis, treatment, and prevention of substance use disorders
2. Develop legal and ethical strategies for use during specific stages of substance use disorders that meet the needs of diverse individuals, families, and communities

### Requirements

Concentration Courses

15 Total Credits

- Complete:
  - PSY200 - Foundations of Addictions (3)
  - HSE350 - Substance Use: From Screening to Consultation (3)
  - HSE351 - Substance Use: From Prevention to Treatment (3)
  - HSE352 - Substance Use: Counseling Theory and Practice (3)
  - HSE353 - Pharmacological Factors in Substance Use Treatment (3)

Grand Total Credits: **15**

## Political Science (BA)

### Description

In addition to being known for a politically engaged populace, the state of New Hampshire is host to the first nationwide Presidential primary in the United States. From this position in the national spotlight, SNHU is afforded a unique opportunity to educate students toward careers in the growing fields and affiliations of political science, as well as promote active civic engagement in the realm of public service. The BA in Political Science at SNHU COCE benefits from this growth opportunity by taking a pragmatic approach to the study of political science and effectively preparing students for professional careers in a variety of occupations. Students will focus on developing effective communication abilities, utilizing analytical skills toward understanding and applying the tools of statistical analysis toward real world scenarios, exploring questions from a multitude of perspectives, and acquiring an empathetic and ethical viewpoint as they hone their critical thinking skills toward future graduate study or career paths. Graduates of the BA degree program could potentially pursue careers in advocacy, public policy, government business writing, campaign development and strategy, statistical analysis, and many other fields. The degree also positions students well toward advanced graduate studies in Political Science.

### Program Outcomes

1. Differentiate among key components of various political systems and external factors for efficacy in a global society
2. Apply social scientific reasoning, theories, concepts, and methodologies to the analysis of a wide range of contemporary and historical political issues and problems using effective statistical research and analysis
3. Apply effective research literacy strategies in hypothesis testing and academic research for political science by identifying, analyzing, and integrating appropriate primary and secondary sources
4. Demonstrate appropriate oral and written communication strategies toward specific political audiences for effective, solution-oriented decision making
5. Demonstrate an empathetic and ethical viewpoint using civic discourse that promotes active citizenship and engagement in public service

### Requirements

General Education Courses

42 Total Credits

- Complete all of the following
  - 39 credit(s) from: General Education

## Online Programs

- 1 of the following:
  - MAT133 - Introduction to Statistical Analysis (3)
  - MAT240 - Applied Statistics (3)

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - Complete:
    - HIS114 - United States History II: 1865-Present (3)
  - 2 of the following:
    - COM127 - Introduction to Communication (3)
    - COM213 - Public Speaking and Presentation Skills (3)
    - PHL210 - Introduction to Philosophy (3)
    - SOC112 - Introduction to Sociology (3)

### Major Courses

33 Total Credits

- Complete:
  - POL210 - American Politics (3)
  - POL211 - International Relations (3)
  - POL309 - American State and Local Government (3)
  - POL327 - US Government and Contemporary Issues (3)
  - POL328 - The Legal System in America (3)
  - POL313 - Political Theory and Applications (3)
  - POL360 - Introduction to Comparative Politics (3)
  - POL364 - Globalization and World Politics (3)
  - PAD330 - Public Administration (3)
  - POL370 - Analysis and Research in Political Science (3)
  - POL491 - Political Science Capstone Experience (3)

### Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from the following:
  - COM227 - Public Relations (3)
  - COM311 - Social Media Strategy (3)
  - COM321 - Global Communication (3)
  - HIS113 - United States History I: 1607-1865 (3)
  - HIS222 - War and Society: Antiquity to 1800 (3)
  - HIS223 - Modern War & Society (3)
  - HIS245 - United States History since 1945 (3)
  - JUS224 - Legal and Justice Research Methods (3)
  - JUS261 - Judicial Administration (3)
  - JUS305 - International Criminal Justice (3)
  - JUS375 - Criminal Law (3)
  - JUS455 - Legal Traditions (3)
  - PAD331 - Public Administrative Ethics and Theory (3)
  - PAD332 - Municipal Government Operations (3)
  - PAD340 - Public Fiscal Management (3)
  - PAD341 - Disaster Recovery and Response (3)
  - POL371 - Political Parties and Interest Groups (3)
  - POL372 - Campaign Finance and Fundraising (3)
  - POL374 - Campaign Organizing and Mobilization (3)
  - SNHU290 - Experiential Learning (3)
  - SNHU495 - Internship (3)
  - SOC213 - Sociology of Social Problems (3)

### Free Electives

24 Total Credits

- 24 credit(s).

Grand Total Credits: **120**

## Political Science (Minor)

### Description

The Political Science minor at Southern New Hampshire University provides students with a theoretical and practical foundation in the art and science of politics. It emphasizes the development of critical-thinking and analytical skills in political contexts, as well as the ability to communicate effectively both orally and in writing on topics of political concern.

### Requirements

Prerequisite Courses

3 Total Credits

- 1 of the following:
  - MAT133 - Introduction to Statistical Analysis (3)
  - MAT240 - Applied Statistics (3)

Minor Courses

15 Total Credits

- Complete all of the following
  - Complete:
    - POL210 - American Politics (3)
    - POL211 - International Relations (3)
    - SCS224 - Social Science Research Methods (3)
  - 6 credit(s) from subject(s): POL

Grand Total Credits: **18**

## Psychology (BA)

### Description

Southern New Hampshire University's Bachelor of Arts in Psychology develops adaptable, emotionally intelligent, and growth-oriented professionals. Informed by the American Psychological Association (APA) Guidelines for the Undergraduate Psychology Major, this degree program provides authentic learning experiences that allow learners to apply theory-based approaches in diverse and multidisciplinary environments. The program prepares learners by building skills in scientific inquiry and the ability to interpret, communicate, and apply data and findings. Learners strengthen their personal and professional communication skills, critical thinking, and respect for diversity, equity, and inclusivity. The program provides learners with the foundational knowledge of psychology and flexible skills for entry into a variety of fields or for further study in graduate programs. As learners explore the complexities of the human mind and behavior, they are empowered to use their knowledge and skills to collaborate with others in the field to encourage positive change in their lives and the world around them.

### Program Outcomes

1. Apply foundational psychological theories, principles, and methodologies in accordance with ethical principles and professional standards
2. Develop researchable questions and methods of inquiry that inform further study in the field of psychology
3. Analyze and interpret data to communicate findings and implications to professionals in the field of psychology, interdisciplinary fields, and non-academic audiences
4. Develop and promote professional mindsets and practices grounded in psychological evidence that foster unbiased, globally aware, and culturally responsive behaviors in individuals and communities

# Online Programs

## Requirements

General Education Courses

42 Total Credits

- 42 credit(s) from: General Education

Must include:

- MAT240 - Applied Statistics (3)

Major Courses

27 Total Credits

- Complete:
  - PSY108 - Introduction to Psychology (3)
  - PSY211 - Lifespan Development (3)
  - PSY215 - Abnormal Psychology (3)
  - PSY222 - Research Methods (3)
  - PSY260 - Statistical Literacy in Psychology (3)
  - PSY328 - Theories of Personality (3)
  - PSY355 - Theories of Social Psychology (3)
  - PSY375 - Cognition (3)
  - PSY491 - Psychology and Social Change (3)

Major Electives or choose a Concentration

12 Total Credits

- Complete all of the following
  - 12 credit(s) from the following type of course(s):  
Any subject within the range of course numbers 200-499
  - May include SNHU 290 and SNHU 495.

Free Electives

39 Total Credits

- 39 credit(s).

Grand Total Credits: **120**

## **Psychology (BA) - Addictions (Concentration)**

### **Description**

The concentration in Addictions provides students with a venue to explore theories and contemporary research in addictive behaviors, which encompass many types beyond drug and alcohol addiction. Students will be exposed to the science behind addiction as well as practical applications related to treatment and prevention. It is important to note that this concentration does not lead to licensure or certification of any kind in the addictions or substance abuse fields. However, students will be better prepared for pursuing peer-to-peer/community-related positions as well as pursuing graduate programs and/or future licensing opportunities. Behavioral Health Technician is another career direction that could be sought after completing this concentration.

### **Concentration Outcomes**

1. Analyze the major concepts and theoretical perspectives related to various types of addictive behaviors
2. Apply knowledge of research methods to understand treatment and prevention of addictive behaviors
3. Evaluate contemporary research in addictions that addresses issues related to behavior and mental processes

### **Requirements**

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - PSY200 - Foundations of Addictions (3)
    - PSY406 - Contemporary Issues in Addictions (3)
  - 6 credit(s) from the following:
    - PSY225 - Health Psychology (3)
    - PSY315 - Counseling Process and Techniques (3)
    - PSY335 - Assessment and Testing (3)
    - SNHU290 - Experiential Learning (3)
    - SNHU495 - Internship (3)

Grand Total Credits: **12**

## **Psychology (BA) - Applied Psychology (Concentration)**

### **Description**

The concentration in Applied Psychology encourages students to apply psychological concepts and research skills to the societal institutions of health, industry, education, law, and community service. Students will investigate how different areas of psychology seek to answer pertinent research questions and apply the approaches and theories within these areas toward real-world situations. This concentration will help students identify potential specific areas of interest within psychology, which they may want to pursue further in graduate school.

### **Concentration Outcomes**

1. Apply the major concepts, theoretical perspectives, empirical findings, and historical trends within various areas of psychology
2. Apply fundamental research methods that are pertinent to specific areas of psychology
3. Interpret behavior and mental process issues through different psychological perspectives

### **Requirements**

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - PSY407 - Contemporary Issues in Applied Psychology (3)
  - 9 credit(s) from the following:
    - PSY201 - Educational Psychology (3)
    - PSY205 - Forensic Psychology (3)
    - PSY225 - Health Psychology (3)
    - PSY226 - Sport Psychology (3)
    - PSY258 - Industrial Organizational Psychology (3)
    - PSY442 - Community Psychology (3)
    - SNHU290 - Experiential Learning (3)
    - SNHU495 - Internship (3)

Grand Total Credits: **12**

# Online Programs

## Psychology (BA) - Child and Adolescent Development (Concentration)

### Description

Psychology majors with a concentration in Child and Adolescent Development learn about how individuals gain skills and knowledge, progress socially, and grow physically from birth to adolescence. With the concentration, students gain the knowledge and skills necessary to work with infants, children and adolescents in a variety of settings and/or continue to graduate school.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - PSY321 - Child Development (3)
    - PSY322 - Adolescent Development (3)
  - 6 credit(s) from the following:
    - PSY201 - Educational Psychology (3)
    - PSY230 - Psychology of Individual Differences and Special Needs (3)
    - PSY314 - Disorders of Childhood and Adolescence (3)
    - PSY315 - Counseling Process and Techniques (3)
    - PSY319 - Social Development: Child and Adolescent (3)
    - PSY335 - Assessment and Testing (3)
    - SNHU290 - Experiential Learning (3)
    - SNHU495 - Internship (3)
  - May also include PSY 291, PSY 443, and PSY 480 in the above selection. These courses are no longer offered or they are only available to University College students, but may be taken in conjunction with the electives currently offered by the College of Online and Continuing Education.

Grand Total Credits: **12**

## Psychology (BA) - Forensic Psychology (Concentration)

### Description

Forensic Psychologists work at the intersection between psychology and law. The Forensic Psychology concentration challenges students to apply their research skills, psychological knowledge, and critical thinking abilities to a variety of issues facing the legal system. Students who concentrate in this area study subjects such as; how psychologists serve as expert witnesses and advisors in courts, motives and patterns of criminal behavior, definitions for insanity, treatment, rehabilitation and assessments used in corrections and in private practice, eyewitness memory, and criminal profiling.

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - PSY205 - Forensic Psychology (3)
    - PSY310 - Criminal Psychology (3)
  - 6 credit(s) from the following:
    - PSY257 - Social Psychology (3)
    - PSY315 - Counseling Process and Techniques (3)
    - SNHU290 - Experiential Learning (3)
    - SNHU495 - Internship (3)
    - SOC324 - Sociology of Crime and Violence (3)
  - NOTE: Students who have completed PSY 355 may not take PSY 257 for credit.

Grand Total Credits: **12**

## Psychology (BA) - Mental Health (Concentration)

### Requirements

Concentration Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - PSY315 - Counseling Process and Techniques (3)
    - PSY335 - Assessment and Testing (3)
  - 3 credit(s) from the following:
    - PSY442 - Community Psychology (3)
    - SNHU495 - Internship (3)
  - 3 credit(s) from within the 100 - 499 range or from the following courses:
    - SNHU290 - Experiential Learning (3)

Grand Total Credits: **12**

## Psychology (BA) - Social Psychology (Concentration)

### Description

The concentration in Social Psychology extends students' expertise in a fundamental area of psychology. It immerses students in specific topics that are at the core of social psychology, including conformity, obedience, attitudes, cross-cultural issues, and influence, among others. The design of the concentration courses assumes a base knowledge from the existing Social Psychology course; each course allows students to delve deeper into the rich body of social psychology knowledge and learn how it applies to contemporary society. This concentration will provide students the skills they need to function practically in the real world and place themselves within the context of their selected field, whether in academia, the private business world, or the public realm. The abilities here will make the student a better researcher, writer, and critical thinker.

### Concentration Outcomes

1. Analyze classic social psychology research studies and their relevance to the individual and group experience in contemporary society
2. Apply specialized knowledge of social psychology concepts toward a critical examination of individual and group behavior
3. Interpret behavior and mental process issues through different societal lenses

### Requirements

Concentration Courses

12 Total Credits

- 12 credit(s) from the following:
  - PSY323 - Psychology of Gender (3)
  - PSY324 - Cross-Cultural Psychology (3)
  - PSY326 - Social Cognition and Perception (3)
  - PSY327 - Social Influence (3)
  - PSY405 - Contemporary Issues in Social Psychology (3)
  - SNHU290 - Experiential Learning (3)
  - SNHU495 - Internship (3)

Grand Total Credits: **12**



# Online Programs

## Psychology (Minor)

### Requirements

Minor Courses

12 Total Credits

- Complete all of the following
  - Complete:
    - PSY108 - Introduction to Psychology (3)
  - 3 of the following:
    - PSY211 - Lifespan Development (3)
    - PSY215 - Abnormal Psychology (3)
    - PSY216 - Psychology of Personality (3)
    - PSY257 - Social Psychology (3)
    - PSY300 - Biopsychology (3)
    - PSY305 - Cognitive Psychology (3)

Electives

3 Total Credits

- 3 credit(s) from subject(s): PSY

Grand Total Credits: **15**

## Psychology (MS)

### Description

The rapidly changing professional landscape of the 21st century has led to a growing demand for individuals with a formal psychology background. Industries such as business, marketing, education, health services, criminal justice, sports management, and information technology are increasingly seeking out individuals with these credentials to help improve performance, motivation, and general well-being within organizations. The Master of Science in Psychology degree extends students' knowledge and expertise in the discipline, effectively preparing them to apply their skills in a wide variety of professions and contexts. Students deepen their understanding in critical areas such as research methods, cognitive psychology, social psychology, personality, learning theory, and ethical practice in psychology. Emphasis is placed on the practical application of psychological research to real world contexts. Students will sharpen and hone their skills as they work through ill-structured case studies relevant to psychological theories and methods. While the Master of Science in Psychology degree does not lead to licensure or certification, students will find both the general psychology program and the concentrations well-aligned with industry standards and expectations. In addition, students will graduate with all of the knowledge and skill necessary for doctoral level coursework.

### Program Outcomes

1. Advocate for and extends psychology's role and responsibility in promoting agency and the psychological well-being of individuals, communities, and organizations
2. Adapt to shifting demands and ill-structured problems by critically evaluating the relevance, priority, and appropriateness of various information and potential courses of action
3. Design, conduct, and evaluate research through the lens of its potential to advance knowledge in psychology as well as the psychological well-being of individuals, communities, and organizations
4. Integrate psychological theories, methods, and research to generate new knowledge and promote agency and the psychological well-being of individuals, communities, and organizations
5. Incorporate empathy, reflectivity, and an appreciation for collaboration and diversity of perspectives into efforts to promote agency and the psychological well-being of individuals, communities, and organizations
6. Protect the integrity and professional responsibility of psychology through the demonstration of ethical comportment in all aspects of the profession

# Online Programs

## **Requirements**

Foundation Courses

0 Total Credits

- Complete:
  - PSY500 - Foundations of Psychology (3)
  - SCS501 - Foundations in Statistics (3)
  - SCS502 - Foundations in Research Methods (3)

Major Courses

24 Total Credits

- Complete:
  - PSY510 - Research Methods in Psychology I (3)
  - PSY520 - Research Methods in Psychology II (3)
  - PSY530 - Social Psychology (3)
  - PSY540 - Cognitive Processes (3)
  - PSY550 - Measurement and Assessment (3)
  - PSY560 - Theories of Personality (3)
  - PSY570 - Ethical Practice in Psychology (3)
  - PSY790 - Capstone in Psychology (3)

Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from PSY within the 500 - 699 range or from the following courses:
  - CJ500 - Critical Issues in the Criminal Justice System (3)
  - CJ530 - Global Terrorism (3)
  - CJ560 - Courts and Judicial Process (3)
  - OL675 - Leadership and Ethics (3)
  - OL676 - Women in Leadership (3)
  - SNHU690 - Internship (3)
  - SPT510 - Sport and Society (3)
  - WCM510 - Negotiation/Advocacy in the Workplace (3)
  - WCM610 - Introduction to Organizational Conflict Management (3)
  - WCM620 - Managing Difficult Conversations at Work (3)

Grand Total Credits: **36**

## **Psychology (MS) - Child and Developmental Psychology (Concentration)**

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - PSY632 - Developmental Psychology (3)
  - PSY634 - Cognitive Neuropsychology (3)
  - PSY636 - Intervention Strategies (3)
  - PSY638 - Child and Developmental Psychology Seminar (3)

Grand Total Credits: **12**

## **Psychology (MS) - Forensic Psychology (Concentration)**

### **Description**

The concentration in Forensic Psychology provides candidates with grounding in the foundations of this field, providing the opportunity to practice and apply their learning, implement theory, and develop useful skills that are work-relevant. It is important to note that this concentration does not lead to licensure or certification in the Forensic Psychology field; however, candidates will be better prepared for pursuing opportunities to provide support within the courtroom as well as pursuing graduate programs and/or future licensing opportunities.

### **Concentration Outcomes**

1. Adapt psychological theories and methods for their appropriate and effective application in forensic psychology settings
2. Evaluate the impact of the law on the field of forensic psychology and the roles of a forensic psychologist

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - PSY545 - Forensic Psychology (3)
  - PSY622 - Assessment for Forensic Psychology (3)
  - PSY624 - Intersection of Law and Psychology (3)
  - PSY626 - Psychology in the Courtroom (3)

Grand Total Credits: **12**

## **Psychology (MS) - Industrial and Organizational Psychology (Concentration)**

### **Requirements**

Concentration Courses

12 Total Credits

- Complete:
  - PSY612 - Motivation in the Workplace (3)
  - PSY614 - Psychology of Leadership (3)
  - PSY616 - Organizational Consulting (3)
  - PSY618 - Seminar in Industrial & Organizational Psychology (3)

Grand Total Credits: **12**

## **Sociology (BA)**

### **Description**

The field of Sociology focuses on studying human group behavior and social patterns, including culture, history, economics, religion, and politics. The sociological perspective examines patterns in areas such as class, gender, race, policy, institutions, mapping the patterns in order to better understand social interaction. This information is invaluable in many settings and therefore graduates work in areas such as community organization, advocacy, conflict resolution, safety and prevention, politics and health. The Sociology degree at Southern New Hampshire University prepares students to enter the field and pursue graduate studies. The application of sociological skills is at the core of the degree program. The uniqueness of the degree is in the option to complete a skill-based concentration that expands the potential jobs for which a graduate can apply. The Sociology core courses and concentration stress the application of sociological theory and application to real world problems through experiential assignments, use of sociological imagination, participant observation and other research skills, and the acquisition of skills in a specialty area.

# Online Programs

## Program Outcomes

1. Analyze group behavior through current and emerging sociological theory for a broader understanding of society
2. Analyze and employ appropriate sociological research to critically assess published research and develop sociological research proposals that address contemporary social issues
3. Evaluate the social construction of realities for their impact on human social interactions and their consequences across cultures
4. Develop sociological questions demonstrating versatility of thought and problem-solving skills in addressing contemporary social issues, employing ethical and professional communication of sociological information
5. Cultivate the sociological perspective in communicating research interests and career goals in the social sciences
6. Analyze social structures and processes within social institutions for recognizing patterns and relationships across cultures

## Requirements

### General Education Courses

42 Total Credits

- Complete all of the following
  - 39 credit(s) from: General Education
  - 1 of the following:
    - MAT133 - Introduction to Statistical Analysis (3)
    - MAT240 - Applied Statistics (3)

### Arts and Sciences Courses

9 Total Credits

- Complete all of the following
  - Complete:
    - GEO200 - World Geography (3)
    - PHL230 - Religions of the World (3)
  - 1 of the following:
    - HIS117 - World Civilizations: Prehistory-1500 (3)
    - HIS118 - World Civilizations: 1500 - Present (3)

### Major Courses

24 Total Credits

- Complete all of the following
  - Complete:
    - SCS224 - Social Science Research Methods (3)
    - SCS444 - Capstone Colloquium (3)
    - SOC112 - Introduction to Sociology (3)
    - SOC213 - Sociology of Social Problems (3)
    - SOC317 - Sociology of the Family (3)
    - SOC325 - Sociological Perspectives (3)
  - 1 of the following:
    - SOC324 - Sociology of Crime and Violence (3)
    - SOC320 - Sociology of Gender (3)
    - SOC330 - Sociology of Minority Relations (3)
  - Complete 1 of the following
    - 3 credit(s) from the following:
      - SNHU290 - Experiential Learning (3)
      - SNHU495 - Internship (3)
    - 3 credit(s) from subject(s): SOC

### Major Electives or choose a Concentration

12 Total Credits

- 12 credit(s) from subject(s): ATH ECO, GEO, HSE, POL, PSY, or SOC

### Free Electives

33 Total Credits

- 33 credit(s).

Grand Total Credits: **120**

## **Sociology (BA) - Community Health (Concentration)**

### **Description**

The Community Health concentration provides students in the Sociology program with the opportunity to apply sociological theories in the assessment of health policies, programs, and interventions that impact various individuals and communities. Students explore communication methods that enable appropriate dissemination of ethically and culturally sensitive health information to a variety of audiences and investigate the impact of communication strategies on health outcomes in relation to the importance of engaging individuals and communities with aspects of public health.

### **Concentration Outcomes**

1. Assess health policies, programs, and interventions, utilizing sociological theory, for their ability to affect change in the health status and social development of individuals and communities
2. Develop effective strategies in communicating ethically and culturally sensitive information that engage individuals and communities in the promotion of health policies, programs, and interventions

### **Requirements**

Concentration Courses  
12 Total Credits

- Complete:
  - IHP200 - Wellness Across the Lifespan (3)
  - PHE330 - Public Health Education and Communication (3)
  - PHE423 - Evaluation Methods in Public Health (3)
  - PHE425 - Programming Planning in Public Health (3)

Grand Total Credits: **12**

## **Sociology (Minor)**

### **Requirements**

Minor Courses  
6 Total Credits

- Complete:
  - SOC112 - Introduction to Sociology (3)
  - SOC213 - Sociology of Social Problems (3)

Electives  
9 Total Credits

- 9 credit(s) from subject(s): SOC

Grand Total Credits: **15**

# Courses

## Accounting

### **ACC201 - Financial Accounting**

#### **Description**

Students will learn the steps of the accounting cycle and how to prepare financial statements in accordance with industry established rules and regulations. Students will develop skills needed to analyze financial accounting information, communicate this information to stakeholders, and understand the accounting procedures that produce this information.

#### **Additional Information**

The goal title associated with this course is Financial Accounting.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ACC202 - Managerial Accounting**

#### **Description**

Students will explore the financial impact of short-term and long-term business decisions. By learning how accounting and other productivity information can be used to assess and improve performance of an organization, managers will be provided the essential information they need to execute growth strategies and select opportunities that create business value.

#### **Additional Information**

The goal title associated with this course is Managerial Accounting.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC201 - Financial Accounting (3)

#### **Academic Level**

Undergraduate

### **ACC307 - Intermediate Accounting I**

#### **Description**

Review introductory concepts including the accounting cycle, journal and adjusting entries. Learn to address more intricate accounting scenarios such as recording more complex financial statement elements. Apply theoretical frameworks and various accounting standards and regulations to the proper preparation of financial statements.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC202 - Managerial Accounting (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **ACC308 - Intermediate Accounting II**

#### **Description**

Apply accounting rules and methodologies for increasingly complex transactions and elements to create more extensive financial statements. Assess a company's financial performance using appropriate ratio analysis to support informed decision making.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC307 - Intermediate Accounting I (3)

#### **Academic Level**

Undergraduate

### **ACC309 - Intermediate Accounting III**

#### **Description**

Examine reporting and disclosure requirements for complex accounting topics. Analyze the financial impact of changes to an organization based on factors such as stock characteristics, comprehensive income and retained earnings, types of leases and post-retirement benefits. Consider correct disclosure for error corrections, accounting changes and adjustments. Gain perspective on communicating financial information to internal and external stakeholders for informing company decisions.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC308 - Intermediate Accounting II (3)

#### **Academic Level**

Undergraduate

### **ACC311 - Cost Accounting**

#### **Description**

Examine the accounting concepts and practices used in the recording, classifying, and reporting of cost data. Analyze the behavior of costs and its use to management in the planning and control process. Examine budgeting, standard cost, job order and process, along with special problems in cost accounting.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **ACC312 - International Managerial Accounting**

#### **Description**

The study of foreign currencies and exchange risk management, global organization and control, planning and performance evaluation in multinational enterprises, multinational taxation, global financial statement analysis, and transparency and disclosure in global environment to gain an appreciation and understanding of international managerial accounting. The above studies will relate to international accounting and reporting considerations, standards, and responsibilities.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC202 - Managerial Accounting (3)

#### **Academic Level**

Undergraduate

### **ACC315 - Accounting Information Systems**

#### **Description**

The course introduces the student to the fundamentals of accounting information systems and how they function within organizations. Students will explore business processes and documentation of internal controls related to accounting systems, as well as features found in accounting applications and software. Students will learn how accounting information systems are used for data analysis and problem solving.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC202 - Managerial Accounting (3)

#### **Academic Level**

Undergraduate

### **ACC325 - Accounting for Nonprofit Organizations**

#### **Description**

Learn how financial information is used to manage and make decisions in a nonprofit organization. Examine generally accepted accounting principles and practices specific to not-for-profit organizations including structure and governance, legal requirements, financial reporting, budgeting, and tax filing.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC202 - Managerial Accounting (3)

#### **Academic Level**

Undergraduate



# Online Programs

## **ACC330 - Federal Taxation I**

### **Description**

Learn about current US tax laws and the Internal Revenue Code (IRC), as well as the relevant source documents, associated with federal tax returns for individuals. Apply the appropriate tax laws as required by law in relation to the specific circumstances and tax liabilities of individuals. Prepare federal tax returns and communicate various tax return information to individuals.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC202 - Managerial Accounting (3)

### **Academic Level**

Undergraduate

## **ACC331 - Federal Taxation II**

### **Description**

A detailed presentation is made of the theory and practice applicable to the preparation of federal income tax returns for S corporations, C corporations and partnerships.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC330 - Federal Taxation I (3)

### **Academic Level**

Undergraduate

## **ACC340 - Controllershship**

### **Description**

This course examines the accounting and interpersonal skills necessary to manage an efficient accounting department. These skills include processing accounting transactions, preparing financial statements, recommending improvement in financial operating policies, and monitoring the financial activities in other departments. Basic areas of subject coverage include cash management, inventory valuation, operating budgeting, taxes, insurance, and capital budgeting. Also included will be the use of electronic spreadsheets for financial analysis, client-server computing applications, target costing, disaster recovery planning, activity based costing, outsourcing, and managing in a growth environment.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC307 - Intermediate Accounting I (3)

### **Academic Level**

Undergraduate

## Online Programs

### **ACC345 - Financial Statement Analysis/ Business Valuation**

#### **Description**

Explore the theories, tools, and techniques used to perform fundamental valuations and analyze publicly traded companies. Evaluate a corporation's future prospects through the computation of free cash flows, interpretation of notes to financial statements, and the integration of information provided in various SEC filings.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC308 - Intermediate Accounting II (3)
  - FIN320 - Principles of Finance (3)

#### **Academic Level**

Undergraduate

### **ACC405 - Advanced Accounting**

#### **Description**

Explore advanced accounting concepts, including consolidations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC309 - Intermediate Accounting III (3)

#### **Academic Level**

Undergraduate

### **ACC411 - Auditing Principles**

#### **Description**

Explore the various assurance services and professional and ethical standards required in auditing. Examine audit programs and procedures, including audit design, testing methods, and strategies for communicating auditing results. Evaluate internal controls employed by organizations to mitigate risk and maintain compliance.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC309 - Intermediate Accounting III (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **ACC421 - Auditing and Forensic Accounting**

#### **Description**

This course focuses on the investigation, detection, documentation, and prevention of accounting frauds, stock frauds, and employee theft and embezzlement. White-collar crime involving fraud has mushroomed. Much of the responsibility for detecting fraud has been assumed by the accounting profession. Accountants need to learn how to investigate and recognize fraud within an organization and how to implement the latest techniques for controlling it.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC308 - Intermediate Accounting II (3)

#### **Academic Level**

Undergraduate

### **ACC423 - Detection/Prevention Fraudulent Financial Statements**

#### **Description**

This second course in forensic accounting and fraud examination examines the various types of fraud and its impact on the financial information presented. This course identifies common fraud schemes and scams. Participants in this course will learn how to review, detect and investigate possible financial statement fraud. Various techniques will be used to explore substantive analytical procedures and to assess the risks of financial statement fraud.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC421 - Auditing and Forensic Accounting (3)

#### **Academic Level**

Undergraduate

### **ACC425 - Interview Techniques/Legal Aspects Fraud**

#### **Description**

This third course in forensic accounting and fraud examination will introduce participants to interview principles and techniques. Participants will be exposed to some of the legal aspects pertaining to the identification and prosecution of fraud.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC423 - Detection/Prevention Fraudulent Financial Statements (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **ACC427 - Investigating with Computers**

#### **Description**

This course focuses on the importance of technology as it relates to modern crime. During the journey of this course, students are presented with topics covering an overview of computer crimes, locations of digital evidence, fundamentals of working with data, an overview of legal aspects of computer crime, and how to present findings at the conclusion of a computer based investigation. Topics include identity theft, the insider threat, locating digital evidence, working with data, legal aspects, and finally presenting investigative findings. Students review case examples of cyber-crime, research relevant current events, and identify best practices when conducting a cyber-investigation.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ACC490 - Accounting Internship**

#### **Description**

This program provides an opportunity for a student to work in public, private or governmental accounting in a supervised and structured work experience.

#### **Credits**

0 - 15

#### **Academic Level**

Undergraduate

### **ACC550 - Cost Accounting**

#### **Description**

This course provides a comprehensive study of the concepts, procedures, and practices of accounting systems that record, classify, and report cost data. These systems are designed to aid in the cost-effective operation of for-profit and non-profit organizations. This course focuses on cost behaviors, alternative cost systems, and accounting tools for planning and control. Additional topics studied would include relevant cost analysis for management decisions, cost/ revenue allocation methods, inventory management, and transfer pricing.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA503 - Financial Reporting and Analysis (3)

#### **Academic Level**

Graduate

# Online Programs

## **ACC610 - Financial Reporting I**

### **Description**

Students will be introduced to foundational financial accounting theories and practices, with emphasis placed on standards and compliance with Generally Accepted Accounting Principles (GAAP). Students will learn to analyze financial statements and accounts for advising stakeholders on related business decisions. Course content will include measurement and reporting of cash and receivables, inventories, assets, and liabilities. This course is the first of three financial reporting foundation courses (ACC610, ACC620, ACC630) in the Accounting program for students without the required foundational knowledge.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA503 - Financial Reporting and Analysis (3)

### **Academic Level**

Graduate

## **ACC620 - Financial Reporting II**

### **Description**

Students will build upon knowledge gained in ACC610. Concepts will be concentrated on additional financial activities and the impact they have on financial statements. These activities will include stockholders' equity, income management, pensions, leases, and statement of cash flows. This course is the second of three financial reporting foundation courses (ACC610, ACC620, ACC630) in the Accounting program for students without the required foundational knowledge.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC610 - Financial Reporting I (3)

### **Academic Level**

Graduate

## **ACC630 - Financial Reporting III**

### **Description**

Students will apply advanced accounting skills by integrating concepts from ACC610 and ACC620. They will analyze reports and develop strategies for common business planning situations related to partnerships, trusts, and consolidations. This course completes the financial reporting foundation courses (ACC610, ACC620, ACC630) in the Accounting program for students without the required foundational knowledge.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC620 - Financial Reporting II (3)

### **Academic Level**

Graduate

# Online Programs

## **ACC640 - Auditing**

### **Description**

This course is a study of the concepts and methods of professional auditing.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC620 - Financial Reporting II (3)

### **Academic Level**

Graduate

## **ACC645 - Advanced Auditing**

### **Description**

This course is designed to introduce the student who is familiar with financial auditing principles to advanced auditing topics including 1) beyond the financial audit, 2) when audits go wrong, and 3) behavioral and ethical concerns for auditors. The course utilizes a combination of case studies, student presentations, and reviews of current auditing research and professional materials to assist students in increasing their knowledge of auditing. This is a reading intensive course.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC620 - Financial Reporting II (3)
  - ACC640 - Auditing (3)

### **Academic Level**

Graduate

## **ACC646 - Introduction to Forensic Accounting/ Fraud Exam**

### **Description**

This course will develop the student's understanding of what forensic accounting and fraud examination is and how it pertains to both civil and criminal matters. The student will gain a basic understanding of the characteristics of fraud, fraud prevention and detection, investigative techniques, asset recovery, and the use of information technology in this interesting and growing profession.

### **Credits**

3

### **Requisites**

- Complete 1 of the following
  - UG Accounting degree, 2 years accounting experience in the field, or acceptance into a Forensic program or concentration.
  - Complete:
    - ACC620 - Financial Reporting II (3)
    - ACC640 - Auditing (3)

### **Academic Level**

Graduate

# Online Programs

## **ACC660 - Controllership**

### **Description**

This comprehensive course is designed to help financial managers master the technical, financial, accounting and people management skills necessary for the job of a corporate controller.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC550 - Cost Accounting (3)
  - ACC620 - Financial Reporting II (3)

### **Academic Level**

Graduate

## **ACC665 - Governmental and Non-Profit Accounting**

### **Description**

Learn to apply procedures in accounting, financial reporting and budgeting for governmental and non-profit organizations. Prepare, analyze, and interpret these entities' financial statements. Gain experience in how to record assets, liabilities, equity, revenue, and expenditures based on standards set by the Governmental Accounting Standards Board.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA503 - Financial Reporting and Analysis (3)

### **Academic Level**

Graduate

## **ACC675 - Control/Audit of Accounting Info System**

### **Description**

New auditing and quality control standards adopted by the PCAOB and the AICPA require auditors to have adequate technical training and must understand the role information technologies play in the maintenance and effective internal control of financial information. Knowledge of EDP auditing and control is particularly important in complying with Section 404 of Sarbanes-Oxley (SOX), which requires auditors to attest to the standards of internal control and any material weaknesses disclosed by senior management. This course will give auditors the knowledge they need to comply with SOX Section 404 by allowing them to test the process rather than just the product of the financial information system. Select curricular standards set by ISACA will be addressed to assess and to improve auditing and internal control practices.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC620 - Financial Reporting II (3)
  - ACC640 - Auditing (3)

### **Academic Level**

Graduate

# Online Programs

## **ACC680 - International Accounting**

### **Description**

This course focuses on accounting in the global marketplace and reviews international accounting standards for financial reporting and introduces and compares taxation and financial and managerial accounting issues in the international environment. NOTE: ACC 680 can be used as an international business elective.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC550 - Cost Accounting (3)

### **Academic Level**

Graduate

## **ACC690 - Advanced Topics in Financial Reporting**

### **Description**

Students will utilize acquired accounting skills through statement preparation and analysis of business planning for advanced topics. Relevant themes prepare learners for roles that manage U.S. Securities and Exchange Commission reporting, corporations in financial difficulty, foreign currency transactions, and government and nonprofit accounting. Emphasis will be placed on reporting standards and requirements outlined by governing bodies.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC630 - Financial Reporting III (3)

### **Academic Level**

Graduate

## **ACC691 - Detection and Prevention of Fraudulent Financial Statements**

### **Description**

This second course in forensic accounting and fraud examination examines the various types of fraud and its impact on the financial information presented. The objective of this course is to identify common fraud schemes and scams. Participants in this course will learn how to review, detect, and investigate possible financial statement fraud by addressing such topics as income smoothing, off balance sheet financing, fictitious sales/revenue, and understatement of liabilities, just to name a few. Various techniques will be used to explore substantive analytical procedures to assess the risks of financial statement fraud.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC646 - Introduction to Forensic Accounting/ Fraud Exam (3)

### **Academic Level**

Graduate



## Online Programs

### **ACC692 - Interview Techniques/Legal Aspects of Fraud**

#### **Description**

This third course in forensic accounting and fraud examination will acquaint the participant with interview principles and techniques. Additionally, the participant will be exposed to some of the legal aspects pertaining to the identification and prosecution of fraud.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC691 - Detection and Prevention of Fraudulent Financial Statements (3)

#### **Academic Level**

Graduate

### **ACC693 - Investigating with Computers**

#### **Description**

This fourth course in the Graduate Certificate will provide guidance and knowledge for conducting investigations via machine. The skills of the participant in this course will be strengthened in such areas as identification of the types of public records available to investigate; how to access the public records through databases; navigation of the Internet to find useful material; the use of fraud-related software packages to detect and investigate possible fraudulent activities; and the use of data analysis programs and spreadsheets to detect fraud.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC646 - Introduction to Forensic Accounting/ Fraud Exam (3)
  - ACC691 - Detection and Prevention of Fraudulent Financial Statements (3)
  - ACC692 - Interview Techniques/Legal Aspects of Fraud (3)

#### **Academic Level**

Graduate

### **ACC695 - Seminar in Audit and Information Assurance**

#### **Description**

This course is designed to deepen your conceptual understanding of the function of auditing and information assurance and provide you with a framework for analyzing contemporary accounting issues.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC645 - Advanced Auditing (3)
  - ACC646 - Introduction to Forensic Accounting/ Fraud Exam (3)
  - ACC691 - Detection and Prevention of Fraudulent Financial Statements (3)

#### **Academic Level**

Graduate

## Online Programs

### **ACC696 - Situational Ethics in Accounting**

#### **Description**

This course deals with the application of academic research related to ethical decision making, identifying evolving ethical issues in the accounting and business environment, and evaluating and applying theories of ethics and justice. Students will be exposed to ethical situations affecting the accounting and business environments to gain a solid foundation on which to address possible circumstances they may face as accounting professionals.

#### **Credits**

3

#### **Academic Level**

Graduate

### **ACC700 - Accounting Capstone**

#### **Description**

This capstone course is the culminating experience for the M.S. in Accounting program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ACC675 - Control/Audit of Accounting Info System (3)
    - ACC690 - Advanced Topics in Financial Reporting (3)
    - TAX655 - Federal Income Tax of Corporations and Partnerships (3)
  - 30 credit(s).

#### **Academic Level**

Graduate

### **ACC710 - Accounting Internship**

#### **Description**

This course is to enable the School of Business graduate students to gain valuable work experience within the field of Accounting. The objective is give the students an opportunity for practical application of Accounting business concepts/practices learned in classes and complement the course work taken. Secondly, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field and build references for future employment. Each intern will work in a career-related position during the academic term for which the student is enrolled for the internship - completing a minimum of 150 hours on the job per 3 credits.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 18 credit(s).
  - Earned a minimum cumulative GPA of 3
  - Grad Internship only
  - Instructor approval to register
  - CDC approval to register

#### **Academic Level**

Graduate

## Advertising

### **ADV263 - Advertising Copy and Design**

#### **Description**

This course focuses on the creative end of advertising, including the actual presentation of advertisements. Harmony, consistency and effective use of colors, headlines, subheadlines, borders and amplification of the features, as well as advantages and benefits of the product/service, are emphasized. Students will be familiar with the creative competencies and skills needed in the formulation of effective campaigns in various media.

#### **Additional Information**

The goal name associated with this course is Advertising Communications

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ADV340 - Advertising Media Planning**

#### **Description**

This course addresses the connection between media and markets from a quantitative perspective. Students learn to read and understand available statistical tools providing measurement data of media audiences and media usage patterns. The course covers media selection criteria, such as effective reach and frequency, cost per thousand and cost per rating point, weighting, and continuity patterns. Students also become cognizant of the impact of a firm's corporate strategies, particularly the marketing and financial strategies, on media planning. Lastly, the course considers the strategic issues of fragmentation and selectivity as new technology and methods of reaching target markets emerge. Writing intensive course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT229 - Principles of Integrated Marketing Communications (3)

#### **Academic Level**

Undergraduate

### **ADV428 - Promotional Research & Media Management**

#### **Description**

This course applies marketing research techniques to the field of promotion. Topics covered include research for promotional campaigns and a survey of the research companies and reports used in evaluating the success of the promotional effort.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **ADV429 - Advertising Campaigns**

#### **Description**

This advanced course in advertising and promotion includes the application of marketing strategies and theories and the development of a complete, multimedia advertising campaign. Aspects covered include gathering primary and secondary marketing research data, establishing an integrated marketing strategy plan, developing creative exhibits in the strategy print and broadcast media and constructing a media traffic plan.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT229 - Principles of Integrated Marketing Communications (3)
  - COM230 - Graphics and Layout in Print Media (3)

#### **Academic Level**

Undergraduate

### **ADV462 - Advertising Account Executive Seminar**

#### **Description**

This course focuses on the business, management and sales aspects of the advertising field. Students will learn about the selling and marketing of advertising campaigns and obtain the management skills and competencies that are needed to implement effective advertising planning. Students will be familiar with the roles and responsibilities of executive producers and account executives in sales and management. This is a third-year course in the marketing program.

#### **Credits**

3

#### **Academic Level**

Undergraduate

---

## Anthropology

### **ATH101 - The Human Experience: Introduction to Anthropology**

#### **Description**

Anthropologists seek to answer the questions of what it means to be human and how cultures shape societies. Anthropology is composed of four main fields-physical anthropology, cultural anthropology, linguistics, and archaeological anthropology-from which culture is examined. This course will introduce students to the anthropological study of cultures, including comparing and contrasting social relationships and belief systems in different cultural settings. Concepts learned in this course will then be used to understand contemporary world views.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **ATH111 - Introduction to Cultural Anthropology**

#### **Description**

This course is the study of preliterate and changing societies that emphasizes social organization and cultural aspects.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ATH205 - Discovering the Past: Foundations in Archaeology**

#### **Description**

Archaeological anthropologists seek to discover and learn from what we know about people and cultures that lived long ago. Artifacts and environmental modifications have left behind traces that tell us about their culture and their lives. In this course students will learn about survey techniques, culture change, dating methods, and the reconstruction of economic, social and religious practices of prehistoric societies. Archaeologists often collaborate with scientists from other disciplines to learn about the past. Students will explore what archaeologists hope to learn and how they study the past to inform the present.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ATH101 - The Human Experience: Introduction to Anthropology (3)

#### **Academic Level**

Undergraduate

### **ATH210 - Human Origins and Evolution: Biological Anthropology**

#### **Description**

This course provides an introduction to biological anthropology which explores the evolution of the human species, as well as the biology of contemporary humans and their non-human primate relatives. Students will explore evolutionary theory and mechanisms, the fossil record of human evolution, and modern humans' adaptation to their environments. Basic concepts of genetics, geology, paleontology, comparative anatomy, and primate biology provide the foundation for understanding humanity from a biological anthropological standpoint.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ATH101 - The Human Experience: Introduction to Anthropology (3)
  - GEO200 - World Geography (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **ATH315 - Anthropology in the Contemporary World**

#### **Description**

Anthropologists utilize an anthropological view to improve human lives. The purpose of this course is to allow students to discover the role of culture in contemporary problems, and to identify anthropological methods for creating positive, sustainable, and minimally biased change. The course will include a review of the history of anthropology and the current state of the field.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ATH101 - The Human Experience: Introduction to Anthropology (3)
  - ATH111 - Introduction to Cultural Anthropology (3)

#### **Academic Level**

Undergraduate

### **ATH320 - Who Owns Culture? Ethics in Anthropology**

#### **Description**

This course examines an anthropological understanding and knowledge of different models of ethical decision-making in applied and theory based contexts. Students will learn to identify the concepts of morality and ethical reasoning using the three main traditions of Western philosophy. Ethical decision-making will be explored in the context of current issues, taking into account the four fields of anthropology.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ATH101 - The Human Experience: Introduction to Anthropology (3)
  - ENG123 - English Composition II (3)
  - PHL111 - Introduction to Critical Thinking (3)

#### **Academic Level**

Undergraduate

### **ATH489 - Capstone in Anthropology**

#### **Description**

This capstone course is the culminating experience for the B.A. in Anthropology program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- 111 credit(s).

#### **Academic Level**

Undergraduate

# Online Programs

## **BMB515 - Music Business Structure and Strategies**

### **Description**

This course provides an in depth look at the structure of the evolving music business and strategies for creating successful business models. It will guide students through the critical areas of the music industry, including publishing and licensing; marketing, promotion, and retail; proper utilization of free music; fan funding and other forms of creative revenue for musicians; and new business opportunities. By the end of this course, students will have a deep understanding of the pressing issues that all musicians, music industry entrepreneurs, managers, and other music business professionals face in the main segments of the music industry, and how to leverage opportunities that the new business provides. This course is offered through Berklee Online.

### **Credits**

3

### **Requisites**

- Must be enrolled in MBA Music Business program.

### **Academic Level**

Graduate

## **BMB630 - Music Marketing Strategies**

### **Description**

This course takes an in depth look at the tools and emerging technologies used to generate interest in music, acquire new fans, and sell music. The course begins with an introduction to online music marketing - the opportunities available, case studies on how artists are generating interest online, ways to optimize the fan experience, and the major differences between online and physical marketing campaigns. The course examines effective pricing models, third-party distribution options, and product techniques designed to reward fans, while helping to generate a higher net margin. By the end of the course, students produce a fully timed, integrated, and optimized marketing plan that builds up digital touch points, generates interest, and sells music online. This course is offered through Berklee Online.

### **Credits**

3

### **Requisites**

- Must be enrolled in MBA Music Business program.

### **Academic Level**

Graduate

## **BMB655 - Music Business Finance**

### **Description**

In this course, students learn to apply critical tools of financial analysis to leverage talent, assess the potential of music enterprises, and drive new music businesses. The course explores nontraditional forms of music funding, such as venture capital and crowdfunding opportunities like Kickstarter. The course includes three components, roughly equally weighted in time spent per week: 1- financial calculations - music and business examples, 2- money, markets, and the music business, and 3- funding music. This course is offered through Berklee Online.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Must be enrolled in MBA Music Business program.
  - Complete:
    - MBA520 - Accounting and Financial Analysis (3)

### **Academic Level**

Graduate

## Online Programs

### **BMB670 - Music Business Leadership and Ethics**

#### **Description**

Leadership, decision-making, and ethics represent vital foundations for business professionals in the music industry. The course examines the characteristics of notable leaders, leadership approaches, and music industry leadership scenarios. It explores ethics from a wide variety of industries to gain an understanding about why ethical choices are important, and analyzes current issues affecting the music industry, such as the treatment of artists, intellectual property rights, revenue sharing, and digital media and distribution. Students will apply specific decision-making approaches and ethical frameworks toward projects that mirror the real world. They will create a blueprint for sound decision-making, effective leadership, organizational planning, and ethical awareness that they can immediately apply toward advancing their careers. This course is offered through Berklee Online.

#### **Credits**

3

#### **Requisites**

- Must be enrolled in MBA Music Business program.

#### **Academic Level**

Graduate

---

## Biology

### **BIO120 - General Biology I**

#### **Description**

General biology course that includes mammalian cell structure and function, cellular reproduction and physiology, and Mendelian genetics. Laboratory exercises (BIO 120L) to follow lecture topics.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **BIO120L - General Biology I Lab**

#### **Description**

Laboratory course to follow topics presented in BIO 120.

#### **Credits**

1

#### **Requisites**

- Complete or concurrently enroll in:
  - BIO120 - General Biology I (3)

#### **Academic Level**

Undergraduate



## Online Programs

### **BIO205 - Human Anatomy and Physiology I**

#### **Description**

BIO 205 Human Anatomy and Physiology I is the first of two courses examining the structure, function, and interdependence of human body systems. The course begins at the cellular and molecular levels with a concentration on the organization of the human body as a symbiotic system. The integumentary, skeletal, muscular, and nervous systems provide focal points for case studies and discussions throughout the term. The laboratory component allows the student to integrate and apply theory based knowledge from the course to simulations and critical appraisal exercises.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **BIO210 - Introduction to Anatomy and Physiology**

#### **Description**

Discussion/comparison of the principles of mammalian form and function. Includes molecular and cellular mechanisms of major processes (such as muscle contraction, neural transmission, and signal transduction) and examines the structure and function of the 11 organ systems of the human body. Laboratory exercises (BIO-210L) to follow lecture topics.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **BIO211 - Human Anatomy and Physiology II**

#### **Description**

BIO 211 Human Anatomy and Physiology II is the second of two courses examining the structure, function, and interdependence of human body systems. The course covers endocrine, circulatory, immune, respiratory, digestive, excretory, and reproductive systems. The laboratory component allows the student to integrate and apply theory based knowledge from the course to simulations and critical appraisal exercises.

#### **Credits**

3

#### **Requisites**

- Complete:
  - BIO205 - Human Anatomy and Physiology I (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **BIO212 - Microbiology**

### **Description**

Microbiology focuses on the impact of pathogenic organisms and their role in immunology and disease. Course content will focus on the etiology of microbial infections, the interaction between microbe and host, and preventive measures. Students will participate in simulations that will provide clarity into the symptomatology, etiology, pathogenesis, epidemiology, prevention and best practices in the treatments of infectious diseases.

### **Credits**

3

### **Requisites**

- Complete:
  - BIO205 - Human Anatomy and Physiology I (3)
  - BIO211 - Human Anatomy and Physiology II (3)

### **Academic Level**

Undergraduate

## **BIO315 - Ecological Principles and Field Methods**

### **Description**

This course introduces students to the principles of ecology and practical methods used in the field. Students will explore theoretical topics in the ecological systems including the level of the population, community and ecosystem; energy flow and biogeochemical cycles; and the concept of sustainability. Students will read literature and conduct research projects in the field and will use critical thinking to evaluate research, design studies, present findings and debate on the issues.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENV101 - Environmental Science (3)
  - SCI219 - Environmental Issues (3)

### **Academic Level**

Undergraduate

## **BIO330 - Conservation Biology**

### **Description**

This course will focus on the importance of biodiversity. Currently, we are experiencing an unprecedented loss in species; losing, on average, two species a day. Unlike past mass extinctions humans are largely responsible. Following the Society of Conservation Biology's guidelines for conservation literacy, this course will investigate how we can apply biological principals to reverse trends in species loss. We will focus on case studies to develop our understanding of what maintains, reduces, and restores biodiversity. The course will be organized into three sections 1) history and value of conservation biology, 2) threats to biodiversity, and 3) approaches to solving conservation problems.

### **Credits**

3

### **Requisites**

- Complete 1 of the following
  - Permission of instructor
  - 1 of the following:
    - ENV101 - Environmental Science (3)
    - SCI219 - Environmental Issues (3)
    - SCI220 - Energy and Society (3)

### **Academic Level**

Undergraduate

## Business

### **BUS206 - Business Law I**

#### **Description**

Students will examine the background, foundation, and ethical aspects of the United States' legal system as it applies to business organizations. Students will also learn the impact of torts, product liability, criminal law, contracts, sales, business organizations, and agency and cyber law in a business setting.

#### **Additional Information**

The goal name associated with this course is Business Law

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **BUS210 - Managing and Leading in Business**

#### **Description**

Students will explore leadership and management theories and how to incorporate them in one's own personal style for effective contribution and collaboration in diverse team environments, and learn about the skills necessary to lead in various organizational structures and areas of business. Students will also examine how the functional areas of business are interrelated and work together in organizations.

#### **Additional Information**

The goal title associated with this course is Managing and Leading in Business.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **BUS225 - Critical Business Skills for Success**

#### **Description**

Students will learn the critical business skills required for successful leadership and management in organizations. By applying business research skills and data analysis, students will solve problems and support business decisions. Students will also explore various techniques and forms of professional communications and their uses in business contexts.

#### **Additional Information**

The goal title associated with this course is Critical Business Skills for Success

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MAT240 - Applied Statistics (3)
  - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **BUS250 - Legal Implications of Vendor Partnership**

#### **Description**

Explore copyright and intellectual property, licensing rights and user capabilities, vendor relations, and critical thinking techniques. Examine the importance of vendor partnerships to create, deliver, install, maintain, or support critical components. Learn about the the vendor expectations created and addressed within contractual agreements.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **BUS290 - Experiential Learning for Business**

#### **Description**

Clarify career goals and enhance current skills through experiential learning. Develop knowledge applied in authentic business situations to be better prepared for the competitive job market.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **BUS307 - Business Law II**

#### **Description**

The study begun in Business Law I continues as the topics of commercial paper, real and personal property, creditors' rights and bankruptcy, agency, business organizations, estate planning and government regulation of business are explored.

#### **Credits**

3

#### **Requisites**

- Complete:
  - BUS206 - Business Law I (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **BUS400 - Driving Business Opportunities**

#### **Description**

Students will examine the process of formulating strategic plans and maximizing organizational potential, and explore ways in which organizational and external risk and growth opportunities impact strategy. Students will also evaluate the potential of business decisions in relation to gaining a competitive advantage and defend the ways in which strategic decisions align with organizational goals.

#### **Additional Information**

The goal title associated with this course is Driving Business Opportunities.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC201 - Financial Accounting (3)
  - ACC202 - Managerial Accounting (3)
  - BUS210 - Managing and Leading in Business (3)
  - BUS225 - Critical Business Skills for Success (3)
  - BUS206 - Business Law I (3)
  - FIN320 - Principles of Finance (3)
  - INT220 - Global Dimensions in Business (3)
  - MKT205 - Applied Marketing Strategies (3)
  - QSO321 - People, Planet, and Profit (3)

#### **Academic Level**

Undergraduate

### **BUS490 - Business Internship**

#### **Description**

The primary goal of the internship experience is to expose students to actual practices in the world of work outside of the classroom, to relate this experience to academic course work and to synthesize the two in a practical application of knowledge in an experiential setting. Secondly, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field and build references for future employment. Each intern will work in a career-related position during the academic term for which the student is enrolled for the internship completing a minimum of 150 hours on the job per 3 credits. This is an elective internship course intended for College of Online and Continuing Education students who do not have a required internship as part of their program.

#### **Credits**

3

#### **Academic Level**

Undergraduate

---

## Chemistry

## Online Programs

### **CHM101 - Fundamentals of Chemistry**

#### **Description**

An introductory, general education course for the non-science major emphasizing the contribution of chemistry in our everyday lives. This course will enable students to look at various aspects of the world around them through the lens of chemistry. It will introduce basic concepts and applications of chemistry as well as chemical topics and their relationship to matters of societal concern.

#### **Credits**

3

#### **Requisites**

- Must be admitted to Environmental Science or Geoscience program.

#### **Academic Level**

Undergraduate

### **CHM101L - Fundamentals of Chemistry Lab**

#### **Description**

This course will use laboratory techniques to study the fundamental principles of chemistry. Topics such as the mole, chemical equilibria, chemical and physical properties, solutions, kinetics, etc., will all be covered along with other topics important to chemistry.

#### **Credits**

1

#### **Requisites**

- Complete all of the following
  - Must be admitted to Environmental Science or Geoscience program.
  - Complete or concurrently enroll in:
    - CHM101 - Fundamentals of Chemistry (3)

#### **Academic Level**

Undergraduate

---

## Communication

### **COM126 - Introduction to Mass Communication**

#### **Description**

This communications survey course covers mass media, culture, and society. The course focuses on how and why the US media operate as they do, as well as on how media performance might be improved.

#### **Additional Information**

The goal name associated with this course is The Communication Profession

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **COM127 - Introduction to Communication**

### **Description**

In this course, students will explore the history and development of the communication profession in the context of current business environments. They will also examine how contemporary communication issues and problems are addressed in various contexts. Additionally, they will learn how theory impacts the daily work of a communication professional in an ever-changing discipline.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **COM128 - Language and Practice of Media Arts**

### **Description**

This is an introduction to the practice of media production and the study of visual media literacy. The course examines the fundamental components and structure of moving image texts, explores how dynamic relationships between those elements convey meaning, and then exercise that knowledge through media production. Production design, language, technology, and methods will be discussed enabling all students in the class to have a common language of image analysis and creation. Readings and discussions on topics such as cinematography, narrative meaning, image and sound design, editing, genres, and culture will be included. Creative interpretative and expression of ideas will be exercised in the production of media.

### **Credits**

3

### **Academic Level**

Undergraduate

## **COM130 - Media Communication and Visual Literacy**

### **Description**

Examine the concept of media literacy. Practice deconstructing media messages to recognize their potential effect. Understand how media literacy is associated with an individual's role as a consumer of and participant in media.

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **COM212 - Public Speaking**

### **Description**

This course is designed to help students develop abilities, including organization and delivery skills, for all speaking situations. The evaluation and improvement of voice, diction, articulation and posture also are studied. May not be used as literature elective.

### **Additional Information**

The goal name associated with this course is Public Speaking

### **Credits**

3

### **Academic Level**

Undergraduate

## **COM213 - Public Speaking and Presentation Skills**

### **Description**

In this course, students will develop the public speaking and presentation skills needed for the creation and dissemination of communication messages across various channels, for various purposes, and aimed at various audiences. They will create and refine communication messages based on various criteria, including the relevancy of sources and information, business and organizational goals, formats of various media channels, as well as the needs and requirements of various audiences. Students will also deliver communication messages and projects to various stakeholders, both internal and external to an organization, through the successful implementation of their public speaking and presentation skills.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **COM225 - Communication with Diverse Audiences**

### **Description**

In this course, students will learn how to create and direct messages and projects toward targeted audiences. They will collect and analyze various data and information that inform the development of messages and projects, particularly in relation to the targeting of specific audiences. Students will also employ an intercultural awareness and sensitivity to the creation and revision of messages and projects directed towards various targeted audiences.

### **Additional Information**

The goal name associated with this course is Know Your Audience

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate



# Online Programs

## **COM227 - Public Relations**

### **Description**

This course introduces students to the theory and practice of public relations in the United States. Students study the major figures in this field as well as organizations, their behavior, and the relationships between organizations and their publics.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **COM229 - Visual Communication and Design**

### **Description**

In this course, students will apply fundamental design principles and communication technologies to the creation and dissemination of messages across multiple formats and channels. Students will also analyze the effectiveness of communication messages and projects in relation to their use of basic design principles and technologies, as well as to their alignment to project goals.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **COM230 - Graphics and Layout in Print Media**

### **Description**

This course is an introduction to the principles and practices of graphic design. Students are introduced through lecture, demonstration and hands-on computer work to the basic elements of graphic visual communication. Adobe Illustrator is used as a primary tool in exploring visual perception through a variety of creative exercises that familiarize the student with basic visual principles such as figure/ground manipulation, shape grouping, letterform shape creation, and grid and system creation. Formal elements of graphic design such as line, shape, color, texture, pattern, balance, symmetry, rhythm, space and unity are thoroughly explored by example and hands-on computer exercises; special topics included are: designing with type, layout strategies, logo design, symbol and pictogram development and stationery systems.

### **Additional Information**

The goal name associated with this course is Visual Communication and Design

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **COM232 - Desktop Publishing**

### **Description**

This course is an introduction to the software application Adobe InDesign designed for the novice user. Students are introduced to the creative and practical aspects of the desktop publishing program that is considered indispensable in the contemporary communications and design industries. This course is based on a series of introductory exercises and a regimen of hands-on practice that teaches software and design skills; students learn how to combine the use of professional graphic design and word-processing software applications.

### **Credits**

3

### **Requisites**

- Complete:
  - COM230 - Graphics and Layout in Print Media (3)

### **Academic Level**

Undergraduate

## **COM235 - Multimedia Journalism**

### **Description**

This writing practicum introduces students to writing for print and electronic media under deadline. Gathering information by using records, documents, observation, interviewing, and the Internet. Emphasis on library resources, electronic databases, and current events. Basic style and editing based on AP Stylebook and Libel Manual and AP Broadcast News Handbook.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **COM310 - Social Media**

### **Description**

The possibilities and dangers of social media increase daily. This course explores the history, technology, impact, and strategies of social media. Students will examine the uses of social media for business, personal branding, community building, journalism, affecting change, and marketing communications. The course provides hands-on experience with the most current technology.

### **Additional Information**

The goal name associated with this course is Social Media

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## Online Programs

### **COM311 - Social Media Strategy**

#### **Description**

In this course, students will develop social media strategies as a means of communicating various messages to diverse, targeted audiences, and across multiple social media platforms. They will analyze and integrate information and feedback from social media metrics to make appropriate adjustments and refinements to social media messages. Additionally, students will leverage fundamental social media marketing strategy concepts to create engaging content and communications.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

### **COM312 - Crisis Communication**

#### **Description**

In this course, students will learn how to develop crisis communication plans to mitigate against unexpected obstacles and challenges in the execution of communication projects. They will manage crisis situations through the application of communication best practices. Students will also collaborate and debrief with various stakeholders to assess the effectiveness of crisis communication plans and responses.

#### **Additional Information**

The goal name associated with this course is Crisis Communications

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM127 - Introduction to Communication (3)

#### **Academic Level**

Undergraduate

### **COM315 - Communication in the Digital Age**

#### **Description**

Contemporary relationships exist across space and time in ways that are continually transforming through computer-mediated and digital communication. Social networking, chat, email, online gaming, and online dating present new challenges for how and why we engage and enter relationships with others. This course examines the foundations of interpersonal communication in light of digital (new) media, evaluating the effect that mediated communication has on relational strategies. Students will evaluate communication behaviors across multiple digital mediums and examine concepts related to relational development, maintenance, and deterioration, interpersonal conflict, nonverbal communication, and identity and culture.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **COM320 - Exploring World Cultures/Mass Media**

#### **Description**

This course seeks to expand global cultural understanding and communication by examining pop culture and media systems in various countries. Students will have the opportunity to expand their cultural perspective by exploring music, film, television, radio, print media, technology, and urban and youth culture. Topics will include media imports and exports, media audiences, media financing and regulation, media research and reporting, media effects, media ethics, meaning and communication through media, and intercultural communication. In lieu of a text students will use extensive Internet research, personal interviews, podcasts, discussion boards, various supplemental material, and independent cultural exploration. Classes will consist of brief lectures, discussion, viewing of media, and in-class research and projects.

#### **Additional Information**

The goal name associated with this course is Global and Intercultural Communication

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG123 - English Composition II (3)
  - 1 of the following:
    - COM126 - Introduction to Mass Communication (3)
    - COM130 - Media Communication and Visual Literacy (3)

#### **Academic Level**

Undergraduate

### **COM321 - Global Communication**

#### **Description**

In this course, students will critically engage with the issues and problems surrounding globalization and the production, distribution, and consumption of various global communications. They will apply an understanding of and sensitivity to various cultural, social, political, and economical issues to the analysis and creation of global and intercultural communications. Additionally, students will leverage the principles of global citizenship when interacting with various forms of global and intercultural communications.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM127 - Introduction to Communication (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **COM322 - Advanced Public Speaking**

#### **Description**

This course provides students with the skills to produce effective oral presentations in professional contexts. The course includes formal individual speeches as well as interactive and group presentations. It is run as a seminar to provide students with experience as moderators.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

### **COM325 - Editing for Media and Publication**

#### **Description**

The role of the editor in today's media and publication industries has been transformed by the convergence of technological advances and delivery manner. Whether it is in news operations, public relations, advertising, or book publication, the traditional copy editor has merged with the content editor. This course provides both the foundational skills in basic language editing and the practical competencies associated with editing content for new media (including visual literacy, headlines, typography, and search optimization).

#### **Additional Information**

The goal name associated with this course is Critical Media Consumption

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **COM326 - Strategic Storytelling**

#### **Description**

In this course, students will examine the role of communication messages as a form of strategic storytelling for entertainment and informational purposes. They will analyze how culture influences, and is influenced by, the creation and consumption of communication messages. Students will also apply storytelling concepts in the creation and dissemination of communication messages for various purposes.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM225 - Communication with Diverse Audiences (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **COM327 - Screenwriting for Media Arts**

#### **Description**

This course is designed to teach students the fundamentals of screenwriting for short narrative and commercial projects. Students will analyze screenplays and scripts, and then learn basic screenwriting concepts and tools. Students will be attending lectures and film screenings, completing in-class writing exercises and proposals, providing valuable critique to their colleagues, and completing at least one treatment, pitch and screenplay.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

### **COM329 - New Media Technologies**

#### **Description**

This course examines the role of new media in contemporary society and the evolution of media technologies in economics, politics, marketing, business, relationships, and journalism. Students will utilize and practice with various new media tools and platforms for both personal and professional contexts. The course focuses on both the practical skills and the theoretical foundations of new media, asking students to demonstrate proficiency in these platforms while understanding the implications for communication practice.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **COM336 - Electronic Public Relations**

#### **Description**

This course provides a focused overview of electronic public relations applications and presents guidelines for using electronic technologies for public relations purposes. Students will learn to reach various publics through public service announcements, video news releases and satellite media tours. Students will also learn how to reach media, government, consumers, employees and management effectively by applying electronic media technologies.

#### **Additional Information**

Offered as needed.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM227 - Public Relations (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **COM340 - Writing for Public Relations**

#### **Description**

Survey course requiring copywriting in public communication formats, including news releases, features, editorials, brochures, executive summaries, company profiles, newsletters and annual report copy.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

### **COM341 - Technical Writing**

#### **Description**

This course trains students to produce documents of a technical nature commonly found in a business context. Students are required to prepare a variety of technical reports, including audits, technical manuals and feasibility studies.

#### **Additional Information**

The goal name associated with this course is Technical Writing

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **COM342 - Writing for the Computer Industry**

#### **Description**

This course is designed to increase the students' ability to communicate high-tech information and to apply the technical writing process to the computer industry. The course focuses on techniques for creating documentation with attention to formatting, graphic design and text organization.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM343 - Technical Writing Communication (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **COM343 - Technical Writing Communication**

#### **Description**

In this course, students will create written technical communications that align to stakeholder requirements and project plans. In order to do so, they will synthesize complex technical information through collaboration with clients, internal and external stakeholders, and subject matter experts. Students will also assess technical communications and project plans for their alignment to stated stakeholder requirements and targeted project goals.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **COM405 - Personal Brand Communications**

#### **Description**

In this course, students will explore the role of personal branding for communication professionals in the context of various communication projects. They will apply principles of emotional intelligence and team dynamics in the collaboration and execution of communication projects. Students will also integrate successful business practices and critical communication dispositions in the creation of a personal brand.

#### **Additional Information**

The goal name associated with this course is Defining and Communication Your Professional Persona

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM311 - Social Media Strategy (3)

#### **Academic Level**

Undergraduate

### **COM413 - Management of Communication Projects**

#### **Description**

In this course, students will apply various leadership and management strategies in the execution of communication projects. Additionally, they will develop and leverage fundamental business and project management skills to ensure that projects align with and meet stakeholder requirements and goals, budgets, and timelines.

#### **Additional Information**

The goal name associated with this course is Communication Management and Leadership

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM311 - Social Media Strategy (3)

#### **Academic Level**

Undergraduate



# Online Programs

## **COM430 - Organizational Communications**

### **Description**

This course gives students the opportunity to develop skills, knowledge, and philosophies in organizational communication through lectures, research, readings, discussions, application, and written assignments. Emphasis is placed on verbal and nonverbal communication, cultural communication, interpersonal relationships within organizations, and dealing with the future and change.

### **Additional Information**

The goal name associated with this course is Defining and Communicating a Brand

### **Credits**

3

### **Requisites**

- Complete:
  - COM213 - Public Speaking and Presentation Skills (3)

### **Academic Level**

Undergraduate

## **COM431 - Organizational Branding**

### **Description**

In this course, students will examine how organizations brand themselves, as well as the role of branding in creating and disseminating communications. They will evaluate how audience needs and internal and external stakeholder requirements impact the development and maintenance of an organization's brand. Students will also gain hands-on experience in creating, building, and maintaining a brand.

### **Credits**

3

### **Requisites**

- Complete:
  - COM311 - Social Media Strategy (3)

### **Academic Level**

Undergraduate

## **COM435 - Feature Writing**

### **Description**

This course is for students who want to explore feature writing as a means of improving their research and writing skills or to pursue a print journalism focus in the communication major. Students will learn how to develop and organize ideas, adapt their writing for specific audiences and revise and polish their prose style.

### **Credits**

3

### **Requisites**

- Complete:
  - COM235 - Multimedia Journalism (3)

### **Academic Level**

Undergraduate

# Online Programs

## **COM445 - Writing for New Media**

### **Description**

This course is an advanced writing experience that focuses on the content-development skills critical for new and emerging digital media technologies. Students engage with the essential concepts and issues surrounding media convergence and the various strategies for delivering and adapting essential information through diverse multimedia platforms.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **COM448 - Media Ethics and Law**

### **Description**

This course provides students with the skills and knowledge they need to work in the communications profession. They also will develop a clear understanding of the statutory and constitutional guidelines governing the profession. Students learn the theoretical underpinnings of the First Amendment, followed by its application in cases involving libel, privacy, intellectual property, corporate speech, advertising, obscenity, access to information, protection of news sources, broadcasting policy and electronic media regulations.

### **Additional Information**

The goal name associated with this course is Government Regulation and Social Responsibility

### **Credits**

3

### **Academic Level**

Undergraduate

## **COM449 - Communication Law and Media Ethics**

### **Description**

In this course, students will examine the interrelationship of government oversight, public policy and regulation, and social responsibility in the communication profession. They will investigate how communication professionals abide by ethical codes of conduct and adhere to laws and regulations in the creation, repurposing, and dissemination of communication messages. Additionally, students will explore the various ways that communication professionals can demonstrate social responsibility when producing communication projects.

### **Credits**

3

### **Requisites**

- Complete:
  - COM225 - Communication with Diverse Audiences (3)

### **Academic Level**

Undergraduate

## Online Programs

### **COM452 - Public Relations Campaign Planning Seminar (Capstone)**

#### **Description**

This capstone course offers practice in managing communication campaigns from the public relations perspective and emphasizes the production and presentation of campaign plans. Students will develop and pitch a campaign for a real client.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM227 - Public Relations (3)

#### **Academic Level**

Undergraduate

### **COM469 - Senior Seminar in Communication (Capstone)**

#### **Description**

This course serves as the capstone experience for communication majors. Students synthesize past course work, knowledge, skills, and experiences in order to research and plan a scholarly applied communication study and/or campaign to solve a problem for a 'real world' client. Specific project requirements are tailored to meet students' planned career paths or areas of focus in the communication discipline. In-class sessions focus on enabling students to become effective independent researchers, while regular individual conferences with the instructor focus on project planning, charting progress, and addressing contingencies. The course results in each student producing a final written product - a research thesis or professional project report - along with a public oral presentation of the thesis/project.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - PSY224 - Research II: Scientific Investigations (3)
  - SCS224 - Social Science Research Methods (3)

#### **Academic Level**

Undergraduate

### **COM476 - Corporate Communications Seminar (Capstone)**

#### **Description**

This course will explore the growing field of corporate communication with special emphasis on, industry analysis, media relations, message strategies and crisis communication planning. Upon completion of the course, students will understand the theory, practice and functions of corporate communicators. This course will serve as a capstone experience for all communication majors.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COM227 - Public Relations (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **COM500 - Communication, Media & Society**

#### **Description**

Communication, Media, and Society serves as an introduction to key concepts and theories in the study of communication and media. In this course, students will examine the foundations of the discipline of communication focusing particularly on the ways in which media and technology have impacted the study of culture, relationships, and messages. The course will explore the impact of communication on various arenas, including families, relationships, culture and the changes in communication and media over time. Students will analyze their own skills, communication patterns, networks, and resources and articulate a plan for future studies and career plans in communication.

#### **Credits**

3

#### **Academic Level**

Graduate

### **COM510 - The Vantage Point: Knowledge & New Media**

#### **Description**

This course contends with the evolving concept of "knowledge production" in the new media environment. It focuses on strategies for independent online research, including processes for identifying, vetting, and citing appropriate sources of information, as well as best practices for writing in the online environment. Issues of copyright, plagiarism, and ethics related to the creation of online content will be evaluated. Finally, students will explore their role as producers of mediated communication, including primary authorship and the curating of content.

#### **Credits**

3

#### **Academic Level**

Graduate

### **COM530 - Law & Ethics: A Line in the Sand**

#### **Description**

Legal issues related to communication and media in the U.S. are rapidly changing in an age where technology and the distribution of mediated messages are ubiquitous. Thus, this course contends with the major legal, ethical, and policy issues related to mass media communication particularly focusing on those issues that impact digital and public communication. Concepts related to the First Amendment to the U.S. Constitution, libel, obscenity, censorship, right to privacy, intellectual property, and the governance of media and digital technology will be explored. Additionally, this course asks students to contend with many ethical issues and philosophies pertinent to media and communication in the interest of articulating a personal ethical framework as a graduate communication student and practitioner.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **COM540 - Second Self: Identity & Personal Brands**

### **Description**

Interactive and social media have opened up myriad opportunities for individuals to create, manage, re-create, and even fabricate their identity online. This course contends with the idea of a virtual or "second" self and the ways in which one navigates identities in a highly networked environment. Students will explore the relationship between professional and personal identities, privacy and security in online environments, and the creation of personal brands in various media. Students will have the opportunity to explore and experiment with various types of social media tools to develop an effective and active online brand.

### **Credits**

3

### **Academic Level**

Graduate

## **COM565 - Communication with Media Technology**

### **Description**

Media technologies are changing so rapidly that those currently designated as 'new' could become obsolete before the impact to the communication field is even fully understood. Communication professionals must seek to understand the catalysts of technological changes by conceiving of them as products of the values and assumptions held by the societies that create them. This course is focused on how new media technologies have developed, how they might modify previous understandings of the relationship between technology and culture, and how they have shaped industries (particularly media industries) today. Students will investigate the practical aspect of various technologies of interest in order to become more savvy consumers and critics of emerging media tools and resources.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

### **Academic Level**

Graduate

## **COM566 - Pen to Platform**

### **Description**

A corollary to and resulting challenge of new media technology is the need for messages that are applicable and effective in a myriad of different contexts. In this course, students will craft and structure written work so that it may be more easily translated to different platforms. Different writing processes, such as information mapping, will be employed to demonstrate new ways of thinking about information. Students will apply best practices for effectively communicating across different media and actualizing varied communication in their writing.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

### **Academic Level**

Graduate

# Online Programs

## **COM567 - Digital Tools and Teams**

### **Description**

Although modern technology empowers the individual to do far more with limited resources than ever before, it is certainly impossible to live and work in a vacuum in today's globalized society. Striking the balance between DIY, collaboration, and contracting help requires adept decision making and project management that must be rooted in the overall strategy and mission of the communication plan. In this course, students will explore and employ the practical resources, tools, economics, and logistics of new media and marketing. Additionally, students will determine and practice effective means for utilizing diverse networks of colleagues, mentors, clients, and critics to shape their media strategies.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

### **Academic Level**

Graduate

## **COM568 - New Media Campaign Design & Marketing**

### **Description**

Developing and executing a new media campaign requires the integration of skills, strategies, and tactics to create a cohesive, dynamic whole. Similarly, this course integrates components from previous coursework by addressing topics such as the life cycle of the campaign, campaign management strategies, effective tracking and measurement, and making modifications based on data analysis. Students will evaluate past successful and unsuccessful campaigns in order to glean and substantiate best practices in campaign design and execution. Finally, students will create structured components of new media campaigns in order to prepare for the critical assessment in the capstone course.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

### **Academic Level**

Graduate

## **COM600 - Communication for Leadership**

### **Description**

This course aims to prepare students for a variety of leadership roles in dynamic organizations and environments. Students will analyze key aspects of leadership, relationships, and organizations such as: organizational culture, conflict in interpersonal and organizational settings, organizational roles and socialization, power in personal and professional relationships, and group communication theories. Students will contend with these concepts from a personal standpoint by using examples from their own relationships and workplaces to apply best practices and improve their own communication and leadership skills. Additionally, this course takes a systems theory approach to organizations and teams, looking at the interrelationship of events, people, and ideas and the systemic impact of small and large changes.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **COM610 - More than Words: Communication by Design**

#### **Description**

Illustrations, photos, infographics, videos, animations, and dynamic interfaces often tell a consumer more about a brand or product than the product itself. It is increasingly important that media consumers and creators be fluent visual communicators. This course presents fundamentals of good visual design and presentation in media focusing on the best practices for a variety of design tools. Students will engage with key concepts related to visual production and consumption, media and web design, storytelling and narrative in visual formats, and accessibility of content for diverse audiences.

#### **Credits**

3

#### **Academic Level**

Graduate

### **COM620 - Strategic Communication in a New Age**

#### **Description**

In today's public climate, political rhetoric is no longer just a tool of the immensely powerful or those who have access to a podium and speakers. The dissemination of mass messages can occur in any number of avenues and can reach audiences that were previously inaccessible or disinterested. Communication professionals today are in a powerful position to shape messaging and distribution strategies for many contexts: politics, popular culture, business, nonprofit advocacy, social movements, advertising, and marketing. In this course, students should develop the perspective and skill sets necessary to respond effectively and creatively to complex social problems and opportunities in written, verbal, and visual communication mediums.

#### **Credits**

3

#### **Academic Level**

Graduate

### **COM655 - Reputation Management: Building a Brand**

#### **Description**

The public relations field distinguishes itself through its emphasis on capturing hearts and minds. Above and beyond the marketing goal of persuading target consumers to the desired economic end, it is the task of the public relations professional to persuade individuals and groups to accept a certain belief or opinion. In this way, the topics of messaging and branding take on new meaning within the context of public relations. In this course, students will make that transition in to the world of public relations by re-examining and building upon core principles to build a foundation for the public relations concentration.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

#### **Academic Level**

Graduate

## Online Programs

### **COM656 - Spread the Word: Social Media Practices**

#### **Description**

The ease of self-publishing using blogs, the dedication of entire mainstream news segments to the "conversation" on Twitter, the use of RSS feeds to immediately deliver customized messages and other personalization of communication all hail the dawn of a new era that is at once global and highly individualistic. For a public relations professional, social media technologies present unique challenges and opportunities to develop and protect one's brand. In this course, students will engage in thorough investigations and practical applications of the specific technologies, outlets, platforms, networks, and mediums that will populate their professional tool kit. Students will gain proficiency in particular, relevant tools, as well as add to their general fluency in the language of technology.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

#### **Academic Level**

Graduate

### **COM657 - Crisis Communication in a 24/7 World**

#### **Description**

The pervasiveness of social media, 24-hour news coverage, and mobile communications has transformed the role of public relations specialists. What constituted 'private' has become increasingly public given individuals' immediate access to multiple platforms and technologies to publish sensitive information. Protecting a brand and maintaining a consistent message in the maelstrom of broadcasted opinions is certainly more difficult than ever before. This course addresses the topics of public relations ethics and crisis management through the investigation of landmark cases and hypothetical crisis scenarios, preparing students to develop crisis management, prevention, and response skills crucial for today's media environment.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

#### **Academic Level**

Graduate



## Online Programs

### **COM658 - Integrated Public Relations Campaigns & Measurement**

#### **Description**

Developing and executing a public relations campaign requires the integration of skills, strategies, and tactics to create a cohesive, dynamic whole. Similarly, this course integrates components from previous coursework by addressing topics such as the life cycle of the campaign, campaign management strategies, effective tracking and measurement, and making modifications based on data analysis. Students will evaluate past successful and unsuccessful campaigns in order to glean and substantiate best practices in campaign design and execution. Finally, students will create structured components of public relations campaigns in order to prepare for the critical task in the capstone course.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - COM500 - Communication, Media & Society (3)
  - COM510 - The Vantage Point: Knowledge & New Media (3)

#### **Academic Level**

Graduate

### **COM690 - Communication Capstone**

#### **Description**

This capstone course integrates previous coursework and practical experience with a focus on authentic demonstration of competency in the student's chosen specialization in communication. Instead of introducing new concepts, students will synthesize prior learning to design, develop, and execute a communication campaign on their chosen subject as a culmination of their studies. The course will be structured around this critical task, so that students have the appropriate support and resources required to be successful.

#### **Credits**

3

#### **Requisites**

- 30 credit(s).

#### **Academic Level**

Graduate

### **COM710 - Communication Internship**

#### **Description**

The primary goal of the internship experience is to expose graduate students to actual practices in the world of work outside of the classroom, to relate this experience to academic course work and to synthesize the two in a practical application of knowledge in an experiential setting. Secondly, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field and build references for future employment. Each intern will work in a career-related position during the academic term for which the student is enrolled for the internship, completing a minimum of 150 hours on the job per 3 credits.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Community Economic Development

## Online Programs

### **CED301 - Introduction to Community Economic Development**

#### **Description**

This introduction course will examine the values, issues, models and policy underlying the theory and practice of community economic development (CED). Students will be exposed to the range of social and economic challenges confronted by residents of underserved and marginalized communities as well as review issues and challenges facing the field.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CED335 - Social Issues and Economic Policies CED**

#### **Description**

This course is an introduction to the principles of social economics and policy. The course will expose students to concepts such as supply and demand, markets, national income, international trade, economic development, the economics of social issues, and the relationship between power and markets.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CED405 - Financial Literacy for Social Services**

#### **Description**

This course is designed to introduce students to concepts integral to understanding the financial operations of not-for-profit, non-governmental organizations - NGOs. Students examine corporate governance structures and explore, from a financial perspective, how these organizations achieve socially responsible agenda. Students will gain an understanding of the broader financial realm of socially responsible organizations and utilizing and managing money for social causes.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CED631 - Housing Policy and Development**

#### **Description**

This course covers market analysis and housing needs assessments, site selection and control, financial feasibility reports, the selection of a development team, methods of obtaining approval from various government entities, identification of private and public funding and subsidies, and various forms of ownership, including cooperatives and land trusts. Students also learn about the policy framework for affordable housing development, and the legal, institutional, economic, political and environmental factors that shape that framework.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **CED632 - Urban Neighborhood Revitalization**

#### **Description**

This course looks at CED in urban (mostly United States) settings. Following a review of urban geography and changes in cities over time, the course examines strategies of business development, job creation, and neighborhood revitalization that are particularly relevant to cities. Students will gain an understanding of the roles of development partners, methods for fostering stakeholder involvement, and understanding the relationship between critical demographic, socio-economic cultural and capital investment/infrastructure related trends and priorities. Students explore case studies and identify best practices.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ACC500 - Managerial Accounting (3)
  - MBA520 - Accounting and Financial Analysis (3)

#### **Academic Level**

Graduate

### **CED634 - Financing Community Economic Development**

#### **Description**

This course looks at how CED projects and organizations are financed, including the traditional and non-traditional and financial institutions involved; the various forms of financing that are possible; the factors involved in choosing the financing for a particular project; and the ways in which the choice of financing may influence a project's outcome.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ACC500 - Managerial Accounting (3)
  - MBA520 - Accounting and Financial Analysis (3)

#### **Academic Level**

Graduate

### **CED652 - Community Building and Organizing**

#### **Description**

Community economic development often requires an understanding of community organizing to successfully involve the community in the development process. This course acquaints participants with different models of community organizing. It also trains participants in specific organizing skills that can be used in their work as CED practitioners, including negotiation techniques.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Community Health Education

## Online Programs

### **CHE110 - Introduction to Community Health Education**

#### **Description**

Explore the field of community health education through community health organizations, epidemiology, planning and assessment strategies such as Mobilizing for Action through Planning and Partnerships (MAPP), and the status of the nation's health. Examine the responsibilities, competencies, and skills of the community health education entry-level professional. Healthy People 2020 and Centers for Disease Control are used as important resources. Students begin to develop and implement program ePortfolios.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CHE220 - Communicable Diseases**

#### **Description**

Explore the nature and cause of human communicable diseases based on an understanding of pathogenic, behavioral, and environmental factors through the concepts of pathological process in public health. Review historical and contemporary disease patterns as they relate to common communicable diseases. Students learn disease prevention, treatment, and control approaches along with strategies promoting healthy behavior.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CHE300 - Methods and Materials in Health Education**

#### **Description**

The goal of this course is to explore innovative, meaningful, and effective teaching and learning approaches and materials in community health education. Students learn about curriculum planning and development, teaching strategies, creative learning resources and materials for workplace and community health education settings. Topics include developing health education materials and methods that are culturally and age appropriate.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CHE320 - Perspectives in Aging**

#### **Description**

Examine the growing field of gerontology, the scientific study of aging, with a multidisciplinary and developmental perspective that sees aging in a positive light with an emphasis on wellness, rather than disability and disease. Explore concepts of ageism, its history, and its impact on individuals, families, and communities.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **CHE325 - Aging and Wellness**

#### **Description**

Investigate the health characteristics of aging populations and issues impacting quality of life. Examine the changes in various body systems and lifestyle factors, such as nutrition, sexuality, stress, and exercise, along with current trends in wellness.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CHE327 - The Epidemiology of Aging**

#### **Description**

This interdisciplinary course provides an overview of demography and methodology related to aging, and explores the specific health conditions common to older persons. The course covers methodological issues relevant to the study of aging, the biology of aging and the etiology and epidemiology of common geriatric syndromes and diseases.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CHE329 - Aging, Politics, and Policy**

#### **Description**

This course examines the critical issues and current policies impacting the aging U.S. population including Medicare and family caregiving, and introduces current trends in public health. The course covers public policies on retirement, employer pensions, workplace conditions, and entitlement programs, Social Security and health care reform, and the rise of the elderly as a powerful political force.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CHE350 - Program Administration**

#### **Description**

This course provides a strong foundation of the theories, principles, and practices in program administration of public health education and health promotion programs in a variety of settings on local, state, national, and international levels. Topics include: healthcare services and public health, the uninsured, public health law, emergency health preparedness.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **CHE460 - Health Communication, Social Marketing, and Advocacy**

#### **Description**

This course explores the roles of communication and social marketing as indispensable tools in health promotion and disease prevention. Students learn about the power of effective health campaigns in changing health behaviors. Public debate, advocacy skills and policy development are examined in terms of their interrelationship.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CHE490 - Community Health Capstone**

#### **Description**

This capstone course is the culminating experience for the Bachelor of Science in Community Health Education. This course builds on the theories and concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their course work in an original comprehensive paper, and to assess their level of mastery of the stated outcomes of their degree program in community health education. This course is taken in the student's final term.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - CHE460 - Health Communication, Social Marketing, and Advocacy (3)
    - PHE423 - Evaluation Methods in Public Health (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate

---

## Computer Science

### **CS200 - Computer Science's Role in Industry**

#### **Description**

This course introduces the role of computer software in a variety of industries. Principles of hardware, software, computation, and algorithm development are introduced. Students learn the fundamentals of basic programming concepts including data types, variables, control structures, logical expressions, and arrays.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **CS205 - Foundations in Software Development**

### **Description**

Students will use basic programming constructs, focusing on writing readable and maintainable code for building programs. Students will use flowcharts and pseudocode to develop programming logic, leading into the development of a fully functional program.

### **Credits**

3

### **Academic Level**

Undergraduate

## **CS210 - Programming Languages**

### **Description**

Students will develop functional programs that comply with industry regulations and best practices using various programming languages. Special attention will be paid to the importance of developing code that is not only functional, but also secure, efficient, and professional.

### **Credits**

3

### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)

### **Academic Level**

Undergraduate

## **CS230 - Operating Platforms**

### **Description**

Students will develop a deeper understanding of operating platforms and architectures through the analysis and evaluation of the characteristics, advantages, and weaknesses of each. Students will learn the value of utilizing software design templates as well as how to utilize them to solve problems.

### **Credits**

3

### **Requisites**

- Complete:
  - CS210 - Programming Languages (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CS250 - Software Development Lifecycle**

### **Description**

Students will explore the stages of the Software Development Lifecycle (SDLC) through the lens of developers and testers to examine the characteristics, documentation, and purpose of each stage. Through applying SDLC stages within an agile development environment, students will learn the principles and best practices used to develop high quality software while also assessing the impact of communication, documentation, and ethics on the SDLC.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - IT145 - Foundation in Application Development (3)
  - 1 of the following:
    - CS200 - Computer Science's Role in Industry (3)
    - IT140 - Introduction to Scripting (3)

### **Academic Level**

Undergraduate

## **CS255 - System Analysis and Design**

### **Description**

Students will explore the principles, methods, and techniques used in systems development so that they can create system models using appropriate industry tools. As a part of creating system models, students will also learn to effectively communicate technical concepts and design decisions to various audiences in a professional manner.

### **Credits**

3

### **Requisites**

- Complete:
  - CS230 - Operating Platforms (3)

### **Academic Level**

Undergraduate

## **CS260 - Data Structures and Algorithms**

### **Description**

Students will develop code as well as use non-coding development methodologies in algorithmic design and problem solving. Students will use advanced algorithmic designs to evaluate complex data structures to aid in problem solving.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - MAT230 - Discrete Mathematics (3)
    - IT145 - Foundation in Application Development (3)
  - 1 of the following:
    - CS200 - Computer Science's Role in Industry (3)
    - IT140 - Introduction to Scripting (3)

### **Academic Level**

Undergraduate



# Online Programs

## **CS300 - Data Structures and Algorithms: Analysis and Design**

### **Description**

Students will develop code as well as use non-coding development methodologies in algorithmic design and problem solving. Students will use advanced algorithmic designs to evaluate complex data structures to aid in problem solving.

### **Credits**

3

### **Requisites**

- Complete:
  - CS210 - Programming Languages (3)
  - MAT230 - Discrete Mathematics (3)

### **Academic Level**

Undergraduate

## **CS305 - Software Security**

### **Description**

Through the analysis of advanced security concepts, students will learn how to develop secure code that complies with security testing protocols. In addition to exploring and implementing security concepts through code, students will also learn why and how to apply encryption technologies and techniques to communicate securely.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CS230 - Operating Platforms (3)
    - CS250 - Software Development Lifecycle (3)
  - 1 of the following:
    - CS260 - Data Structures and Algorithms (3)
    - CS300 - Data Structures and Algorithms: Analysis and Design (3)

### **Academic Level**

Undergraduate

## **CS310 - Collaboration and Team Projects**

### **Description**

Learn how to collaborate on a software project. Apply appropriate change control and versioning practices. Use technologies for supporting collaboration on a project in a distributed workforce with remote contributors.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CS250 - Software Development Lifecycle (3)
  - 1 of the following:
    - CS260 - Data Structures and Algorithms (3)
    - CS300 - Data Structures and Algorithms: Analysis and Design (3)

### **Academic Level**

Undergraduate

## **CS319 - UI/UX Design and Development**

### **Description**

Students will explore User Interface (UI) and User eXperience (UX) design concepts and development techniques with an emphasis on user-centric and contemporary design patterns and techniques. Students will learn to conduct and evaluate user testing to inform user experience design. Use a variety of software tools to create wireframes and visual prototypes. This course provides students with authentic experiences in designing and developing user interfaces for embedded, cloud-based, and mobile systems.

### **Credits**

3

### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)

### **Academic Level**

Undergraduate

## **CS320 - Software Testing, Automation, and Quality Assurance**

### **Description**

Students will apply software engineering testing strategies and practices as part of the software development lifecycle, including requirements analysis, verification and validation, and quality management. The creation of unit tests and analysis of various testing approaches will also be covered.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CS250 - Software Development Lifecycle (3)
  - 1 of the following:
    - CS260 - Data Structures and Algorithms (3)
    - CS300 - Data Structures and Algorithms: Analysis and Design (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CS330 - Computational Graphics and Visualization**

### **Description**

Students will create realistic, interactive three-dimensional objects through the use of application programming interface (API) libraries and best practices. Students will also develop fully formed graphic applications that meet project requirements.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - CS260 - Data Structures and Algorithms (3)
    - CS300 - Data Structures and Algorithms: Analysis and Design (3)
  - 1 of the following:
    - MAT225 - Calculus I: Single-Variable Calculus (3)
    - MAT350 - Applied Linear Algebra (3)
  - Complete 1 of the following
    - Complete:
      - PHY150 - Introductory Physics: Mechanics (3)
    - Complete:
      - PHY101 - Principles of Physics (3)
      - PHY101L - Principles of Physics Lab (1)

### **Academic Level**

Undergraduate

## **CS340 - Client/Server Development**

### **Description**

Students will learn how to apply database systems concepts and principles to develop client/server applications that interface client-side code with databases.

### **Credits**

3

### **Requisites**

- Complete:
  - CS320 - Software Testing, Automation, and Quality Assurance (3)

### **Academic Level**

Undergraduate

## Online Programs

### **CS350 - Emerging Systems Architectures & Technologies**

#### **Description**

Students will explore emerging systems, architectures and technologies. Students will be provided with an in-depth evaluation of emerging system architecture focusing on performance and the software/hardware interface. Emphasis is on analyzing fundamental issues in architecture design and the impact on application performance to enable better understanding of the concepts. Students will learn to evaluate software architectures, both established and emerging, and gain experience in determining when to implement architectures and technologies to fulfill business needs.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CS330 - Computational Graphics and Visualization (3)
  - CS230 - Operating Platforms (3)

#### **Academic Level**

Undergraduate

### **CS360 - Mobile Architecture and Programming**

#### **Description**

Students will apply mobile development principles and best practices to develop mobile applications using user-centered design principles and industry standards. Upon completion of a fully-functional mobile application, students will conduct security, product assuredness, and compatibility checks before launching the application.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - CS250 - Software Development Lifecycle (3)
  - 1 of the following:
    - CS260 - Data Structures and Algorithms (3)
    - CS300 - Data Structures and Algorithms: Analysis and Design (3)

#### **Academic Level**

Undergraduate

### **CS370 - Current and Emerging Trends in Computer Science**

#### **Description**

Students will explore advanced topics in Computer Science through analysis of authentic scenarios. Students will analyze the role of ethics in current trends within the field as well as apply fundamental concepts of the field to solve complex problems in new ways.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CS255 - System Analysis and Design (3)
  - CS305 - Software Security (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **CS405 - Secure Coding**

### **Description**

Students will focus on common security vulnerabilities that are found in software. Students will learn techniques and strategies to develop robust and secure code, leveraging secure programming principles. Students will gain authentic experience identifying security vulnerabilities and writing secure code to mitigate risks to software and data.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CS230 - Operating Platforms (3)
    - CS340 - Client/Server Development (3)
  - 1 of the following:
    - CS260 - Data Structures and Algorithms (3)
    - CS300 - Data Structures and Algorithms: Analysis and Design (3)

### **Academic Level**

Undergraduate

## **CS410 - Software Reverse Engineering**

### **Description**

Students will learn the basics of reverse engineering specific to software systems. Learn how reverse engineering is used to recreate missing documentation to support legacy software code. Examine how reverse engineering is used to make new software products, enhance the functionality and efficiency of software components, and recreate the code for applications. Apply fundamental reverse engineering technologies and practices for maintainability and security-related use cases.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CS230 - Operating Platforms (3)
  - 1 of the following:
    - CS260 - Data Structures and Algorithms (3)
    - CS300 - Data Structures and Algorithms: Analysis and Design (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CS465 - Full Stack Development I**

### **Description**

Students will design and develop a full stack application through the utilization of programming language frameworks. In creating a full stack application, students will also be responsible for developing a database as well as the code that interfaces their application to the database. This course is the first course in a two-course sequence.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CS340 - Client/Server Development (3)
  - 108 credit(s).

### **Academic Level**

Undergraduate

## **CS470 - Full Stack Development II**

### **Description**

In this course, students will develop a full stack application that runs in the cloud. Through the application of cloud-based development principles and best practices, students will take their software stack from Full Stack Development I and utilize frameworks to build the cloud architecture upon which the software stack application will run. In addition, students will also demonstrate their career-readiness by articulating highly technical content to various audiences and in various formats. This course is the second course in a two-course sequence.

### **Credits**

3

### **Requisites**

- Complete:
  - CS465 - Full Stack Development I (3)

### **Academic Level**

Undergraduate

## **CS499 - Computer Science Capstone**

### **Description**

Taken in the student's final term, the capstone course is the culminating experience for the Bachelor of Science in Computer Science. Integrate previous coursework and practical experience with a focus on authentic demonstration of competencies outlined by the program. Enhance previously submitted programming projects that demonstrates a level of mastery of the stated outcomes of their degree program in computer science.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CS340 - Client/Server Development (3)
  - 111 credit(s).

### **Academic Level**

Undergraduate

## Corporate Social Responsibility

### **CSR510 - Strategic Corporate Social Responsibility**

#### **Description**

Businesses are increasingly integrating corporate social responsibility strategies into every functional domain. Financial, social, ethical and environmental issues are all part of a proactive approach to corporate social responsibility management. This course focuses on strategic CSR, defined as corporate strategy that is integrated with core business objectives and competencies to create positive social change and business value. Students will leave this class armed with a tool set of best strategic practices and the skills to analyze, develop, and make recommendations for implementing strategic CSR in their own companies and industries.

#### **Credits**

3

#### **Academic Level**

Graduate

### **CSR610 - Business Ethics and Culture**

#### **Description**

Business Ethics and Culture explores the main concepts and theories in the business ethics field and provides students with decision-making frameworks and practical tools. It aims to develop the capacity of students to critically engage with issues of human rights, environmentalism and sustainable development, consumerism, and the role that corporations play in politics, and places these within different philosophical and cultural perspectives.

#### **Credits**

3

#### **Academic Level**

Graduate

### **CSR620 - Corporate Governance and Accountability**

#### **Description**

A proper governance framework is fundamentally important in enhancing the economic performance not only in individual firms but also in promoting welfare in society. Companies need to be accountable to wider stakeholder interests and within the context of corporate social responsibility. The number of stakeholders involved in governance systems is constantly increasing. Government and other regulatory agencies provide the platform through legislation, and boards of directors, auditors, shareholders, accounting professionals, company secretaries and employees all play their individual roles. The goal of this course is to introduce students to a wide range of accountability issues and governance procedures in the context of social contact.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Counseling

## Online Programs

### **COU500 - The Counseling Profession: Orientation, Identity, and Ethics**

#### **Description**

Study the historical trends that led to the establishment of counseling as a profession (as distinct from other helping professions), the impact of the profession on society, and the importance of ethical decision-making in the counseling process. Explore personal motivations for wanting to become a professional counselor and begin to articulate a personal identity as a member of the counseling profession. Essential questions addressed include, 'how am I as a counselor?', and 'what is the role of the counselor in facilitating/supporting behavior change?'

#### **Credits**

3

#### **Requisites**

- Advisor Registration Required

#### **Academic Level**

Graduate

### **COU510 - Human Development**

#### **Description**

This introductory course surveys the major theories of social and emotional development throughout the life-span, including grief and loss. Emphasis is given to the developmental stages and transitions and their relevance to the counseling process.

#### **Credits**

3

#### **Requisites**

- Advisor Registration Required

#### **Academic Level**

Graduate

### **COU520 - Diversity in Counseling**

#### **Description**

The course addresses the theories of diversity in counseling. Students examine their assumptions and biases about cultures different from their own and explore their own sense of "otherness." Students discuss these issues with their classmates as a means for developing the ability to converse with and relate to clients with backgrounds other than their own. Student learning in this course is guided by the essential question 'how do I, as a counselor, relate to others who are different from me?'

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Advisor Registration Required
  - Complete:
    - COU510 - Human Development (3)

#### **Academic Level**

Graduate



# Online Programs

## **COU530 - Theories of Counseling**

### **Description**

This course surveys the major theoretical approaches used in counseling. Attention is paid to the nature of theory, and the process of building and validating theories of counseling. Students begin process of formulating their own personal theory of counseling, taking into considering how their values influence who they are as counselors and how their backgrounds may inform their client relationships. Students address essential questions such as, 'How do counselors facilitate change?', 'How does theory inform treatment?' and 'How do the theories that counselors use both clarify and limit their understanding of clients?'

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - COU540 - Helping Skills and Techniques: Residency I (3)
  - Advisor Registration Required

### **Academic Level**

Graduate

## **COU540 - Helping Skills and Techniques: Residency I**

### **Description**

This course presents the basic skills and techniques that form the foundation of the counseling process. The course includes a 5-day, in-person laboratory in which students meet with the counseling faculty for an intensive learning experience to practice and demonstrate their competence in these skills.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - COU500 - The Counseling Profession: Orientation, Identity, and Ethics (3)
    - COU510 - Human Development (3)
  - Concurrently enroll in:
    - COU699 - Counseling Skills Lab (0)
  - Advisor Registration Required

### **Academic Level**

Graduate

# Online Programs

## **COU600 - Research Methods and Program Evaluation**

### **Description**

Apply the principles of the scientific method to evaluate the efficacy of counseling techniques and community counseling programs. Learn to access and critically evaluate scientific literature and apply the findings to one's work with clients including making determinations/recommendations, writing proposals, and implementing plans.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - COU540 - Helping Skills and Techniques: Residency I (3)
  - Advisor Registration Required

### **Academic Level**

Graduate

## **COU605 - Counseling Families, Couples, and Children**

### **Description**

Survey family systems theories. Explore the interviewing and counseling techniques that are specific to working with couples and families and related topics, custody and guardianship, parenting, and the evolving definition of family.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - COU530 - Theories of Counseling (3)
  - Advisor Registration Required

### **Academic Level**

Graduate

## **COU610 - Assessment and Evaluation in Counseling**

### **Description**

Learn to identify appropriate assessments, interpret their reliability and validity, and understand how assessment fits in to the broader picture of intake, interviewing, diagnosing, and treatment. Administer several common assessments and evaluate and interpret the results.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - COU540 - Helping Skills and Techniques: Residency I (3)
    - COU600 - Research Methods and Program Evaluation (3)
  - Advisor Registration Required

### **Academic Level**

Graduate

## Online Programs

### **COU630 - Career Counseling**

#### **Description**

Review the major theories of career development. Learn how to help clients explore issues including career choice, leisure, retirement planning, rehabilitation, mid-life career changes, and work-life balance. Learn to administer several commonly utilized career interest assessments.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - COU530 - Theories of Counseling (3)
    - COU540 - Helping Skills and Techniques: Residency I (3)
    - COU610 - Assessment and Evaluation in Counseling (3)
  - Advisor Registration Required

#### **Academic Level**

Graduate

### **COU635 - Psychopharmacology**

#### **Description**

Focus on the knowledge that counselors should possess regarding psychiatric medications. Understand the major classes of medications currently in use, drug interactions, and educating clients to understand their medications. Explore topics that include the impact and use of medications (including efficacy and misuse), the counselor's role in medically prescribed drugs including referring and collaborating with prescribing professionals.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - COU530 - Theories of Counseling (3)
    - COU540 - Helping Skills and Techniques: Residency I (3)
  - Advisor Registration Required

#### **Academic Level**

Graduate

## Online Programs

### **COU640 - Substance Use Disorders and Process Addictions**

#### **Description**

Explore substance and process addictions with ethical and multicultural considerations. Address scope of practice, current trends and issues related to the field of counseling, distinctions related to licensure, co-occurring disorders, and relevant assessments.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - COU530 - Theories of Counseling (3)
    - COU610 - Assessment and Evaluation in Counseling (3)
  - Advisor Registration Required

#### **Academic Level**

Graduate

### **COU645 - Counseling Sexuality Issues**

#### **Description**

Survey the primary issues related to counseling matters of sexuality, including the culture of sexuality (history and evolution), biological aspects, ethical issues, stigma, and the relevant special issues (suicide, gender identity, transgender, etc.). Potential assessments include role-plays and an interview of someone of another sexual orientation or gender identity.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - COU530 - Theories of Counseling (3)
    - COU610 - Assessment and Evaluation in Counseling (3)
  - Advisor Registration Required

#### **Academic Level**

Graduate

### **COU650 - Diagnosis of Emotional and Mental Disorders**

#### **Description**

Understand the value of and controversies involved in using medically based systems of diagnosis in the counseling profession. Learn to make diagnoses using the DSM and relevant standardized assessment methods and to consider client issues from alternative perspectives. Consider the legal, ethical, and multicultural issues inherent in diagnosing clients.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - COU610 - Assessment and Evaluation in Counseling (3)
  - Advisor Registration Required

#### **Academic Level**

Graduate

# Online Programs

## **COU660 - Group Counseling**

### **Description**

Address the theoretical foundations of group counseling and the stages of group development. Demonstrate an initial understanding of the dynamics of group sessions. Explore ethics and multicultural aspects specific to the various types of groups.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - COU530 - Theories of Counseling (3)
    - COU540 - Helping Skills and Techniques: Residency I (3)
  - Advisor Registration Required

### **Academic Level**

Graduate

## **COU665 - Advanced Psychopathology and Assessment Techniques**

### **Description**

Explore the field of advanced psychopathology, which includes topics in the historical perspectives, research methodology, and how culture influences definitions of normalcy and psychopathology. Understand advanced clinical issues and current research related to altered development and maladaptive behaviors. Conceptualize cases from a variety of therapeutic perspectives and be able to compare and contrast different theoretical perspectives on each disorder. Develop the ability to support theoretical perspectives through empirical research.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - COU650 - Diagnosis of Emotional and Mental Disorders (3)
  - Complete or concurrently enroll in:
    - MHC610 - Treatment Planning in Clinical Mental Health Counseling (3)
  - Advisor Registration Required

### **Academic Level**

Graduate

## Online Programs

### **COU680 - Prevention and Intervention of Crisis and Trauma**

#### **Description**

Explore various forms of crisis, trauma, and disaster that may impact the lives of clients across the lifespan, as well as intervention and treatment methods that are commonly used. Gain exposure to counseling strategies for triaging immediate or recent events as well as long-term and chronic conditions that may hinder individuals and communities.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - COU650 - Diagnosis of Emotional and Mental Disorders (3)
  - Advisor Registration Required

#### **Academic Level**

Graduate

### **COU690 - Advanced Individual and Group Helping Skills and Techniques: Residency II**

#### **Description**

Demonstrate competence in the integration and application of micro-, advanced individual, and group counseling skills acquired throughout the curriculum in preparation for the practicum experience. Participate in a 5-day, in-person residency for advanced skills practice and a 10-hour group experience.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - COU640 - Substance Use Disorders and Process Addictions (3)
    - COU650 - Diagnosis of Emotional and Mental Disorders (3)
    - COU660 - Group Counseling (3)
  - Concurrently enroll in:
    - COU699 - Counseling Skills Lab (0)
  - Advisor Registration Required

#### **Academic Level**

Graduate

### **COU699 - Counseling Skills Lab**

#### **Description**

Demonstrate and practice counseling skills with other students in Residency I and Residency II or as recommended or required by the program.

#### **Credits**

0

#### **Requisites**

- Concurrently enroll in at least 1 of the following:
  - COU540 - Helping Skills and Techniques: Residency I (3)
  - COU690 - Advanced Individual and Group Helping Skills and Techniques: Residency II (3)

#### **Academic Level**

Graduate

## Criminal Justice

### **CJ104 - Ethics and the Criminal Justice Leader**

#### **Description**

This course examines the subject of ethics as it relates to leadership in the criminal justice profession. It provides for an in-depth understanding and application of ethical decision-making processes at all levels of the criminal justice organization.

#### **Credits**

3

#### **Requisites**

- Complete:
  - JUS101 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate

### **CJ112 - Introduction to Criminal Justice**

#### **Description**

In this introduction to the criminal justice program learners will begin to understand the major components within various professions at the state, local and federal levels and how they are interconnected. Communication skills, career prospects, and an overview of the core components of the United States government will be reviewed to provide learners with a holistic view of sworn and civilian roles within the criminal justice system.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CJ120 - Cultural Awareness in Criminal Justice**

#### **Description**

Learners will gain an understanding of the ways that culture impacts and influences professionalism in sworn and civilian positions within criminal justice. Special attention will be paid to understanding and reflecting on one's own biases and how bias can influence interpersonal behavior to aid in developing strong community relationships.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **CJ140 - Communication Skills for Criminal Justice**

#### **Description**

Learners will develop an understanding of various types of written, verbal, and nonverbal communication used within the criminal justice profession. Report writing, identification of the proper type of communication for various situations, and interviewing techniques will be practiced.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)
  - CJ112 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate

### **CJ202 - Writing for the Criminal Justice Profession**

#### **Description**

This course will equip the criminal justice student with the skills and assets necessary for writing with the precision, coherence, and integrity that are crucial to the demands of the profession and the criminal justice system.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)
  - JUS101 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate

### **CJ205 - Policing in the United States**

#### **Description**

Learners will explore the historical evolution of policing to better understand its current structure and function within criminal justice. The value of positive community relationships and partnerships will be covered, as well as how sworn and civilian positions work together to maintain public safety. Various types of communication such as internal reports and documentation will be practiced.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate



# Online Programs

## **CJ207 - The United States Judicial System**

### **Description**

Learners will examine the structure and function of the United States court system through the lens of both sworn and civilian professionals. Learners will focus on the different levels of the federal court system, roles and responsibilities of criminal justice professionals and allied organizations, and common processes and procedures in the United States judicial system.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

### **Academic Level**

Undergraduate

## **CJ210 - The United States Correctional System**

### **Description**

Learners will examine the function of corrections in the United States criminal justice system to develop an understanding of the structure, function, and relationships with allied professions. Systemic issues impacting incarceration, ideologies of punishment that influence sentencing, and the role of public policy in corrections will be analyzed.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

### **Academic Level**

Undergraduate

## **CJ230 - Discretion in Criminal Justice**

### **Description**

The significance of discretion in decision-making within criminal justice, including the latitude provided by laws and policies that govern its use, will be analyzed. In addition, learners will study how to exercise discretion in accordance with professional requirements such as documentation, objectivity, and equality.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CJ300 - Research Methods for Criminal Justice**

### **Description**

In an era of rigorous scrutiny from entities such as the media and the general public, it is essential criminal justice professionals make evidence-based and ethical decisions. The course is an introduction to basic social science research methods applied to contemporary issues in the field of criminal justice. Students examine the relationship between theory and research, identify patterns, and ultimately draw evidence-based conclusions.

### **Credits**

3

### **Requisites**

- Complete:
  - JUS101 - Introduction to Criminal Justice (3)

### **Academic Level**

Undergraduate

## **CJ303 - Psychopaths, Sociopaths and Serial Killers**

### **Description**

This course is an examination of two antisocial personality disorders and the behavioral traits shared by both. The course will help the student understand the commonalities as well as the unique differences. It will culminate in a thorough examination of infamous serial killers and the disorders attributed to them.

### **Credits**

3

### **Requisites**

- Complete:
  - JUS101 - Introduction to Criminal Justice (3)

### **Academic Level**

Undergraduate

## **CJ305 - Technology in Criminal Justice**

### **Description**

Learners will analyze how technology is leveraged by criminal justice professionals and used as a tool to commit crime. Legal aspects of using technology in the field as well as positive and negative impacts technology has had on the criminal justice field will be discussed.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

### **Academic Level**

Undergraduate

## Online Programs

### **CJ310 - Introduction to Homeland Security and Counterterrorism**

#### **Description**

Learners will differentiate between homeland security and counterterrorism to determine organizations' roles and responsibilities in maintaining the safety of citizens. In addition, learners will analyze how terrorism has influenced the creation and evolution of the Department of Homeland Security as well as how it has impacted United States society.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate

### **CJ315 - Victimology**

#### **Description**

Learners will analyze the criminal justice system from the victim's perspective to develop an empathetic perspective. Through analysis of risk factors and victimization data, learners will identify ways to reduce the likelihood of becoming a victim and how this information is used to aid in problem solving in criminal justice.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)
  - SCS285 - Research Literacy in Social Sciences (3)

#### **Academic Level**

Undergraduate

### **CJ320 - Corrections in the United States**

#### **Description**

This course examines the United States correctional system from the role of law enforcement through the administration of justice, including offender custody and management, probation, prison life, correctional institutions, and parole. This course emphasizes the contemporary social problems, trends and challenges facing the correctional system, and the complex theories of incarceration. Students will also explore the scope of employment in the field.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - JUS101 - Introduction to Criminal Justice (3)
  - CJ112 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **CJ321 - Offender Rehabilitation**

### **Description**

This course examines evidence-based offender treatment programs and practices. Emphasis is placed on programs designed to rehabilitate offenders, risk assessment, treatment methodology, treatment options, and evaluation of outcomes. Models of rehabilitation explored will include family intervention, counseling, self-help programs, diversion, house arrest, community service, probation, halfway houses, and others.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ320 - Corrections in the United States (3)

### **Academic Level**

Undergraduate

## **CJ322 - Community-based Corrections**

### **Description**

Community-based Corrections is a critical component of the correctional system. This course will examine the variety of supervision options, including work release, furloughs, community-based programming, residential and nonresidential community supervision programs, and electronic monitoring. Students will have the opportunity to examine how corrections may create opportunities for offenders seeking to establish themselves financially by securing employment, housing, health care programs, and fulfilling the requirements of the sentence received.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ320 - Corrections in the United States (3)

### **Academic Level**

Undergraduate

## **CJ323 - Correctional Administration**

### **Description**

This course is an examination of the organizational and administrative needs of correctional facilities. Correctional policies and procedures, laws and regulations governing corrections, accreditation, staffing needs and personnel hiring and management practices are studied. Students have the opportunity to examine the theoretical and practical aspects of correctional management.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ320 - Corrections in the United States (3)

### **Academic Level**

Undergraduate

## Online Programs

### **CJ330 - Leadership and Management in Criminal Justice Organizations**

#### **Description**

This course will cover the vital and progressive information concerning workplace performance in the criminal justice profession. It will entail a discussion and analysis of the traits and characteristics of criminal justice professionals at work, along with analysis and development of performance evaluations, assessment and desired objectives for the practitioner.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - JUS101 - Introduction to Criminal Justice (3)
  - CJ112 - Introduction to Criminal Justice (3)

#### **Academic Level**

Undergraduate

### **CJ331 - Effective Patrol and Community Policing**

#### **Description**

This course will cover the principles and effective practices of police patrol and operations. It will analyze and discuss the preparation and the expectations of patrol and how to effectively perform all duties and functions. In addition, the course will entail an awareness and understanding of the fundamental aspects and best practices of community policing.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ330 - Leadership and Management in Criminal Justice Organizations (3)

#### **Academic Level**

Undergraduate

### **CJ332 - Crisis Intervention for Police**

#### **Description**

This course will introduce the student to crisis theory, concepts, intervention and strategies required for the first responder. The student will learn how to be personally effective, recognize threat levels, active listening, conduct effective mediation and negotiation for application to situations such suicidal persons, hostage taking and barricaded subjects to cite but a few.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ330 - Leadership and Management in Criminal Justice Organizations (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **CJ340 - Criminology**

### **Description**

Learners will explore social, psychological, and criminological theories to better understand what influences criminal behavior. Based on their explorations of criminology, learners will practice the application of theory to better understand criminal motivation in addition to the relationship between criminology and law.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)

### **Academic Level**

Undergraduate

## **CJ350 - Intelligence and Counterintelligence**

### **Description**

Through the examination of the history behind and benefits of espionage and counterintelligence, learners will develop an understanding of the methods used to gather and analyze intelligence. Learners will also explore how governments and corporations within the United States utilize intelligence and counterintelligence to maintain safety, inform policy, and benefit business.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ310 - Introduction to Homeland Security and Counterterrorism (3)

### **Academic Level**

Undergraduate

## **CJ360 - Terrorism in the United States**

### **Description**

Learners will examine the influences of ideology and culture on domestic acts of terror and the historical evolution of homegrown terrorism. As these concepts are examined, learners will analyze domestic and international terrorist organizations as well as how acts of terror impact society.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ120 - Cultural Awareness in Criminal Justice (3)
  - CJ310 - Introduction to Homeland Security and Counterterrorism (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CJ400 - Crime Analysis and Effective Police Service**

### **Description**

This course provides the student with the assets and tools of progressive crime analysis techniques and the intrinsic relation to the delivery of effective police services. Theory, data collection methods and basic use of statistics will be introduced and applied to various goals of policing.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - CJ330 - Leadership and Management in Criminal Justice Organizations (3)
  - 1 of the following:
    - CJ300 - Research Methods for Criminal Justice (3)
    - SCS285 - Research Literacy in Social Sciences (3)

### **Academic Level**

Undergraduate

## **CJ401 - Emergency and Disaster Management**

### **Description**

This course will cover the issues related to crisis and disaster management including history of the topic, integrated emergency management and the methods honed since the 9-11 attacks. The course will focus on the events ranging from natural disasters to the potential use of weapons of mass destruction and the most effective strategies available.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ330 - Leadership and Management in Criminal Justice Organizations (3)

### **Academic Level**

Undergraduate

## **CJ405 - Security Management**

### **Description**

Learners will be exposed to security management techniques and methods used to maintain public safety. Through the exploration of asset and vulnerability identification, learners will analyze the value of security partnerships, emerging trends in safety and emergency management, and how history has shaped current practice.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ310 - Introduction to Homeland Security and Counterterrorism (3)

### **Academic Level**

Undergraduate

## Online Programs

### **CJ406 - Contemporary Issues in Criminal Justice**

#### **Description**

Through the analysis of contemporary issues in criminal justice, learners will develop an understanding of the need for sworn and civilian criminal justice professionals to be adaptive, flexible, and reflective. Learners will explore issues in law, technology, and communication while also examining the importance of wellness within the field of criminal justice.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ112 - Introduction to Criminal Justice (3)
  - SCS285 - Research Literacy in Social Sciences (3)

#### **Academic Level**

Undergraduate

### **CJ430 - Terrorist Techniques**

#### **Description**

This course provides the student with the latest and most effective information pertaining to the strategies, tactics and methods used by terrorists. It will discuss and analyze methods of financing used by terrorists, choice of weaponry, and the criteria used for target selection. In addition, the course will cover the most up-to-date and progressive responses to acts of terror as well as preventive measures used by the military and criminal justice professionals.

#### **Credits**

3

#### **Requisites**

- Complete:
  - JUS305 - International Criminal Justice (3)

#### **Academic Level**

Undergraduate

### **CJ467 - Threat Assessment Fundamentals**

#### **Description**

This course will introduce the student to the basic aspects of attack prevention, identification and assessment of various threats, intelligence- gathering, protection management and counterterrorism techniques used by the military and criminal justice professionals.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ430 - Terrorist Techniques (3)

#### **Academic Level**

Undergraduate



## Online Programs

### **CJ468 - Intelligence, Surveillance, and Reconnaissance**

#### **Description**

This course covers the processes involved in culling data as it relates to intelligence gathering and the methods of analysis. Students are introduced to the various techniques of analysis, evaluation of sources, and testing the validity of terrorism-related intelligence. In addition, the course will cover the tactics of surveillance, intelligence gathering, and the methods used to thwart illegal activities.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ430 - Terrorist Techniques (3)

#### **Academic Level**

Undergraduate

### **CJ469 - Counterterrorism Techniques**

#### **Description**

This course will introduce the student to the most effective strategies, techniques and tactics used to combat terrorism. In addition, the course will cover the organization of counterterrorist organizations, task forces and operational entities, the tools of the trade, along with analysis of counterterrorism policies.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ430 - Terrorist Techniques (3)

#### **Academic Level**

Undergraduate

### **CJ480 - Capstone in Criminal Justice**

#### **Description**

This capstone course is the culminating experience for the B.S. in Criminal Justice program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- 111 credit(s).

#### **Academic Level**

Undergraduate

## Online Programs

### **CJ485 - Problem Solving for Criminal Justice Professionals**

#### **Description**

Knowledge of criminal justice theory and practice will be applied to develop creative, evidence-informed solutions to identified professional problems. Learners will evaluate potential solutions for feasibility before presenting recommendations to various audiences.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - CJ406 - Contemporary Issues in Criminal Justice (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate

### **CJ500 - Critical Issues in the Criminal Justice System**

#### **Description**

This course offers the Criminal Justice graduate student the opportunity to identify, analyze and discuss the most prevalent issues affecting the delivery of criminal justice and public safety services today. Students will examine the civic responsibilities of criminal justice professionals and the challenges facing our contemporary criminal justice system, while also developing an understanding of the key criminal justice theories.

#### **Credits**

3

#### **Academic Level**

Graduate

### **CJ510 - Ethical Leadership in Criminal Justice**

#### **Description**

This course will emphasize the principles of strategic management, ethical leadership, and community involvement as they apply to a public safety organization within the criminal justice system. The course focuses on the student's development of leadership qualities that address the difficult questions, such as risk management and budgetary constraints, faced by public safety leaders.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **CJ520 - Criminology and Public Policy**

#### **Description**

This course focuses on the relationship between prevailing criminological theories and the development and implementation of public policy. Students will learn how to evaluate policy recommendations and their effect on a range of public safety organizations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ500 - Critical Issues in the Criminal Justice System (3)

#### **Academic Level**

Graduate

### **CJ530 - Global Terrorism**

#### **Description**

Explore how geopolitics and terrorist attacks influence the world today. Examine historical events and the impact on foreign and domestic policy. Students dispel misconceptions and create a new evidence-based response to address global terrorism.

#### **Credits**

3

#### **Academic Level**

Graduate

### **CJ550 - Assessing Organizational Performance**

#### **Description**

Explore the techniques and methods used to evaluate the performance of a criminal justice organization by examining a real-world scenario. Students assess an organization to identify factors impacting the overall performance including its mission, goals, structure, policies, and processes. Students use applicable methods and data to determine effective resource and communication strategies for continuous improvement within criminal justice organizations.

#### **Credits**

3

#### **Academic Level**

Graduate

### **CJ560 - Courts and Judicial Process**

#### **Description**

Explore the different roles of criminal justice professionals in navigating critical issues and challenges in the judicial process from the initial crime through the appeals phases. Students compare the procedural impact of local, state, and federal court systems through the examination of controversial court cases and inequalities within the judicial process.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **CJ650 - Public Safety Administration**

### **Description**

This course examines the key functions and responsibilities of a public safety administrator, including management of organizational structure, strategic decision-making, fiscal responsibility, and coordinated public safety approaches to address fiscal, political, and social challenges. Students examine fiscal management, the problems of governmental funding, service and equipment cutbacks, cost comparison, and accessibility of federal grants. Additionally, the course reinforces ethical foundations in public safety, critical thinking and analysis, and innovative solutions to contemporary public safety problems. Students also explore administrative opportunities within public safety, and career paths to reach these positions.

### **Credits**

3

### **Requisites**

- Complete:
  - OL600 - Strategic Human Resource Management (3)
  - PAD630 - Foundations of Public Administration (3)
  - PAD631 - Strategic Management in Public Service (3)

### **Academic Level**

Graduate

## **CJ675 - Data-Driven Decision-Making in Criminal Justice**

### **Description**

This course promotes the value of using both quantitative and qualitative research methods in leadership, planning and decision-making. Students learn how to forge data-driven strategies for effective criminal justice problem-solving.

### **Credits**

3

### **Academic Level**

Graduate

## **CJ681 - Terrorist Techniques and Counterterrorism**

### **Description**

Deconstruct biases and mindsets about terrorism. Explore modern international and domestic counterterrorism as techniques to mitigate actions by terrorist organizations and extremists. Students gain a comprehensive view of the motivation and nature behind terrorism.

### **Credits**

3

### **Requisites**

- Complete:
  - CJ530 - Global Terrorism (3)

### **Academic Level**

Graduate

## Online Programs

### **CJ682 - Threat Assessment**

#### **Description**

Analyze international and domestic terrorist threats utilizing threat assessment techniques. Examine viable responses and communication strategies identified from a critical assessment. Using these responses and strategies, scrutinize intelligence to create a viable solution to mitigate a terrorist threat.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ530 - Global Terrorism (3)

#### **Academic Level**

Graduate

### **CJ683 - Intelligence Collection and Analysis**

#### **Description**

Examine and interpret intelligence gathered using industry standard practices. Apply structured analytic techniques to review data and information for the purpose of synthesizing and communicating findings to a variety of audiences. Students acquire the know-how in applying the right technique(s) to produce the type of information needed to take action in addressing terrorism related problems.

#### **Credits**

3

#### **Requisites**

- Complete:
  - CJ530 - Global Terrorism (3)

#### **Academic Level**

Graduate

### **CJ790 - Criminal Justice Capstone**

#### **Description**

This capstone course is the culminating experience for the M.S. in Criminal Justice program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - CJ550 - Assessing Organizational Performance (3)
    - CJ675 - Data-Driven Decision-Making in Criminal Justice (3)
  - 30 credit(s).

#### **Academic Level**

Graduate

## Online Programs

### **CUS110 - Customer Service Fundamentals**

#### **Description**

Develop professional plans for advancing customer service skills. Analyze customer service interactions using various models of communication. Create customer-facing messages that take into consideration culturally and socially diverse customers. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Connect with Customers

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CUS210 - Sales and Customer Service**

#### **Description**

Utilize effective selling techniques in relation to the consumer decision-making process. Employ accepted customer service problem-solving techniques in responding to challenging customer behaviors. Describe the functions of customer service departments and their significance within organizations. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Analyze the Customer Experience

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **CUS230 - Customer Service and Branding**

#### **Description**

Employ techniques that nurture customer relationships across the customer lifecycle. Differentiate between and address legal, ethical, and regulatory issues in customer service. Align customer communications with an organization's brand and mission. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Represent the Brand

#### **Credits**

3

#### **Academic Level**

Undergraduate

---

## Cybersecurity

# Online Programs

## **CYB200 - Cybersecurity Foundations**

### **Description**

Gain familiarity with foundational cybersecurity concepts and terms. Learn the difference between adversarial and environmental threats and analyze how security practitioners respond to each. Explore legal and human factors and examine how they influence the development of organizational security strategies.

### **Credits**

3

### **Academic Level**

Undergraduate

## **CYB210 - Computer Networking**

### **Description**

Learn the basics of computer networking. Examine different network architectures and approaches to network design. Gain practical experience by performing common network implementation and administration tasks.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - IT212 - Introduction to Computer Networks (3)
  - IT340 - Network and Telecommunication Management (3)

### **Academic Level**

Undergraduate

## **CYB220 - Network Security**

### **Description**

Learn about common network-based attacks and how to defeat them. Explore the use of intrusion detection/prevention technologies and information flow controls to protect networked systems. Analyze security concerns related to virtual systems and networks.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB200 - Cybersecurity Foundations (3)
  - CYB210 - Computer Networking (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CYB230 - Operating System Security**

### **Description**

Learn the techniques and strategies used to protect modern operating systems. Employ best practices to securely provision operating system components and services. Troubleshoot insecure settings to reduce the risk of system compromise.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - IT202 - Computer Operating Systems (3)
  - IT255 - Introduction to the Linux Operating System (3)

### **Academic Level**

Undergraduate

## **CYB240 - Application Security**

### **Description**

Explore the fundamental principles and practices of application security. Identify common software vulnerabilities and develop strategies to reduce their potential impact. Analyze and assess the security posture of multi-tiered web applications.

### **Credits**

3

### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)
  - CYB200 - Cybersecurity Foundations (3)
  - CYB210 - Computer Networking (3)

### **Academic Level**

Undergraduate

## **CYB250 - Cyber Defense**

### **Description**

Explore common strategies and tactics employed by security practitioners to protect networks, systems, applications, and data. Learn the principles of cryptography and examine the critical role it plays in protecting information assets. Analyze the impact of emerging technologies and evolving social trends on the field of cybersecurity.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB200 - Cybersecurity Foundations (3)

### **Academic Level**

Undergraduate



# Online Programs

## **CYB260 - Legal and Human Factors of Cybersecurity**

### **Description**

Examine security concerns associated with humans and their interactions with information systems. Learn about social engineering and how to combat human-focused cyber attacks. Examine the legal and ethical aspects of individual privacy, acceptable use, and other social concerns.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB200 - Cybersecurity Foundations (3)

### **Academic Level**

Undergraduate

## **CYB300 - System and Communication Security**

### **Description**

Build upon basic operating system security by securing communication between networked systems. Implement transport layer security (TLS) and a public key infrastructure (PKI). Use a scripting language to automate security-relevant tasks and verify compliance with organizational security standards.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB200 - Cybersecurity Foundations (3)
  - CYB230 - Operating System Security (3)

### **Academic Level**

Undergraduate

## **CYB310 - Network Defense**

### **Description**

Deploy technologies to detect and defeat network-based attacks. Use common tools to operate at different layers of the network stack, implement information flow controls, and develop reliable methods to identify malicious network traffic.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB220 - Network Security (3)
  - CYB250 - Cyber Defense (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CYB320 - Incident Response and Investigation**

### **Description**

Explore incident analysis and response techniques within the context of an enterprise. Learn basic digital forensic terminology and how incident response activities inform and augment digital investigations.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB300 - System and Communication Security (3)
  - CYB310 - Network Defense (3)

### **Academic Level**

Undergraduate

## **CYB400 - Security Assessment and Auditing**

### **Description**

Learn how to assess and audit information systems using structured approaches. Discover compliance gaps, identify security vulnerabilities, and recommend corrective actions. Learn how to effectively communicate findings and recommendations to organizational stakeholders.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB220 - Network Security (3)
  - CYB260 - Legal and Human Factors of Cybersecurity (3)
  - CYB300 - System and Communication Security (3)

### **Academic Level**

Undergraduate

## **CYB410 - Security Risk Management**

### **Description**

Apply the principles of risk management to solve real-world security problems. Learn how risk management influences organizational security programs. Explore how the concepts of threat, impact, relevance, and likelihood are woven together to develop balanced, effective security controls.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB250 - Cyber Defense (3)

### **Academic Level**

Undergraduate

# Online Programs

## **CYB420 - Enterprise Security**

### **Description**

Create and implement a comprehensive plan to protect an organization's assets from relevant adversarial and environmental threats. Employ basic project management methods to achieve milestones, align resources, and foster collaboration with stakeholders.

### **Credits**

3

### **Requisites**

- Complete:
  - CYB310 - Network Defense (3)
  - CYB400 - Security Assessment and Auditing (3)
  - CYB410 - Security Risk Management (3)

### **Academic Level**

Undergraduate

---

## **Data Analytics**

### **DAT205 - Role of Data Analysis in Organizations**

#### **Description**

Students will analyze the role of data analysis and data analysts within organizations. Students will also gain an understanding of the various areas of data analysis as well as the industries in which it is used, and explore the types of professional roles that exist in the world of data.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **DAT210 - Foundation of Data Analytics**

#### **Description**

The emergence of new data sources is transforming the role of the data analyst from one who simply reports information to one who is charged with making sense of the available data and distilling from it the salient aspects for the given audience. In this course, students will examine the concepts of data analysis and how it informs the business process. Emphasis will be placed on the development of sound research questions, the identification and verification of data sources, the retrieval, cleaning, and manipulation of data, and the process for identifying the data elements that are relevant for a given audience. An overview of the regulatory organizations that govern the release of data will also be reviewed.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **DAT220 - Fundamentals of Data Mining**

### **Description**

A large portion of data analytics focuses on identifying meaningful patterns in data. Using a case studies approach, students will examine effective strategies that blend both hypothesis testing and data-driven discovery methods to identify meaningful data patterns and apply that knowledge to common business problems. Emphasis will be placed on data-mining tasks such as classification, clustering, and sequential pattern discovery.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - DAD215 - Introduction to Statistical Analysis System (3)
  - DAD220 - Introduction to Structured Database Environments (3)
  - DAD334 - Oracle SQL Fundamentals (3)

### **Academic Level**

Undergraduate

## **DAT223 - Gathering Requirements and Collecting Data**

### **Description**

Students will examine methods for diagnosing organizational problems in order to determine the data requirements to solve them. In addition, students will learn how to gather data and supporting documentation necessary for effective data analysis.

### **Credits**

3

### **Requisites**

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)

### **Academic Level**

Undergraduate

## **DAT250 - Data Policy and Decision Making**

### **Description**

Students will explore the emergence of data governance at both the legal/regulatory and organizational policy levels, with a focus on its implications for data analytics. Students will also learn how data analysts can act ethically when confronted with data privacy and security concerns.

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **DAT260 - Emerging Technologies and Big Data**

### **Description**

Students will explore contemporary systems and technologies impacting the field of data analytics, including the cloud, AI, and machine learning. Students will also gain exposure to areas of technology that provide opportunities for future professional specialization, such as emerging Big Data technologies that can support the work of data analysts.

### **Credits**

3

### **Requisites**

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)

### **Academic Level**

Undergraduate

## **DAT300 - Data Validation: Getting the Right Data**

### **Description**

Students will learn to both assess whether data on hand can be used to address real world challenges faced by organizations as well as to determine additional data that may be needed. Students will also explore how to find such data and practice the kinds of communication and collaboration skills that are necessary to obtain it.

### **Additional Information**

The goal name associated with this course is Data Validation: Getting the Right Data

### **Credits**

3

### **Academic Level**

Undergraduate

## **DAT310 - Data Analytics I**

### **Description**

Learn how to apply a comprehensive approach to data analytics in the solving of business problems by building upon the principles set forth in DAT 210. Evaluate the tools and resources available in terms of their appropriateness to complex business scenarios. Explore the collaborative nature of data analytics projects and the necessity for coordination across projects through conducting an initial data analytics project and creating a collaborative report of findings.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - DAT210 - Foundation of Data Analytics (3)
  - 1 of the following:
    - DAD215 - Introduction to Statistical Analysis System (3)
    - DAD220 - Introduction to Structured Database Environments (3)
    - DAD334 - Oracle SQL Fundamentals (3)

### **Academic Level**

Undergraduate

# Online Programs

## **DAT320 - Data Analytics II**

### **Description**

Building upon the principles set forth in prior coursework, students will engage in a comprehensive approach to the application of data analytics in the solving of business problems employing the techniques frequently used in the discipline. Emphasis will be placed on the different types of forecasting techniques such as sales, risk, retention, and attrition as applied to a variety of industries.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - DAD215 - Introduction to Statistical Analysis System (3)
    - DAD220 - Introduction to Structured Database Environments (3)
  - Complete:
    - DAT210 - Foundation of Data Analytics (3)
    - DAT310 - Data Analytics I (3)

### **Academic Level**

Undergraduate

## **DAT325 - Data Validation: Quality and Cleaning**

### **Description**

Students will gain an understanding of the importance of ensuring high data quality prior to performing analysis on data. Students will also learn how to assess industry standard dimensions of data quality and how to clean problematic data without reducing data integrity.

### **Additional Information**

The goal name associated with this course is Data Validation: Quality and Cleaning

### **Credits**

3

### **Requisites**

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)

### **Academic Level**

Undergraduate

## **DAT375 - Data Analysis Techniques**

### **Description**

Students will apply common methods that data analysts use to perform data analysis. Students will also use critical tools and technology to draw conclusions from the analysis that are relevant to organizational challenges.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
  - DAD220 - Introduction to Structured Database Environments (3)

### **Academic Level**

Undergraduate

# Online Programs

## **DAT410 - Decision Support Presentation**

### **Description**

In order for data analytics to be effective, reports and findings must be presented in a manner that is relevant to one's audience. In this course students will hone their technical writing and presentation skills to engage individuals at all levels throughout an organization. Ethics, security, and privacy considerations as they relate to reporting will also be discussed.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT210 - Foundation of Data Analytics (3)
  - DAT310 - Data Analytics I (3)
  - DAT320 - Data Analytics II (3)

### **Academic Level**

Undergraduate

## **DAT430 - Leveraging Data Analysis for Organizational Results**

### **Description**

Students will learn how data analysis can be leveraged for the advancement of organizational initiatives through effective collaboration with organizational stakeholders. Students will also explore data visualization tools and techniques that help data analysts communicate the results of their work in ways that make those results actionable.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT375 - Data Analysis Techniques (3)

### **Academic Level**

Undergraduate

## **DAT475 - Applied Data Analysis**

### **Description**

Students will discover how data analysis is applied in organizational scenarios to gain insight from even imperfect data. Students will also explore more advanced data analytics methods such as collaborating on hypothesis testing and performing root cause analysis, and they will practice presenting visualizations of data analysis that highlight the insights gained from analysis.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - MAT225 - Calculus I: Single-Variable Calculus (3)
    - DAT430 - Leveraging Data Analysis for Organizational Results (3)
  - 90 credit(s).

### **Academic Level**

Undergraduate

# Online Programs

## **DAT490 - Capstone in Data Analytics**

### **Description**

This capstone course is the culminating experience for the B.S. in Data Analytics program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - DAT410 - Decision Support Presentation (3)

### **Academic Level**

Undergraduate

## **DAT500 - Data and Information Management**

### **Description**

Master key foundational concepts and tools in data and information management. Learn data analysis skills required for data assessment and data validation for creating data structures and data analysis reports. Gain exposure to common data and information management technologies that provide decision support capabilities to organizations.

### **Credits**

3

### **Academic Level**

Graduate

## **DAT510 - Foundations of Data**

### **Description**

We live in a world where substantial amounts of data are available at the touch of a button. While this may be a very empowering prospect, it can also be overwhelming. In this course, students will examine the status of Big Data and its impact on the business world, framing analytics challenges using a structured life cycle approach to data analytics problems. Emphasis will be placed upon the verification of data, analytic techniques and open source tools for analyzing data, the role of regulatory organizations, and the privacy and ethics issues that surround its use.

### **Credits**

3

### **Academic Level**

Graduate



# Online Programs

## **DAT515 - Enterprise Data Management**

### **Description**

Understanding the complexity of current data management systems and the ever evolving technology necessary to leverage such data is essential in making sound data-driven decisions. In this course, students will examine the issues in managing data and information from an enterprise perspective, and explore data management as an essential resource to organizational success through a deeper understanding of the concepts and techniques for managing the design, development, and maintenance of all the components of enterprise information management. The course will examine the roles and responsibilities of the various professionals that manage data and information in an organization.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT510 - Foundations of Data (3)

### **Academic Level**

Graduate

## **DAT520 - Decision Methods and Modeling**

### **Description**

The role of many analysts is as much about interpreting the results of data analysis as it is about gathering the data and "crunching the numbers." In this course, students will learn how to evaluate data in context, interpret data trends, and receive an overview of decision support management techniques such as predictive modeling, risk assessment and optimization, and analytics algorithms, which will set the stage for more advanced study in subsequent courses. Concepts from enterprise data management, including data warehousing and business intelligence, will provide a foundation for examining the topics of data mining, advanced and dimensional data modeling, and decision support system development as techniques for an organization's competitive advantage.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT510 - Foundations of Data (3)

### **Academic Level**

Graduate

## **DAT530 - Presentation and Visualization of Data**

### **Description**

In addition to the gathering and interpretation of data, today's business environment calls upon the analyst to communicate the results of data analysis to a variety of audiences. In this course students will learn how to synthesize the technical components of data analysis into reports, presentations, and visual dashboards that are meaningful for the intended audience and deliver those components in a coherent, convincing format.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT510 - Foundations of Data (3)

### **Academic Level**

Graduate

# Online Programs

## **DAT610 - Optimization and Risk Assessment**

### **Description**

In the competitive business world, using data to its best advantage becomes all the more crucial. In this course, students will learn how to discern the levels of relevancy of data and the impact it has on operations as well as hone their ability to identify macro and micro level risk and evaluate risk management programs, policies, and strategies.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT520 - Decision Methods and Modeling (3)

### **Academic Level**

Graduate

## **DAT640 - Predictive Analytics**

### **Description**

Building on prior coursework in decision methods and modeling, students will get a deeper understanding of the art and science of predictive analysis. Students will examine the elements that contribute to building reliable predictive models that result in actionable performance predictions such as identifying the variables that have the most predictive power and developing and deploying predictive models currently in use.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT510 - Foundations of Data (3)
  - DAT520 - Decision Methods and Modeling (3)

### **Academic Level**

Graduate

## **DAT650 - Advanced Data Analytics**

### **Description**

This course will emphasize the employment of advanced analytic strategies over the entire life cycle of the data analysis process. Using a comprehensive case-studies approach, students will logically extend and add definition to their existing analytic skill set, resulting in the development of a project proposal that will serve as preparation for the capstone experience.

### **Credits**

3

### **Requisites**

- Complete:
  - DAT510 - Foundations of Data (3)
  - DAT520 - Decision Methods and Modeling (3)
  - DAT640 - Predictive Analytics (3)

### **Academic Level**

Graduate

## Online Programs

### **DAT690 - Capstone in Data Analytics**

#### **Description**

This capstone course is the culminating experience for the M.S. in Data Analytics program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - DAT650 - Advanced Data Analytics (3)

#### **Academic Level**

Graduate

---

## Database Administration

### **DAD215 - Introduction to Statistical Analysis System**

#### **Description**

The SAS programming suite of products is commonly used throughout the industry for analyzing the vast amount of data that are available today and for turning that data into actionable items for an organization. Through the creation of SAS programs of varying complexity, students will solve common data analysis problems and learn the general programming conventions of SAS along with the data management and reporting utilities of the basic SAS product.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - IT140 - Introduction to Scripting (3)
  - IT145 - Foundation in Application Development (3)

#### **Academic Level**

Undergraduate

### **DAD220 - Introduction to Structured Database Environments**

#### **Description**

Students will learn to create structured database environments that incorporate basic processing functionality and allow for data management, data manipulation, and data analysis. Students will also construct and analyze queries to address data requirements.

#### **Additional Information**

The goal name associated with this course is Introduction to Structured Database Environments

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **DAD334 - Oracle SQL Fundamentals**

#### **Description**

Learn to retrieve, restrict, sort, report, and display data using SQL statements within an Oracle database environment. In addition, obtain experience writing sub-queries, manipulating data, creating and managing tables, and working with schema objects. Gain practical hands-on experience in a functional Oracle database environment.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - IT140 - Introduction to Scripting (3)
  - IT145 - Foundation in Application Development (3)

#### **Academic Level**

Undergraduate

### **DAD350 - Oracle Database Administration I**

#### **Description**

This is the first course in a two part series. This course covers Oracle Database Administration Part I. Students will use Oracle to prepare a database environment, create, manage and administer database and user security. Students will also learn how to manage data, concurrencies, undo data, and implement database security. Topics will include database maintenance, performance management, recovery, and backup.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - DAD220 - Introduction to Structured Database Environments (3)
  - DAD334 - Oracle SQL Fundamentals (3)

#### **Academic Level**

Undergraduate

### **DAD405 - Oracle Database Administration II**

#### **Description**

This is the second of a two part series. This course covers Oracle Database Administration Part II. Students will use Oracle to design database architectures and automatic storage management solutions. Students will learn how to configure a database for recoverability, to meet backup specifications, and to perform user-managed backup and recovery. Additionally, students will use Oracles Recovery Manager (RMAN) for performing for multiple database administration tasks.

#### **Credits**

3

#### **Requisites**

- Complete:
  - DAD350 - Oracle Database Administration I (3)

#### **Academic Level**

Undergraduate

---

## Development

## Online Programs

### **DEV699 - Child Development Practicum**

#### **Description**

The internship is a culmination of a student's field experiences. It consists of a minimum of 150 clock-hours in the field and is accompanied by seminar meetings to provide opportunities for the analysis, evaluation and discussion of field experience.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Economics

### **ECO201 - Microeconomics**

#### **Description**

This course examines the role of economic systems in allocating scarce resources to satisfy the needs and wants of individual members of a society. After a brief exposure to alternative economic systems, the focus becomes the nature and performance of American capitalism. Primary emphasis is placed upon the development of models that explain the behavior of consumers, producers and resource suppliers in various market structures.

#### **Additional Information**

The goal name associated with this course is Microeconomics

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ECO202 - Macroeconomics**

#### **Description**

This course explores the manner in which the overall levels of output, income, employment and prices are determined in a capitalist economy. The focus is on the forces that act to shape these factors and determine their fluctuations. The role of government fiscal and monetary policy in influencing the level of economic activity is also a major area of study. The impact of international transactions on the domestic economy also is discussed.

#### **Additional Information**

The goal name associated with this course is Macroeconomics

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **ECO301 - Managerial Economics**

### **Description**

This course applies economic theory and quantitative techniques to solving business decision problems. The principal economic framework is that of microeconomics and covers such topics as demand, production, cost and market structures. Regression and linear programming are the main quantitative tools developed in the course. Computer applications are a required part of the course.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC202 - Managerial Accounting (3)
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)
  - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

## **ECO306 - Money and Banking**

### **Description**

This course covers three broad areas. The first is the banking industry's regulations and internal operations. The second area focuses on the banking industry's role in the national economy, including monetary policy and its macroeconomic effect on prices, employment and growth. International banking is the third area covered and includes an overview of institutional arrangements and the effects of international banking on the world economy. Writing intensive course.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)

### **Academic Level**

Undergraduate

## **ECO322 - International Economics**

### **Description**

International Economics develops and explores alternative explanations for the determinants of international trade and financial flows. Emphasis is placed on analyzing the cause and effect of such international phenomena as trade patterns, factor mobility, direct and portfolio investment, multinational corporations, balance of payments disequilibria, and government trade and exchange controls. The course highlights the interdependence of nation-states in the world economy and the development of national policies that are designed to alter or control the pattern of international trade and investment.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)

### **Academic Level**

Undergraduate

# Online Programs

## **ECO327 - Economic Development**

### **Description**

Economic explanations for development and underdevelopment are studied in this course. The course focuses on the problems that less-developed countries face and on alternative approaches to addressing these problems.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)

### **Academic Level**

Undergraduate

## **ECO330 - Public Finance**

### **Description**

This course examines the economic rationale for government provision of goods and services in a market system. Efficiency criteria for evaluating government programs, tax policy and the current U.S. tax structure also are studied.

### **Additional Information**

Offered every fall term.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)

### **Academic Level**

Undergraduate

## **ECO402 - Intermediate Macroeconometrics**

### **Description**

This course develops models of short-to-medium-run fluctuations in overall economic activity as well as long-run models of economic growth of a nation. The former category of models includes the Keynesian, New Classical, and New Keynesian frameworks. Particular emphasis will be placed on the New Keynesian model. Empirical testing of the models using computer software will involve the statistical analysis of macroeconomic data. The primary econometric tools for analyzing this data will be regression and its extensions and modern time series analysis. Long-run models of economic growth including the Solow model and the Romer model will also be examined.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)
  - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

# Online Programs

## **ECO500 - Managerial Economics**

### **Description**

Managerial economics involves applying economic theory and using the tools of decision science to examine how an organization can achieve its objectives most efficiently in the face of constraints. Background preparation: 6 credit hours in mathematics and 3 credit hours in microeconomics, macroeconomics and statistics or equivalent.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)

### **Academic Level**

Graduate

## **ECO505 - Introduction to Graduate Economics**

### **Description**

This course serves as an introduction to economics at the graduate level. Exploration of the major schools of thought in economics as well as a historical approach to economics will introduce students to graduate level studies in economics. The historical review of economic theory will provide the basis for economic research. The course will explore economic agents and their interaction with the markets. An interdisciplinary approach will be used for this course in order to show the effects of economic thought and analysis through different areas.

### **Credits**

3

### **Academic Level**

Graduate

## **ECO510 - Mathematics and Statistics for Economics**

### **Description**

This course will explore the more advanced areas of statistics and math, with a focus on economics and the methods that are mostly used in the applied economics field. The course will build on the mathematics and statistics background that the students have explored in previous courses. Advance regressions methods will be used, and a number of tools will be used for calculation. This course prepares the students in the Applied Economics degree for the advanced courses in econometrics.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)

### **Academic Level**

Graduate



# Online Programs

## **EC0520 - Microeconomics Theory and Analysis**

### **Description**

This course serves as a graduate-level introduction to advanced microeconomic theories and the application of these theories. The course will look at irrational versus rational decision making, market structure, market failure, resource markets, and other microeconomic principles. Modern theory of consumer behavior and theory of the firm will be discussed, along with optimization models for achieving and analyzing productive, allocative, and distributive efficiency.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO510 - Mathematics and Statistics for Economics (3)

### **Academic Level**

Graduate

## **EC0530 - Macroeconomics Theory and Analysis**

### **Description**

This course serves as a preparation for graduate economic research. The course will explore the three major schools of thought and will lay the groundwork for macroeconomic research. Through examples of static macroeconomic models and theoretical analysis, students will be introduced to macroeconomic research. The economics of growth will be given particular focus.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO510 - Mathematics and Statistics for Economics (3)

### **Academic Level**

Graduate

## **EC0540 - Game Theory and Industrial Organization**

### **Description**

This course serves as an exploration of game theory and its applications in economic analysis. Various models of static and dynamic games are explored, along with the applications of game theory in negotiations, voting, conflict resolution, and pricing decisions. The course also reviews industrial organization theory, exploring the interaction between the firm and the market, and the linkage between market structure, firm conduct, and economic performance. The ideas of market power and its regulation through government policy, and the firm's price and non-price strategic behaviors will be discussed.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO520 - Microeconomics Theory and Analysis (3)

### **Academic Level**

Graduate

## Online Programs

### **ECO605 - Environmental and Natural Resource Economics**

#### **Description**

This course serves as an introduction to the natural resource economics area. The course will look at the global aspect of environmental and natural resource economics, and will explore topics like efficient use of resources, allocation of resources, population growth, green economics, global trade effects, and global climate change.

#### **Credits**

3

#### **Academic Level**

Graduate

### **ECO610 - Fiscal & Monetary Policies & Practices**

#### **Description**

Students in this course examine the performance of the national economy and its impact on a firm. Students analyze the formulation and impact of monetary and fiscal policies and their relationships with money and capital markets. Background preparation: 6 credit hours in economics.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MBA502 - Economics for Business (3)
  - QSO510 - Quantitative Analysis for Decision Making (3)

#### **Academic Level**

Graduate

### **ECO620 - Applied Econometrics I**

#### **Description**

This course looks at common econometric models, with a focus on regression models. Through empirical work and analysis, the students will extend their understanding of econometric theory. The course will provide an understanding of the relationship between economic variables that can be used for statistical estimation. The students will learn how to use observational data and how to construct econometric models and methods.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ECO520 - Microeconomics Theory and Analysis (3)

#### **Academic Level**

Graduate

## Online Programs

### **ECO625 - Applied Econometrics II**

#### **Description**

This course serves as an extension of ECO 620, providing an even more in-depth look at econometric theory and analysis. Students will build on the methods and models learned throughout the program and will be introduced to forecasting, nonparametric analysis, maximum likelihood, etc.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ECO620 - Applied Econometrics I (3)

#### **Academic Level**

Graduate

### **ECO675 - Seminar in Environmental and Natural Resource Economics**

#### **Description**

This course will provide the students with advanced econometric tools used in research in environmental and natural resource economics.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ECO605 - Environmental and Natural Resource Economics (3)
  - ECO620 - Applied Econometrics I (3)

#### **Academic Level**

Graduate

### **ECO700 - Applied Economics Capstone**

#### **Description**

This capstone course is the culminating experience for the M.S. in Applied Economics program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - ECO625 - Applied Econometrics II (3)

#### **Academic Level**

Graduate

---

## Education

## Online Programs

### **EDU501 - Methods of Teaching Reading**

#### **Description**

This course is an overview of reading and writing processes. The course addresses current trends for teaching literacy including basal programs, whole language, language experience, thematic teaching, literature-based instruction, and technology-based instruction. Students will learn about the components of balanced literacy instruction that includes word attack, word identification, vocabulary development, fluency, comprehension and writing.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU506 - Teaching English Learners**

#### **Description**

In this course students will study the history, pedagogy and techniques for specific ESL/EFL methods and approaches used to teach in culturally diverse classrooms. The course intends to equip mainstream classroom teachers with background, introduction and understanding necessary to teach EL students. The course will include clarification of issues such as the differences between bilingual instruction and teaching English Learners in the classroom. The course will enable teachers to learn how to modify content and scaffold learning for ELs.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU515 - The Educator as Leader**

#### **Description**

Discover the frameworks and approaches used in the M.Ed. in Curriculum and Instruction program. Explore what it means to be an educational leader in today's rapidly changing, multi-cultural education environments and investigate the many traditional and non-traditional facets of contemporary educational leadership. Examine competencies, characteristics, and practices that relate directly to student achievement and are grounded in current professional standards.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU520 - The Educator Researcher**

#### **Description**

This course provides an introduction to methods of educational research. These methods encourage educators to be action researchers in their own classrooms, school districts, and/or communities to improve teaching and learning practice. Students will become familiar with purposeful quantitative and qualitative research designs to develop an increased understanding of the issues, both theoretical and practical, arising through the research process. An emphasis will be placed on understanding, interpreting, and critiquing educational research and developing research proposals.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **EDU530 - Evidence-Based Research for Education**

#### **Description**

Learn about the various types and methods of educational research. Examine the value of education focused action research in a variety of learning environments. Develop foundational knowledge and skills to read, interpret, and use data to enable professional growth and improve student learning experience.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU537 - Social Studies/Arts for Young Children**

#### **Description**

This course will explore the concepts, methods, techniques, and material necessary to effectively teach social studies and fine arts in early childhood. Using national and state standards and frameworks, students will develop learning experiences that meet curriculum objectives in both social studies and the fine arts. Strategies for integrating social studies and fine arts across all curriculum areas will be addressed.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU545 - Leadership in Teaching and Learning**

#### **Description**

Explore educational leadership concepts by focusing on the characteristics and best practices needed to define and increase success in learning. Employ multiple measures to resolve learning challenges utilizing effective communication and collaboration in ways that empower oneself and others to enhance one's role as an educational leader. Learn about legal, ethical, and professional issues existing in today's educational environments that impact effective leadership.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU550 - Educational Assessment**

#### **Description**

This course builds assessment competency by analyzing recent trends in assessment for evaluating and documenting student performance and progress toward desired outcomes. Students examine the uses of assessment at the individual, class and school levels; including New England Common Assessment Data. Students will select and design assessments suitable for instructional decisions that support planning developing curriculum, and making recommendations for instructional improvement. Students will interpret and communicate the results of both externally produced and teacher-produced assessment for a variety of audiences. Students will describe valid grading procedures and discuss ethical issues linked to assessment methods and uses of assessment information.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **EDU570 - Curriculum Design 1: Foundations in Curriculum Design**

#### **Description**

Explore the foundations of curriculum design theories and principles used in various learning environments. Apply Understanding by Design (UbD), Differentiated Instruction (DI), and the standards of Universal Design for Learning (UDL), for designing and developing a functional and effective curriculum that matches all students' learning needs.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU530 - Evidence-Based Research for Education (3)

#### **Academic Level**

Graduate

### **EDU571A - Student Teaching and Seminar**

#### **Description**

All teacher education majors seeking certification will participate in 16 weeks of full-time practice teaching at nearby schools. During the 16 weeks, the student teacher receives close and continuous supervision and guidance from teaching personnel at the school and by a member of the Southern New Hampshire University faculty. This course also includes a weekly seminar at the University.

#### **Credits**

3

#### **Requisites**

- Must be enrolled in the Teacher Certification Program.

#### **Academic Level**

Graduate

### **EDU571B - Student Teaching and Seminar**

#### **Description**

All teacher education majors seeking certification will participate in 16 weeks of full-time practice teaching at nearby schools. During the 16 weeks, the student teacher receives close and continuous supervision and guidance from teaching personnel at the school and by a member of the Southern New Hampshire University faculty. This course also includes a weekly seminar at the University.

#### **Credits**

3

#### **Requisites**

- Must be enrolled in the Teacher Certification Program.

#### **Academic Level**

Graduate

## Online Programs

### **EDU582 - Educational Factors of Diversity**

#### **Description**

This course examines a variety of factors that affect academic achievement for today's students from birth through the high school level. Students will examine diversity through the lens of race/ethnicity, language, economics, and academics. Culturally responsive teaching practices, including issues such as gender, ability, class, socio-economic status, sexual orientation, and cultural pluralism will be examined.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU610 - Ethics and School Law**

#### **Description**

The primary goal of this course is for the student to develop awareness of ethical, professional and legal issues pertinent to educational settings. These issues include, ethical decision making processes, legal mandates related to education and special education, professional relationships, confidentiality, supervision, conflict of interest, boundaries and diversity. Additionally, we will discuss obstacles that relate to the provision of educational services in the school and with children and their parents in general.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU612 - Educational Law and Ethics**

#### **Description**

Examine the roles of law and ethics in education and their relationship to becoming effective educational leaders. Investigate ethical decision-making, aligning with laws and standards, that is critical for any educator to practice. Utilize case studies and theory to explore topics such as equality versus equity, privacy versus safety, and responsibility versus accountability.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU545 - Leadership in Teaching and Learning (3)

#### **Academic Level**

Graduate

# Online Programs

## **EDU615 - Curriculum Design 2: Differentiated Instruction**

### **Description**

Implement Differentiated Instruction (DI) strategies for all students, especially as they apply to unique learners. Use multiple data points to design curriculum that can be differentiated and aligned to student, state, and national goals and standards by embedding technology, including assistive technology, in teaching and managing students. Examine DI strategies for English Language Learners, students with disabilities and learning differences, and high performing students as part of a heterogeneous learning environment.

### **Credits**

3

### **Requisites**

- Complete:
  - EDU570 - Curriculum Design 1: Foundations in Curriculum Design (3)

### **Academic Level**

Graduate

## **EDU617 - Building Community Through Education**

### **Description**

Explore the tools, resources, and knowledge educational leaders must utilize in order to sustain a quality educational program as well as be the drivers of positive change within communities. Examine educational leaders' responsibilities to and decisions surrounding key community stakeholders such as students, instructors, parents/guardians, advisory boards, and local businesses.

### **Credits**

3

### **Requisites**

- Complete:
  - EDU545 - Leadership in Teaching and Learning (3)

### **Academic Level**

Graduate

## **EDU619 - Leading Educational Organizations**

### **Description**

Study and reflect on the different approaches to leading educational organizations and the decision-making process inherent in leadership roles. Success in the dispositional qualities of leadership comes with the knowledge and skills of managing people, data, and processes that promote growth for all stakeholders. Examine leadership qualities, finance and budgeting, resource management, strategic planning, and personnel management.

### **Credits**

3

### **Requisites**

- Complete:
  - EDU545 - Leadership in Teaching and Learning (3)

### **Academic Level**

Graduate



## Online Programs

### **EDU640C - Integrating Digital Technology I K-12**

#### **Description**

This course involves the study of the use of technology in elementary and secondary classrooms. Students learn strategies for effective integration of technology into the curriculum. This includes learning such things as how to promote and demonstrate effective use of digital and Web 2.0 tools, how to manage the digital portfolio process, how to utilize assistive technologies. Federal and state legislation will be reviewed including New Hampshire Department of Education Information and Communication Technologies (ICT) program and the National Education Technology Standards (NETS) for teachers and students.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU640NC - Integrating Digital Technology I K-12**

#### **Description**

This course involves the study of the use of technology in elementary and secondary classrooms. Students learn strategies for effective integration of technology into the curriculum. This includes learning such things as how to promote and demonstrate effective use of digital and Web 2.0 tools, how to manage the digital portfolio process, how to utilize assistive technologies. Federal and state legislation will be reviewed including New Hampshire Department of Education Information and Communication Technologies (ICT) program and the National Education Technology Standards (NETS) for teachers and students.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU641C - Integrating Digital Technology II K-12**

#### **Description**

This course is the second part of the study of the use of technology in the secondary and postsecondary classroom. Students learn how to plan, implement and support effective integration of technology into the curriculum. Students learn instructional leadership and how to participate in developing policies, procedures, and budgets that support technology integration. Federal and state legislation will be reviewed including New Hampshire Department of Education Information and Communication Technologies (ICT) program and the National Education Technology Standards (NETS) for administrators.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **EDU641NC - Integrating Digital Technology II K-12**

#### **Description**

This course is the second part of the study of the use of technology in the secondary and postsecondary classroom. Students learn how to plan, implement and support effective integration of technology into the curriculum. Students learn instructional leadership and how to participate in developing policies, procedures, and budgets that support technology integration. Federal and state legislation will be reviewed including New Hampshire Department of Education Information and Communication Technologies (ICT) program and the National Education Technology Standards (NETS) for administrators.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU642C - Integration Specialist Toolbox**

#### **Description**

Students study state-of-the-art digital integration technology tools, resources and methodologies for the K-12 classroom. This course develops the technical competencies and skills needed to collaborate with content area teachers. Topics range from digital resources and system network administration to end use applications.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU642NC - Integration Specialist Toolbox**

#### **Description**

Students study state-of-the-art digital integration technology tools, resources and methodologies for the K-12 classroom. This course develops the technical competencies and skills needed to collaborate with content area teachers. Topics range from digital resources and system network administration to end use applications.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU645 - Curriculum Design 3: Assessment for Student Learning**

#### **Description**

Explore assessment theories and practices as integral elements of curriculum and instructional design. Interpret assessment data from multiple sources and use that data to inform curricular choices. Investigate embedding technologies into curriculum to assess and interpret student learning effectiveness as part of the continuous feedback cycle.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU570 - Curriculum Design 1: Foundations in Curriculum Design (3)

#### **Academic Level**

Graduate

## Online Programs

### **EDU655 - Curriculum Design 4: Emerging Theory and Design**

#### **Description**

Investigate emerging theories of design and learning in today's increasingly complex technology-enhanced learning environments. Apply theory-based strategies for providing curriculum and instruction in traditional, alternative, virtual, and augmented learning settings.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU570 - Curriculum Design 1: Foundations in Curriculum Design (3)

#### **Academic Level**

Graduate

### **EDU683 - Seminar in Curriculum and Instruction**

#### **Description**

Prepare for the Capstone by developing and focusing scholarship and artifacts for the portfolio, including a personalized educational philosophy statement. Drawing from the technology-focused, inclusion-centric themes explored throughout the program, draft an evidence-based curriculum proposal that addresses a self-identified achievement gap.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU615 - Curriculum Design 2: Differentiated Instruction (3)
  - EDU645 - Curriculum Design 3: Assessment for Student Learning (3)
  - EDU655 - Curriculum Design 4: Emerging Theory and Design (3)

#### **Academic Level**

Graduate

### **EDU685C - Global Educational Technology**

#### **Description**

This course is intended to provide educators with a global perspective of technology integration in elementary and secondary classrooms. Students explore the meaning of global digital citizenship and new media literacy. The course concentrates on understanding cross-cultural awareness, political and economic differences in countries outside of the United States. Students evaluate, adapt and reflect on emerging tools and global trends.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **EDU690 - Capstone in Curriculum and Instruction**

#### **Description**

Integrate previous coursework and demonstrate the mastery of knowledge and skills developed throughout the program. Synthesize prior learning in order to develop a complete curriculum in an area of interest for utilization, along with the portfolio, in illustrating a cohesive educational philosophy and showcasing growth as an educational leader.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU683 - Seminar in Curriculum and Instruction (3)

#### **Academic Level**

Graduate

### **EDU699 - Advanced Field Experience**

#### **Description**

This course provides an opportunity for the student to put theory into practice. Through a variety of experiences in public schools, the student is given opportunities to practice the theories studied through prior coursework and to build on prior learning experiences. Additional learning outcomes are determined collaboratively by the student and the course instructor.

#### **Credits**

1 - 12

#### **Academic Level**

Graduate

### **EDU701 - Elementary Education Internship K-4**

#### **Description**

Internship course for Elementary Education for grades K-4.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU702 - Elementary Education Internship 5-8**

#### **Description**

Internship course for Elementary Education for grades 5-8.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **EDU760 - School Facilities and Finance**

#### **Description**

This course offers a study of the management and operation of a school facility and an understanding of school finance as it relates to the teaching and learning process. Students will learn how to engage school board members in a discussion about how school finance and facility relate to student achievement. Students will examine various tools and methodologies that support the school process and how to connect with community members in the budget building process. This course aims to make students better managers and consumers of financial information rather than budget officers; students will better understand the real-world implications and consequences of their decisions and allocations.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU765 - School and Community Relations**

#### **Description**

This course explores relationships with the broader community to foster learning. Students learn how to engage stakeholders, create and communicate a school vision of learning, develop community collaboration skills, capitalize on the diversity of the school community and use the cultural context of the larger community to develop activities and policies that benefit students and their families. This course makes use of individualized programs of study and experience.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU770 - Certification Internship**

#### **Description**

This is the capstone course for certified teachers seeking an additional certification. Students complete a full-time, competency-based internship at a site appropriate to the area of certification being sought. During this internship, the student is mentored by like-credentialed site personnel as well as by a member of the Southern New Hampshire University faculty. This course also includes a weekly seminar held on campus.

#### **Credits**

3

#### **Academic Level**

Graduate

### **EDU775 - Practicum in Curriculum and Instruction**

#### **Description**

Students are required to develop and implement two products and/or experiences and document a leadership role in the area of curriculum. Students complete a detailed proposal or plan of study on their goals, product(s), audience, follow-up, etc. for this practicum. The purpose of this practicum is to encourage the teacher as researcher and leader in curriculum development and encourage the integration and application of course work. The practicum is completed during the semester under the supervision of a school district administrator and the student's advisor.

#### **Credits**

1 - 3

#### **Academic Level**

Graduate

## Online Programs

### **EDU780 - School Organizational Leadership**

#### **Description**

The course explores the dynamics of transformational leadership that looks beyond traditional school environments and welcomes non-traditional thinking. Students will consider themselves "architects" of the teaching and learning environments within their schools wherein there is a culture of continuous improvement. Future school leaders will: explore technology that supports teachers and administrators decision-making; learn how to develop policies and practices that support learning; explore how extended learning time can advantage underachieving students; investigate the benefits and challenges of risk taking and transparency; and look at models of professional learning communities.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU765 - School and Community Relations (3)

#### **Academic Level**

Graduate

### **EDU790 - Practicum in School Leadership II**

#### **Description**

Students are required to develop and implement two products and/or experiences and document a leadership role in the area of administration. Students complete a detailed proposal or plan of study on their goals, product(s), audience, follow-up, etc. for this practicum. The purpose of this practicum is to encourage the educator as researcher and leader in school administration and to encourage the integration and application of course work. The practicum is completed during the semester under the supervision of a certified school district administrator and the student's advisor. This course is the capstone of Educational Leadership.

#### **Credits**

3

#### **Requisites**

- Complete:
  - EDU765 - School and Community Relations (3)

#### **Academic Level**

Graduate

---

## Engineering Management

### **EMA600 - Introduction to Engineering for Engineering Managers**

#### **Description**

Explore the various engineering disciplines through a series of case studies that illustrate how an engineer's creativity, analytical nature, and curiosity are applied to develop, produce, and support products. Review key examples of engineered systems, new trends in the field, and concerns such as safety, security, and dependability of systems.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **EMA610 - Systems Thinking for Engineering Managers**

### **Description**

Examine the importance systems thinking plays in enabling program managers and engineers to identify, understand, and control systems, and to improve their efficiency, effectiveness, and performance. Explore examples of significant system failures, how they might have been avoided, and how organizations can learn from them in developing and participating in current systems.

### **Credits**

3

### **Requisites**

- Complete:
  - EMA600 - Introduction to Engineering for Engineering Managers (3)

### **Academic Level**

Graduate

## **EMA620 - Systems Engineering and Business Practices**

### **Description**

Explore key components of systems engineering such as system lifecycles, system architecture, model-based engineering, and complex systems. Gain the knowledge and develop the skills required to make informed and successful business decisions in highly technical engineering environments.

### **Credits**

3

### **Requisites**

- Complete:
  - EMA600 - Introduction to Engineering for Engineering Managers (3)

### **Academic Level**

Graduate

## **EMA630 - Project Leadership for Engineering Managers**

### **Description**

Explore the concepts, tools, and techniques used for effectively and efficiently leading and managing projects. Identify and develop the skills needed by engineering managers in today's complex environments including working with diverse teams to achieve a common goal, and the importance of maintaining a big picture view.

### **Credits**

3

### **Requisites**

- Complete:
  - EMA610 - Systems Thinking for Engineering Managers (3)
  - EMA620 - Systems Engineering and Business Practices (3)
  - MBA550 - Leading in an Organization (3)

### **Academic Level**

Graduate

---

**English**

## Online Programs

### **ENG070 - Academic Writing and Research Skills**

#### **Description**

This course focuses on the academic writing skills required of an undergraduate student. It will explore and practice the process writing approach: invention (brainstorming, clustering/mapping, free writing, and outlining), drafting, peer review, revising, and editing. This course also emphasizes the concepts of organization, development, unity and coherence in writing paragraphs and essays. Essay writing will encompass the following discourse patterns: description, definition, division and classification, cause and effect, argumentation. Furthermore, the course will focus on justifying claims by teaching proper source integration and documentation. The academic skills of summarizing, paraphrasing, and quoting will ultimately lead to a scholarly and well documenting research paper.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ENG071 - Critical Reading Skills**

#### **Description**

This course focuses on preparing undergraduate international students for the rigors of academic reading at the college level. Emphasis will be placed on critical reading, vocabulary building, vocabulary pronunciation, note taking techniques and text organization and study skills. Authentic academic texts will be used to assist in the development of critical reading and thinking skills. Students will develop a variety of strategies for understanding the reading, locating main ideas, inferring the author's intent, drawing conclusions and distinguishing between facts and opinions. Students will also learn specific skills for note-taking, outlining, annotating and summarizing.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ENG072 - Grammar Workshop**

#### **Description**

This course focuses on the development of grammatical accuracy in writing. Students are taught how to distinguish global errors (sentence structure, tense consistency, and cohesive devices) from local errors (pronoun reference, subject-verb agreement, word forms) in their own writing and to categorize their errors to better understand their specific needs for further study. Students are introduced to other learning strategies as well, such as using available resources and peer collaboration to assist them in developing greater accuracy and fluency. In addition, students become familiar with common feedback symbols and abbreviations used by college instructors. This course is offered in conjunction with ENG 070 and ENG 071.

#### **Credits**

3

#### **Academic Level**

Undergraduate



## Online Programs

### **ENG099I - Fundamentals of Writing for International Students**

#### **Description**

ENG-099I is a developmental course designed to help International students acquire the composition skills they need to succeed in ENG-120. The course begins with a focus on critical reading skills. Students will be engaged in preparing essays that respond to written texts, thereby combining critical reading skills with writing strategies. In addition, ENG-099I provides introduction to/review of grammar, mechanics, and other college writing conventions with a focus on application of those skills in student writing. One major objective of ENG-099I is to teach students to prepare essays that review and evaluate the ideas and issues found in the writing of others. Summary, analysis, and response skills will be taught and practiced culminating in the creation of a final portfolio where students demonstrate proficiency in critical reading and writing skills. Classroom instructors confirm placement in ENG-099I during the first two weeks of instruction. ENG-099I is required for all ILE students who have completed the 070 series and must be completed before students can enroll in ENG-120. The three credits received for ENG-099I count towards a student's GPA, but they do not count towards the 120 credits required for graduation. Students who take this course will have to take an additional course to complete their degree. Classes are kept intentionally small, typically 12 students per section, to assure maximum benefit.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ENG120 - College Composition I**

#### **Description**

ENG 120 is a college-level writing course that introduces students to various forms of academic discourse. Students are required to prepare essays in a variety of rhetorical modes, including exposition, description and argumentation. In addition to out-of-class writing assignments, students will be required to compose in-class essays in response to readings and other prompts. ENG 120 introduces students to process-writing techniques, library research and MLA documentation procedures. The primary focus of ENG 120 is to help students acquire the writing skills they need to succeed in an academic environment. Enrollment is kept intentionally small, typically 15 students per section, to assure maximum benefit.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ENG122 - English Composition I**

#### **Description**

English 122 is a college-level writing course that introduces students to the various forms of academic discourse. This course focuses primarily on the basic elements of college composition and writing as a process in both narrative and analytical forms. Students will investigate the importance and promise of effective written communication in various personal and professional contexts and identify effective strategies through critical analysis of written works as well as their own writing. Finally, this course prepares students for more advanced research analysis by connecting students to important avenues of research.

#### **Additional Information**

The goal name associated with this course is Crafting Your Message

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **ENG123 - English Composition II**

### **Description**

English 123 focuses students on the importance of research to advancing knowledge for various purposes. This course will build on the foundations of composition and introduce students to the research process and the analysis and evaluation of various sources. Students will investigate the writing process for research as well as appropriate research methods and skills. Additionally, this course offers multiple opportunities to engage in the important tasks of revision and editing and will ask students to incorporate feedback to improve their writing.

### **Additional Information**

The goal name associated with this course is Building Your Argument

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **ENG220 - Business Communication**

### **Description**

This course is a practical introduction to the preparation of business correspondence, employment applications and resumes and formal research reports. Written communication skills are emphasized.

### **Additional Information**

The goal name associated with this course is Establishing Your Professional Identity

### **Credits**

3

### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **ENG226 - Introduction to Creative Writing**

### **Description**

An introductory creative writing course designed to acquaint students with the craft of creative writing and the skills that will be required in subsequent creative writing workshops. Students will explore such craft issues as point of view, voice, characterization, dialogue, setting, conflict, rhythm, imagery, poetic structure, and dramatic scene development. Students will be expected to submit a number of writing exercises, including stories and poems. Student will also be expected to read and comment on their peers' writing with thoughtful and constructive criticism, as well as read and discuss published work.

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **ENG323 - Introduction to Screenwriting Workshop**

#### **Description**

This is the first of three courses in screenwriting. This is a roundtable forum in which students will write short screenplays. Members of the class will read and respond to screenplays produced by other artists, write their own screenplays and take turns presenting them to their class for comment and feedback.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ENG327 - Playwriting Workshop**

#### **Description**

This course is a roundtable forum in which 10 to 15 students will write stage plays of various lengths using traditional and experimental methods and forms. Members of the class will produce at intervals to be established by the instructor and will take turns presenting their works to the group for comment and discussion. The class will produce some student plays during the term. May not be used as a literature elective. Writing Intensive Course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **ENG328 - Poetry Writing Workshop**

#### **Description**

This course is a roundtable forum in which 10 to 15 students will write short or long poems using traditional and experimental forms. Members of the class will produce on a weekly basis and take turns presenting their manuscripts to the group for commentary and discussion. May not be used as a literature elective.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **ENG329 - Fiction Writing Workshop**

#### **Description**

This course is a roundtable forum in which 10 to 15 students will write short or long fiction using the techniques of 19th-century realism as well as modernist and experimental techniques. Members of the class will produce on a weekly basis and take turns presenting their manuscripts to the group for commentary and discussion. May not be used as a literature elective.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **ENG330 - Nonfiction Writing Workshop**

#### **Description**

This course introduces students to the basic skills and principles of writing creative nonfiction and magazine feature articles. Student-centered workshop critiques and frequent conferences with the instructor are the primary methods used in the course. The course includes significant reading assignments in nonfiction genres.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **ENG340 - Context of Writing: Writers/Publishing**

#### **Description**

ENG 340 is a survey course in contemporary literature designed for students interested in creative writing. Students will study contemporary American literature from a writer's perspective with a special focus on prose style, structure, scene development, and other elements of the craft of writing. Students will also be introduced to the workings of the American publishing industry, including the roles of literary agent and editor.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **ENG341 - Intermediate Nonfiction Writing Workshop**

### **Description**

This is the second of three courses in creative nonfiction writing. This course extends the students' knowledge and skills in creating their own creative nonfiction and magazine feature articles. Students continue to read and discuss genres of nonfiction prose. During this class members will continue to write and present their work to the group for comment and discussion.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG330 - Nonfiction Writing Workshop (3)

### **Academic Level**

Undergraduate

## **ENG347 - Intermediate Screenwriting Workshop**

### **Description**

This is the second of three courses in screenwriting. This course extends the students' knowledge and skills in creating their own screenplays. During this class members will continue to produce screenplays and present their work to the group for comment and discussion.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG323 - Introduction to Screenwriting Workshop (3)

### **Academic Level**

Undergraduate

## **ENG348 - Intermediate Poetry Writing Workshop**

### **Description**

This course is the second step in the creative writing sequence for poetry majors and helps students develop as both poets and critical readers of poetry. Students will substantially explore and practice methods honed by distinguished poets of the past and present, with special attention to poems' endings and beginnings, point of view, word choice, imagery, voice, and meaning. Students will regularly critique their peers' work, and they will use feedback they receive from peers to revise and improve their own writing.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG328 - Poetry Writing Workshop (3)

### **Academic Level**

Undergraduate

## Online Programs

### **ENG349 - Intermediate Fiction Writing Workshop**

#### **Description**

This course expands upon the content covered in ENG 329. Students will continue to develop strategies for choosing point of view and creating characters. They will explore the appropriate uses of exposition, learn techniques to control pacing, and reflect upon the importance of word choice. Students will practice writing effective dialogue and evaluate how it differs from everyday conversation. Students will also study methods for conveying a story with brevity and creativity and demonstrate their knowledge by writing 'short short' and 'postcard' stories. In addition, they will study and practice techniques for creating effective story endings. Throughout the course, students will continue to practice their skills in constructive criticism, by reading and evaluating the work of their peers and other writers.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG329 - Fiction Writing Workshop (3)

#### **Academic Level**

Undergraduate

### **ENG350 - The English Language**

#### **Description**

This course is an introduction to the following topics in English linguistics: history of English, etymology, vocabulary (morphology), phonology, dictionaries, syntax, semantics, dialects, discourse analysis, and child language acquisition. The course is designed for students who want to learn about the English language as preparation for teaching, or for becoming better writers, or for studying literature. Students will have the opportunity to research, write about, and present on a linguistic topic of individual interest such as the language of advertising or propaganda.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG122 - English Composition I (3)
  - Complete 1 of the following
    - 60 credit(s).
    - Permission of instructor

#### **Academic Level**

Undergraduate

### **ENG351 - Advanced Nonfiction Writing Workshop**

#### **Description**

This course expands upon the skills introduced in the Intermediate Nonfiction. Discussions and student-centered workshop critiques are the primary methods used in the course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG341 - Intermediate Nonfiction Writing Workshop (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **ENG357 - Advanced Screenwriting Workshop**

#### **Description**

This is the last of three courses in screenwriting. Members of this class will continue to produce screenplays and present their work to the group for comment and discussion. Upon completion of this final workshop, students' will receive extensive hands-on practice and personalized feedback from their instructor and colleagues as they create their own screenplays.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG347 - Intermediate Screenwriting Workshop (3)

#### **Academic Level**

Undergraduate

### **ENG358 - Advanced Poetry Writing Workshop**

#### **Description**

Students in this course will continue the study of the craft, tradition, and the contemporary state of the art of poetry. They will explore additional poetic forms, including persona poems and confessional, pattern poems and poems as social commentary. They will read, critique, discuss, and write poems, which they will share and 'workshop' with their peers in class. Students will expand their acquaintance with poetry and its aesthetic values; engage with sophisticated literary analysis of poetry; and explore their own writing with special attention to image, form, line, meter, voice, place, and intent.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG348 - Intermediate Poetry Writing Workshop (3)

#### **Academic Level**

Undergraduate

### **ENG359 - Advanced Fiction Writing Workshop**

#### **Description**

Advanced Fiction Writing is designed for Creative Writing majors who have completed Introduction to Fiction Writing (ENG329) and Intermediate Fiction Writing (ENG349). Students in this course will engage in more advanced study and practice of reading, writing, and critiquing short fiction. They will focus on craft elements such as plot and story structure, characterization, description, dialogue, point of view style and voice, and, of course, revision.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG349 - Intermediate Fiction Writing Workshop (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **ENG421 - New Media: Writing and Publishing**

### **Description**

This course introduces students to the latest trends in new media writing and publishing. Students will gain insight and practical understanding of how today's digital environment affects their field. This course will focus extensively on writing content for a variety of digital formats and employing media to showcase one's works.

### **Credits**

3

### **Academic Level**

Undergraduate

## **ENG431 - Advanced Creative Writing**

### **Description**

This course is designed to support a sequence of writing workshops in the creative writing and English major, to provide students serious about their writing an opportunity to study a particular genre (fiction, poetry, scriptwriting or nonfiction) beyond the 300-level workshops. The course also prepares the student for his or her senior thesis in creative writing. In addition to extensive reading within the chosen genre, workshops require participation in class discussions, student presentations and analyses of other students' work. Select class periods will be devoted to individual tutorials with the instructor.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - ENG122 - English Composition I (3)
  - 1 of the following:
    - ENG323 - Introduction to Screenwriting Workshop (3)
    - ENG327 - Playwriting Workshop (3)
    - ENG328 - Poetry Writing Workshop (3)
    - ENG329 - Fiction Writing Workshop (3)
    - ENG330 - Nonfiction Writing Workshop (3)

### **Academic Level**

Undergraduate

## **ENG510 - Studying the Craft**

### **Description**

Reading is an essential part of the writing process. To write an effective piece, an author must first read the essential creative works that have informed the genre and delivered on similar themes. In this course students will study the craft of creative writing in close detail. Understanding and identifying the core, foundational elements of quality storytelling, regardless of genre, is crucial to the advancement of a creative writer. In preparation for the development of their own creative works and techniques, students will study the strategic use of common storytelling elements in self-selected texts, and practice applying them in their own work.

### **Credits**

3

### **Academic Level**

Graduate



# Online Programs

## **ENG520 - Story and Concept**

### **Description**

How do authors generate creative ideas? How do they know when to reveal certain information? Do the chapters flow naturally from the broader story concept, or should they be planned? What makes for a rich environment? These are the types of questions we will consider in this course. With these in mind, students will conceptualize a writing project of significant length. The focus will not be on the writing of actual scenes or chapters from this work, but on the drafting of plot arcs, detailed outlines, character sketches/development, world-building, and thematic development. The concepts developed in this course may indirectly or directly inform writing projects in future courses.

### **Credits**

3

### **Academic Level**

Graduate

## **ENG523 - Screenwriting Fundamentals**

### **Description**

In this course, writers will learn the essential elements of screenwriting, including plot structure, character, scene, dialogue, and the craft of visual storytelling. Beginning with the mechanics of scripts for television and film and the process of script outline and written synopses ("treatments"), attention is then given to storytelling through script structure with a focus on feature-length film. Existing movie scripts and films will be examined as writers create and build on scenes and dialogue in preparation for the course's final project a short one-act screenplay.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete all of the following
    - Complete:
      - ENG550 - Graduate Studies in English Language (3)
    - for 2014 catalog and prior
  - Complete all of the following
    - Complete:
      - ENG510 - Studying the Craft (3)
      - ENG520 - Story and Concept (3)
    - for 2015 and after catalog.

### **Academic Level**

Graduate

# Online Programs

## **ENG528 - Poetry Fundamentals**

### **Description**

This course is designed to deepen writers' understanding and mastery of elements of poetry (including tone of voice; traditional, formal, and "informal" structure; imagery; meter and rhythm; and use of sound and diction) and to introduce major movements in English and American poetry. In addition to producing their own poems, writers will read poetry and also prose about poetry by major poets.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete all of the following
    - Complete:
      - ENG550 - Graduate Studies in English Language (3)
    - for 2014 catalog and prior
  - Complete all of the following
    - Complete:
      - ENG510 - Studying the Craft (3)
      - ENG520 - Story and Concept (3)
    - for 2015 and after catalog.

### **Academic Level**

Graduate

## **ENG529 - Fiction Fundamentals**

### **Description**

This course is designed to deepen writers' understanding and mastery of elements of fiction, including voice, point-of-view, theme, characterization, structure, reflexivity, symbolism, imagery, rhythm, and tone. Writers practice a variety of fiction writing, reading, and workshop skills. They also study major examples of the novel, novella, short story and representative critical texts.

### **Credits**

3

### **Requisites**

- Complete 1 of the following
  - Complete all of the following
    - Complete:
      - ENG550 - Graduate Studies in English Language (3)
    - for 2014 catalog and prior
  - Complete all of the following
    - Complete:
      - ENG510 - Studying the Craft (3)
      - ENG520 - Story and Concept (3)
    - 2015 and after catalog.

### **Academic Level**

Graduate

# Online Programs

## **ENG530 - Non-Fiction Fundamentals**

### **Description**

In this course, writers study several genres of creative nonfiction, including reportage and memoir, personal essay and biography, travel writing and science writing, literary journalism, and biography. Writers explore and master structure and technique through critical reading of modern and contemporary sources in these subgenres and through writing workshops in which they revise their own work and comment on classmates' writing. In addition to becoming better critical readers, writers begin to develop their own unique writing voices.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete all of the following
    - Complete:
      - ENG550 - Graduate Studies in English Language (3)
    - for 2014 catalog and prior
  - Complete all of the following
    - Complete:
      - ENG510 - Studying the Craft (3)
      - ENG520 - Story and Concept (3)
    - for 2015 and after catalog.

### **Academic Level**

Graduate

## **ENG531 - Fiction and Film**

### **Description**

This course provides students with the opportunity to explore storytelling through two of its most popular mediums: film and literature. Students will examine basic principles of storytelling; point of view, voice, rhythm, character and plot development, theme, symbols and how those principles are represented differently or correspondingly in each form. Students will be expected to use analytical skills to dissect stories and recreate their essence through a number of creative writing exercises. They will also be expected to read their peers' writing and use constructive criticism to provide supportive feedback.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG523 - Screenwriting Fundamentals (3)
  - ENG528 - Poetry Fundamentals (3)
  - ENG529 - Fiction Fundamentals (3)
  - ENG530 - Non-Fiction Fundamentals (3)

### **Academic Level**

Graduate

# Online Programs

## **ENG532 - Studies in Place & Setting**

### **Description**

What is place? How does it impact storytelling? In this course, students explore the concept of place as both an internal and external factor that influences writing. Students will examine the importance of the writer's identity, or place, and how it can shape the physical space and characters within a story. Students will be expected to represent elements of voice, tone, atmosphere, point of view, and time through creative writing exercises that emphasize descriptive environments. They will also be expected to read their peers' writing, and use constructive criticism to provide supportive feedback.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG523 - Screenwriting Fundamentals (3)
  - ENG528 - Poetry Fundamentals (3)
  - ENG529 - Fiction Fundamentals (3)
  - ENG530 - Non-Fiction Fundamentals (3)

### **Academic Level**

Graduate

## **ENG533 - Genres: Fantasy, Sci-Fi, and Other Popular Fiction**

### **Description**

What does it take to be a good sci-fi writer? How does a writer become the next Tolkien? Beyond the scope of general genres - fiction, nonfiction, poetry, and screenwriting - there are specific sub-genres to consider at the start of a novel and, in some cases, a career. In popular fiction, these genres tend to cycle through the bestsellers lists. In this course, students select a particular genre to explore in more depth, and apply that genre to their writing throughout the term. While crafting and critiquing these pieces with their peers, they develop their professional identity as authors of their genre, and research and apply methods that will help them market themselves as genre writers.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG523 - Screenwriting Fundamentals (3)
  - ENG528 - Poetry Fundamentals (3)
  - ENG529 - Fiction Fundamentals (3)
  - ENG530 - Non-Fiction Fundamentals (3)

### **Academic Level**

Graduate

## Online Programs

### **ENG540 - Contemporary Writers and Publishing**

#### **Description**

This is a seminar in the historical and contemporary development of literary cultures. Students will examine the driving influences of the literary market, looking at the history and evolution of the publishing industry, book review, literary organizations, literary awards, such as the Pulitzer Prize, the National Book Award, and others, and how these factors influence literary productions and careers. They will also examine the lives and the works of the most influential contemporary literary writers who have succeeded in the present culture. Additionally, students will prepare for current trends in publishing and learn how to submit their own work for publication.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG523 - Screenwriting Fundamentals (3)
  - ENG528 - Poetry Fundamentals (3)
  - ENG529 - Fiction Fundamentals (3)
  - ENG530 - Non-Fiction Fundamentals (3)

#### **Academic Level**

Graduate

### **ENG541 - Non-Fiction Thesis Writing**

#### **Description**

In this course, writers produce and revise work to include in their theses, continue to offer constructive feedback on class members' writing, and read and discuss major texts of creative nonfiction. Writers also reflect on their creation and revision processes, and begin to draft a preface that not only describes their own craft, influences, and intentions, but also provides an overview of the thesis.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG530 - Non-Fiction Fundamentals (3)
  - 24 credit(s).

#### **Academic Level**

Graduate

# Online Programs

## **ENG542 - The Editor**

### **Description**

Writing a story is only half the battle. What happens when the writer finishes the first draft and any subsequent revisions? When is the work finally ready for someone else's eyes? Should someone be reviewing every step in the process? With expanding opportunities in social media and self-publishing, the role of the editor may be shifting. Whether pursuing traditional publication or new media platforms, writers may be in need of editors now more than ever. In this class, we focus on the relationship between author and editor by placing students in the role of the editor. Students study the different responsibilities of each editor type - from developmental editors and proofreaders to acquisitions editors and copy editors - and where these play a part in the writing and publishing process. Students practically apply the multifaceted role of the editor and compile their feedback as the start of a professional portfolio.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG523 - Screenwriting Fundamentals (3)
  - ENG528 - Poetry Fundamentals (3)
  - ENG529 - Fiction Fundamentals (3)
  - ENG530 - Non-Fiction Fundamentals (3)

### **Academic Level**

Graduate

## **ENG547 - Screenwriting Thesis Writing**

### **Description**

This workshop-oriented course is designed for writers who seek to write a feature-length screenplay for their theses. Writers will share script treatments (plot summaries), outlines, and written script pages, and offer constructive feedback on other class members' scripts, as well as watch films, read scripts, and discuss screenplays. Through the writing and revision process, writers will submit final feature-length script treatments, outlines, and the first act of their feature-length screenplay theses.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - ENG523 - Screenwriting Fundamentals (3)
  - 24 credit(s).

### **Academic Level**

Graduate

## Online Programs

### **ENG548 - Poetry Thesis Writing**

#### **Description**

In this course, writers will produce work to include in their theses and offer constructive feedback on class members' writing. Writers will also read and discuss seminal poems in the English and American traditions. In addition, writers will reflect on their creation and revision processes, and begin to draft a preface that articulates their own poetic and provides an overview of the thesis.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG528 - Poetry Fundamentals (3)
  - 24 credit(s).

#### **Academic Level**

Graduate

### **ENG549 - Fiction Thesis Writing**

#### **Description**

In this course, writers produce work to include in their thesis and offer constructive feedback on class members' writing. They also continue to read and discuss published fiction from the English and American traditions. In addition, writers reflect on their creation and revision processes, not only describing their own craft, influences, and intentions, but also providing an overview of the thesis and a synopsis of their final work.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG529 - Fiction Fundamentals (3)
  - 24 credit(s).

#### **Academic Level**

Graduate

### **ENG550 - Graduate Studies in English Language**

#### **Description**

This course is an introduction to the following topics in English linguistics: history of English, etymology, vocabulary 'morphology', phonology, dictionaries, syntax, semantics, dialects, discourse analysis, and child language acquisition. The course is designed for students who want to learn about the English language as preparation for teaching, or becoming better writers, or for studying literature. Students will have the opportunity to research, write about, and present on a linguistic topic of individual interest, such as the language of advertising or propaganda.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **ENG551 - Non-Fiction Thesis Completion**

#### **Description**

Writers select the work they will include in their theses, continue to revise them, and complete a significant portion with a clear outline for the future of their work. They also offer constructive feedback on class members' writing and complete the preface they began in their previous coursework. In the preface, writers reflect on their craft, articulate their influences, and introduce the thesis.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG541 - Non-Fiction Thesis Writing (3)

#### **Academic Level**

Graduate

### **ENG555 - Composition Theory & Teaching of Writing**

#### **Description**

Students in this course will study key histories, theories, and technologies on which we ground composition pedagogies. They will research, discuss, and write about how theoretical concepts impact the teaching of writing; they will reflect on, develop, and share their own pedagogical practices.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG550 - Graduate Studies in English Language (3)
  - LIT500 - Graduate Studies in Literary Theory (3)

#### **Academic Level**

Graduate

### **ENG557 - Screenwriting Thesis Completion**

#### **Description**

In this course, writers will work on their screenplay theses through rewrites and group feedback, and offer constructive feedback on other class members' scripts. Focus at this stage will be given to examining character development, motivation, and subtext through visual storytelling, and in identifying plot inconsistencies and weaknesses. Writers will complete their feature-length screenplay theses.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG547 - Screenwriting Thesis Writing (3)

#### **Academic Level**

Graduate



## Online Programs

### **ENG558 - Poetry Thesis Completion**

#### **Description**

In this course, writers will select the work they will include in their theses, continue to revise them, and offer constructive feedback on class members' writing. Writers will complete the preface they began in their previous coursework, in which they will articulate their own poetic choices, identify the major works in the thesis, and explain why they included these works, and why they sequenced them as they did.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG548 - Poetry Thesis Writing (3)

#### **Academic Level**

Graduate

### **ENG559 - Fiction Thesis Completion**

#### **Description**

In this course, writers select the work they will include in their theses, continue to revise them, and complete a significant portion with a clear outline for the future of their work. They also offer constructive feedback on class members' writing and complete the preface they began in their previous coursework. In the preface, writers reflect on their craft, articulate their influences, and introduce the theses.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG549 - Fiction Thesis Writing (3)

#### **Academic Level**

Graduate

# Online Programs

## **ENG670 - Seminar in Writing Instruction**

### **Description**

This course is designed to provide writers with an insight into pedagogical approaches to teaching. Students design and plan instruction that promotes improved literacy practices. By investigating and practicing a variety of writing exercises, processes, and approaches to improve writing skills, students will create a portfolio of ideas and options for teaching others.

### **Credits**

3

### **Requisites**

- Complete 1 of the following
  - Complete all of the following
    - Complete:
      - ENG550 - Graduate Studies in English Language (3)
    - 1 of the following:
      - ENG523 - Screenwriting Fundamentals (3)
      - ENG528 - Poetry Fundamentals (3)
      - ENG529 - Fiction Fundamentals (3)
      - ENG530 - Non-Fiction Fundamentals (3)
  - Complete all of the following
    - Complete:
      - MFA514 - Advanced Studies in Genre Literature (3)
    - 1 of the following:
      - MFA524 - Contemporary Fiction Writing I (3)
      - MFA525 - Romance Fiction Writing I (3)
      - MFA526 - Young Adult Fiction Writing I (3)
      - MFA527 - Speculative Fiction Writing I (3)

### **Academic Level**

Graduate

## **ENG675 - Online Teaching Experience**

### **Description**

This course is designed to provide students with practical, hands-on experience as online classroom facilitators. Through institutional support, each student will be paired with an undergraduate instructor to assist with the daily and weekly responsibilities that come with teaching. Students will learn directly from experienced professionals best practices toward identifying struggling students, fostering motivation and student engagement, determining appropriate feedback for various assignments, and grading towards established rubrics. In addition to their assistance in the undergraduate course, students in ENG 675 will be enrolled in this graduate course where they complete assignments and activities that support a variety of writing exercises, processes, and approaches to improve writing skills.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Dean's approval
  - 1 of the following:
    - ENG550 - Graduate Studies in English Language (3)
    - MFA514 - Advanced Studies in Genre Literature (3)
  - Earned a minimum cumulative GPA of 3.5

### **Academic Level**

Graduate

## Online Programs

### **ENG690 - English and Creative Writing Capstone**

#### **Description**

Students register for this course in their final term, as a culmination of their creative writing work in their chosen genres. They satisfy the requirement by completing a creative thesis, or by submitting a portfolio of their creative writing along with a retrospective evaluative essay.

#### **Credits**

3

#### **Requisites**

- 30 credit(s).

#### **Academic Level**

Graduate

---

## Environmental Studies

### **ENV101 - Environmental Science**

#### **Description**

This course provides an introduction to the scientific aspects of the environmental field. The first part of the course introduces students to the foundations of environmental science, while the second part concentrates on the application of these foundations to real life environmental problems. Therefore, the course not only engages the fundamentals of environmental science but also shows students how science informs sustainability, environmental policies, economics and personal choice.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **ENV250 - Environmental Science Research Methods**

#### **Description**

This course provides students with an understanding of how to evaluate, conduct, write and design research. Required for environmental science majors, it introduces the why, when and how quantitative and qualitative methods are used as investigative tools. The course follows the scientific method and focuses on how to search the literature, write a literature review, formulate research questions/hypotheses, and design experiments to test these hypotheses. We will also explore qualitative methods and discuss their use in the field with special attention to conducting interviews, case studies, and focus groups. Students will prepare a research proposal on a topic of interest. Formulation of this project begins early, forms the basis for a final project, and is presented in a mock scientific conference.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **ENV305 - Global Climate Change**

### **Description**

This interdisciplinary course brings students up to date on what is known and not known about the causes and consequences of global climate change, and about viable response options. Topics include analysis of climate drivers such as greenhouse gas emissions, and land-use changes, and investigation of some climate system responses such as increased storm intensity and increased surface temperature. Students also explore some of the societal and economic impacts of global climate change. By reference to the most recent report of the Intergovernmental Panel on Climate Change, paleoclimate studies, and other authoritative sources, students learn how to separate fact from fiction in the often publicized debate about the dynamics of global climate change and about how we should respond to it.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENV101 - Environmental Science (3)
  - SCI219 - Environmental Issues (3)

### **Academic Level**

Undergraduate

## **ENV319 - US Environmental Law and Politics**

### **Description**

How can businesses, governments, and public interest groups achieve environmental sustainability goals in legal and political contexts that were designed with other goals in mind? Students spend about half of the course learning how to spot facts that give rise to compliance issues for businesses and other private parties under a full spectrum of federal environmental laws, and to identify opportunities for achieving broader sustainability goals within the constraints imposed by the law. In the other half, students learn both how to predict environmental law and policy outcomes and how to shape them adaptively in pursuit of sustainability goals in a fragmented system of governance that was designed to privilege special interests and to favor the status quo.

### **Credits**

3

### **Requisites**

- Complete 1 of the following
  - 1 of the following:
    - ENV101 - Environmental Science (3)
    - SCI219 - Environmental Issues (3)
  - 60 credit(s).

### **Academic Level**

Undergraduate

## Online Programs

### **ENV344 - Environmental Science Colloquium I**

#### **Description**

This is an issue and methods based course that will introduce environmental science majors to the tools and technology used in the field. Students will read and discuss primary literature that use these techniques and will participate in hands-on activities. A main focus of the course will be on the use and application of geographic information systems (GIS).

#### **Credits**

1

#### **Requisites**

- Complete:
  - ENV101 - Environmental Science (3)

#### **Academic Level**

Undergraduate

### **ENV444 - Environmental Science Colloquium II**

#### **Description**

This is an issue-based discussion course aimed to define and explore multifaceted topics in environmental science. Designed like a senior seminar, students are expected to conduct extensive research on varied topics and then communicate their knowledge in both oral and written assignments.

#### **Credits**

1

#### **Requisites**

- Complete all of the following
  - 90 credit(s).
  - Complete:
    - ENV344 - Environmental Science Colloquium I (1)

#### **Academic Level**

Undergraduate

---

## Esport

### **ESPT345 - Esports Practicum**

#### **Description**

This seminar combined with experiential opportunities with the SNHU esports varsity program will provide an opportunity for students to learn and reflect on theories, concepts, and terminology in esports. Specifically, this experience will provide the student with the Director of Esports on projects associated with the esports program. Students are required to complete at least 45 clock hours of satisfactory work for the esports program, submit timely assignments, and participate in weekly discussions.

#### **Credits**

3

#### **Requisites**

- 60 credit(s).

#### **Academic Level**

Undergraduate

---

## Fashion Merchandising

## Online Programs

### **FMK290 - Fashion Merchandising Internship**

#### **Description**

Students enrolled in this program will complete a minimum of 150 hours internship in the fashion field. The internship must pertain to the way apparel products and apparel accessories are marketed and distributed. It has to be approved by the career development center and the fashion program coordinator. It is strongly suggested that students complete the internship in the summer between their first and second year at Southern New Hampshire University.

#### **Credits**

0 - 15

#### **Academic Level**

Undergraduate

---

## Fashion Merchandising Management

### **FMM101 - Basic Design and Color Theory**

#### **Description**

This course examines the basic principles of design, including balance, emphasis, proportion and rhythm. The art elements of line, space, texture and color are studied with special emphasis on how they relate to advertising layout and design and visual merchandising. This course is cross-listed with GRA-101.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FMM114 - Introduction to Fashion Merchandising**

#### **Description**

Fashion principles and procedures used in planning, selecting, pricing and selling fashion goods in retail stores, catalogs and on the Internet are studied. Merchandising systems, assortment plans and inventory control methods are analyzed.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FMM204 - Textiles and Color Theory**

#### **Description**

Textile information pertinent to merchandising is included in this course. Analysis of fibers, yarns and weaves, fabric recognition, and a detailed study of natural and man-made materials are emphasized.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **FMM208 - History of Fashion and Costume**

#### **Description**

Fashion is another term for the costume of a time and place, an expression of a period with all of its passions, politics, attitudes and history. This course considers textiles, silhouettes, shapes, and design adaptations in light of the technological capacities of the time, the geographic environment, social structure, political systems and economic conditions around the globe and over time. Students will gain an understanding of appreciation of how these underpin and influence contemporary fashion design and development.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FMM225 - Merchandise Planning**

#### **Description**

This course seeks to instill in students a complete understanding of the influence of merchandise planning and purchasing on retail profit. Students analyze profit and loss statement and demonstrate a complete understanding of the factors that influence the retailer's financial performance.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FMM325 - Sustainability in Fashion**

#### **Description**

The overall objective of this course is to explore the role that sustainability plays in fashion merchandising managers' decision to buy from vendors. It explores production and commercialization decisions with respect to buying green. It exposes students to the influence of social responsibility on fashion retailers' decisions.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FMM340 - Merchandise Management Strategies**

#### **Description**

Effective merchandise management involves efficient decision making. Ordering, keeping and managing the right merchandise in terms of size and quantity are the key to a retailer's success. Retail merchandise management brings to light the vital relationship between the manufacturer and the retailer. Students explore various strategic techniques that influence profit including vendors-fashion retailers' negotiations over merchandise.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FMM225 - Merchandise Planning (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **FMM410 - Fashion Research and Forecasting**

#### **Description**

This course applies the qualitative and quantitative investigations approaches to fashion and fashion accessories. Students will analyze descriptive and inferential statistics to understand consumer taste for current and future trends in fashion.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MAT240 - Applied Statistics (3)

#### **Academic Level**

Undergraduate

### **FMM417 - Global Sourcing and Apparel**

#### **Description**

This course analyzes global trades in textiles and apparel. The course explains the necessity of export and import in the textiles and apparel industry. Topics include global trades in apparel (the benefits of export and import), trade policies and trade organizations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FMM114 - Introduction to Fashion Merchandising (3)
  - MKT222 - Principles of Retailing (3)

#### **Academic Level**

Undergraduate

### **FMM457 - Strategic Fashion Management**

#### **Description**

Students utilize knowledge accumulated in various courses of the program to design a fashion merchandise strategy for a local fashion and apparel retailers or a strategy for fashion accessory retailers. This course considers both qualitative and quantitative research methodologies to investigate management issues or examine opportunities for fashion retailers.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FMM204 - Textiles and Color Theory (3)
  - FMM208 - History of Fashion and Costume (3)
  - FMM325 - Sustainability in Fashion (3)
  - FMM340 - Merchandise Management Strategies (3)
  - MKT228 - Technology in Fashion and Retailing (3)
  - MKT231 - Visual Merchandising (3)

#### **Academic Level**

Undergraduate

---

## Finance



## Online Programs

### **FIN250 - Personal Financial Planning**

#### **Description**

This course provides an overview of personal financial decision-making. The course uses the life-cycle approach and emphasizes financial planning for each phase of life. Topics covered include career planning, budgeting, use of credit, insurance, investments, retirement planning and income tax planning.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FIN260 - Risk Management and Insurance**

#### **Description**

This course examines the concept of risk, the principles of risk management, private and social insurance mechanisms and the insurance industry. Special attention is given to business and personal risks associated with loss of income, the ownership of property and legal liability. Students are required to prepare and submit a written business and/or personal plan of risk management. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Insure Against Risks

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FIN302 - Managerial Accounting and Finance**

#### **Description**

Learners will apply foundational managerial accounting concepts enabling them to make management decisions. They will learn how market forces impact prices and decision making. The course will also focus on allocating resources effectively through the evaluation of financing decisions. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Operational Financial Management

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **FIN320 - Principles of Finance**

### **Description**

Students will examine the corporate finance discipline, including the financial management of organizations and the skills needed to make decisions about financing, investments, and dividends. Students will learn how the analysis of financing and investment options can inform decisions that add value to an organization and its investors.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - ACC201 - Financial Accounting (3)
    - ECO201 - Microeconomics (3)
  - 1 of the following:
    - MAT240 - Applied Statistics (3)
    - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### **Academic Level**

Undergraduate

## **FIN325 - Financial Statements and Reporting Analysis**

### **Description**

This course introduces the importance of strategic analysis through the use of financial statements, the purpose of which is to assess the overall performance, effectiveness, and efficiency of the organization. Students in this course will learn the use, interpretation, and purpose of financial reports-including the balance sheet, cash flow statement, income statement, and statements of retained earnings-using practical strategies that will aid in decision-making.

### **Credits**

3

### **Academic Level**

Undergraduate

## **FIN330 - Corporate Finance**

### **Description**

This course focuses on the topics of corporate finance with the intent to extend and further develop the long-term investment and financing topics introduced in either the Principles or Foundations of Finance. The course addresses issues that face modern corporate managers when making capital budgeting and capital structure decisions, and focuses on applied managerial decision-making. Corporate Finance is designed for students seeking a more thorough understanding of the economic analysis of strategic and tactical investments, the effect financial leverage has on firm value, and the integration of investment and financial corporate strategies. Topics addressed include advanced techniques in capital budgeting, firm valuation, capital structure, firm/division cost of capital, and quantitative risk assessment. Writing intensive course.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN320 - Principles of Finance (3)

### **Academic Level**

Undergraduate

# Online Programs

## **FIN335 - Financial Markets**

### **Description**

This course examines the nature of global financial markets, reviewing macroeconomic considerations. The role of financial intermediaries in relation to the stock, bond, and mutual fund markets and exchanges are examined. An introduction to regulatory authorities will begin to demonstrate the financial market system. Topics include investments, risk management, risk over return, stock markets, and mutual funds.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN340 - Fundamentals of Investments (3)

### **Academic Level**

Undergraduate

## **FIN336 - Multinational Corporate Finance**

### **Description**

This course emphasizes aspects of financial planning for corporations with overseas operations. The sources and uses of corporate funds abroad are evaluated and criteria for choosing among alternative foreign investments are analyzed. The effects of international corporate financial planning, including such factors as the characteristics of foreign money and capital markets, international financial institutions, exchange rate changes, currency restrictions, tax regulations and accounting practices, are examined.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN320 - Principles of Finance (3)
  - FIN330 - Corporate Finance (3)

### **Academic Level**

Undergraduate

## **FIN340 - Fundamentals of Investments**

### **Description**

This course introduces and examines various investment vehicles, including stocks, bonds, mutual funds and commodities. This course emphasizes the decision-making process that underlies all investment decisions.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN320 - Principles of Finance (3)

### **Academic Level**

Undergraduate

## Online Programs

### **FIN341 - Financial Regulations and Ethics**

#### **Description**

This course emphasizes the important roles of regulations and ethics to make financial decisions that support the organization's overall strategic goals. Students in this course will explore applicable regulations and ethical considerations in support of fiduciary responsibilities, reviewing securities regulations, GAAP, SoX, and international reporting standards. The curriculum foundation is grounded on corporate social responsibility and business sustainability through the application of regulations and ethics.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN340 - Fundamentals of Investments (3)

#### **Academic Level**

Undergraduate

### **FIN350 - Advanced Personal Financial Planning**

#### **Description**

Explore the comprehensive financial planning process and develop financial knowledge to assist in collecting client data for the decision-making process used to make informed client recommendations. Analyze various client scenarios to determine and effectively communicate individualized recommendations covering various topics on the financial planning spectrum.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ACC330 - Federal Taxation I (3)
  - FIN340 - Fundamentals of Investments (3)

#### **Academic Level**

Undergraduate

### **FIN355 - Risk Management and Insurance Planning**

#### **Description**

Examine strategies to mitigate financial risk through risk management techniques to protect income, assets and financial plans. Differentiate between insurance types and products and be able to conduct an insurance needs analysis to make informed client recommendations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN340 - Fundamentals of Investments (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **FIN450 - Wealth Management**

### **Description**

This course provides an overview of real-world considerations of personal and business wealth management that include personal finance, real-estate management, career planning, budgeting, and tax management. Students will explore investment theory, risk, and asset allocation strategies.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN335 - Financial Markets (3)

### **Academic Level**

Undergraduate

## **FIN460 - Estate Planning and Taxation**

### **Description**

Examine estate planning techniques used to optimize an estate's value and to ensure a seamless transition of assets upon an individual's death. Explore appropriate questions to ask in order to collect the information needed for evaluation of, and recommended changes to, the estate plan. Students familiarize themselves with the different parties involved in an estate plan.

### **Credits**

3

### **Requisites**

- Complete:
  - ACC330 - Federal Taxation I (3)

### **Academic Level**

Undergraduate

## **FIN470 - Undergraduate Finance Capstone**

### **Description**

This capstone course is the culminating experience for the B.S. in Finance program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 3 credit(s) from the following:
    - FIN336 - Multinational Corporate Finance (3)
    - FIN341 - Financial Regulations and Ethics (3)
    - FIN450 - Wealth Management (3)
  - 90 credit(s).

### **Academic Level**

Undergraduate

## Online Programs

### **FIN485 - Financial Plan Development**

#### **Description**

Demonstrate ability in the role of financial planner to synthesize and apply financial planning knowledge and skills through developing a financial plan. Expertise and skills required include conduct and regulation, general principles and regulation, education planning, risk management and insurance planning, investment planning, tax planning, retirement savings and income planning, and estate planning to develop a comprehensive financial plan.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN350 - Advanced Personal Financial Planning (3)
  - FIN355 - Risk Management and Insurance Planning (3)
  - FIN460 - Estate Planning and Taxation (3)
  - FIN470 - Undergraduate Finance Capstone (3)

#### **Academic Level**

Undergraduate

### **FIN550 - Corporate Financial Management**

#### **Description**

This course is a study of finance from a corporate perspective including investments, capital structure and re-structuring, budgeting, financial markets, policy, and portfolio management. Students will analyze a firm's opportunities and risk level within these categories to evaluate the impact on shareholder's value.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)

#### **Academic Level**

Graduate

### **FIN610 - Short-Term Financial Management**

#### **Description**

The course covers traditional working capital topics, including liquidity analysis and management, inventory, and receivables and payables management. Additional emphasis is given to core cash management, payment systems and banking relationships. Other topics include cash forecasting, short-term borrowing and risk management.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

#### **Academic Level**

Graduate

# Online Programs

## **FIN620 - Money and Capital Markets**

### **Description**

This course analyzes processes within the U.S. financial system. Students study the nature of its major participants and their objectives and procedures for assessing opportunities and pricing risk. Students also analyze the role of the financial system in the allocation of credit to different sectors, its responsiveness to economic activity and its continuous adaptation to changing needs. Emphasis is placed on the role and functions of the Federal Reserve System.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

### **Academic Level**

Graduate

## **FIN630 - Capital Budgeting & Financing**

### **Description**

This course first addresses advanced topics in capital investment, including determination of cash flows, capital budgeting under risk, replacement decisions, and inflation and capital decisions. The second half of the course focuses on capital financing and structure and includes topics in financial leverage, financing sources, dividend policy, cost of capital and valuation.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

### **Academic Level**

Graduate

## **FIN640 - Investment Analysis & Portfolio Management**

### **Description**

Students study the techniques used to assess the value of securities and the methods used in the management of investment portfolios. Stocks and bonds are discussed in terms of valuation, risk- return measurement, diversification and other aspects of portfolio theory.

### **Credits**

3

### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

### **Academic Level**

Graduate

## Online Programs

### **FIN645 - Analytical Tools in Portfolio Management**

#### **Description**

This course is an application-oriented review of the finance theory, techniques and strategies that are essential to portfolio management. Topics include optimization procedure, currency risk hedging, asset allocation and others.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN640 - Investment Analysis & Portfolio Management (3)

#### **Academic Level**

Graduate

### **FIN655 - International Investments/Portfolio Management**

#### **Description**

This course will expose money managers to the complexities of a multicultural, multicurrency environment. In a complex global environment they have to be familiar with foreign cultures, traditions, markets, institutions, instruments, regulations, taxes, and costs. They need to be familiar with the forces of globalization as they affect international investing. This course seeks to impart some of the concepts, techniques, and skills the money manager should be equipped with to operate effectively in complex global environment.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN640 - Investment Analysis & Portfolio Management (3)

#### **Academic Level**

Graduate

### **FIN660 - Creating Value: Merger/Acquisition**

#### **Description**

This course is intended to extend and further develop the long-term investment and financing topics introduced in earlier courses. The course focuses on applied managerial decision-making, and is designed for students seeking a more thorough understanding of the economic analysis of mergers and acquisitions and the effect capital structure decisions have on firm value. Topics addressed include advanced techniques in capital budgeting, firm (division) valuation, capital structure, firm (division) cost of capital, and quantitative risk assessment.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

#### **Academic Level**

Graduate



## Online Programs

### **FIN665 - Long-Term Financing & Capital Structure Theory**

#### **Description**

This course is an application-oriented review of modern capital structure theories and long-term financing approaches. Students learn how to make value-maximizing capital structure and financing decisions as a manager. Students also are introduced to the analysis of capital structure and financial policy in the perspectives of investors, shareholders, debtors and other stakeholders using case method, and their implication on how a firm can maximize its value by making optimal capital structure and financing decisions. Topics include theories of capital structure decision, capital structure determinants, capital structure and cost of capital corporate strategy, sources of financing and financial markets, the financing of mergers and acquisitions and others.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

#### **Academic Level**

Graduate

### **FIN670 - Option Analysis & Financial Derivatives**

#### **Description**

Modern option valuation and analysis is applied to equity options and fixed-income derivatives in this course. Applications and related topics include the term structure of interest rates, forward contracts, future contracts, interest rate caps, floors and swaps and convertible bonds.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

#### **Academic Level**

Graduate

### **FIN685 - Risk Management**

#### **Description**

This course focuses on assessing and mitigating risk within the financial industry. Students will evaluate corporate investments, diversification, and portfolios using current industry tools and strategies to manage both risk and return.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)

#### **Academic Level**

Graduate

## Online Programs

### **FIN691 - Financial Modeling**

#### **Description**

The course focuses on financial modeling as a tool in contemporary financial analysis. The course includes theoretical development, financial analysis, applications of financial modeling, and modeling approaches. Students use mathematical tools and apply statistical tests to evaluate and analyze a company's financial health, performance, and risk level of informed decision making.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ECO500 - Managerial Economics (3)
  - FIN550 - Corporate Financial Management (3)

#### **Academic Level**

Graduate

### **FIN700 - Graduate Finance Capstone**

#### **Description**

This capstone course is the culminating experience for the M.S. in Finance program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - FIN620 - Money and Capital Markets (3)
    - FIN691 - Financial Modeling (3)
  - 30 credit(s).

#### **Academic Level**

Graduate

## Online Programs

### **FIN710 - Economics/Finance Internship**

#### **Description**

This course is to enable the School of Business graduate students to gain valuable work experience within the field of Finance and Economics. The objective is to give the students an opportunity for practical application of Finance and/or Economic business concepts/practices learned in classes and complement the course work taken. Secondly, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field and build references for future employment. Each intern will work in a career-related position during the academic term for which the student is enrolled for the internship - completing a minimum of 150 hours on the job per 3 credits.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 18 credit(s).
  - Earned a minimum cumulative GPA of 3
  - Grad Internship only
  - instructor approval
  - CDC approval

#### **Academic Level**

Graduate

---

## Fine Arts

### **FAS110 - Introductory Drawing**

#### **Description**

In this course, students are introduced to the fundamentals of drawing from observation and imagination in a variety of media. A series of in-class drawing exercises will introduce the basic visual elements and their application to pictorial composition. Still life, figurative, and abstract drawing projects will afford students multi-faceted experiences in the creation of composition.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FAS201 - Introduction to Humanities I**

#### **Description**

This course offers vocabulary, understanding and appreciation of the visual arts in their cultural contexts in history, religion, literature, music and ideas. It focuses on the achievements of ancient Greece and Rome, the medieval period and the Renaissance while also exploring related issues in non-European cultures. May be taken independently of FAS-202.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **FAS202 - Introduction to Humanities II**

#### **Description**

This course offers vocabulary, understanding and appreciation of the visual arts in their cultural contexts in history, religion, literature, music and ideas. It focuses on the cultural periods of the Baroque, the Enlightenment, Romanticism and Early Modernism while also exploring related issues in non-European cultures. May be taken independently of FAS-201.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FAS226 - Digital Photography**

#### **Description**

Photography as a visual medium is integral to the study of contemporary communication. This course introduces students to the history and practice of producing photographic images. The course is a combination of lecture and the hands-on practice of both the analog and digital methods of photographic image-making. The traditional darkroom is dispensed with, giving over to the computer the role of dark-room, with the student using Adobe Photoshop and other image editors to process traditional film and digital image captures. The student is taught to use various digital cameras techniques to capture, process, and print a portfolio of several original photographic images. Lectures on pictorial composition, subject matter choice, and methods of presentation display will accompany hands-on technical exercises.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FAS235 - Photographic Practice in the Digital Age**

#### **Description**

As the practice of digital photography leverages new technical skills through software programs and digital editing, it is critically important that practicing photographers gain a greater understanding of emerging methods for producing, editing, and distributing photographic works. This course provides an intermediate experience in the process of generating portfolios of digital images for presentation, distribution, or exhibition. Key to this experience is a broad understanding of design concepts that lead to decisions in coloring, resolution, formatting, and so on to produce high quality images that reflect a creative point of view. Students are exposed to advanced techniques using industry standard software to manipulate digital works for print and digital output, including color theory, management, calibration, and standard file formatting.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FAS226 - Digital Photography (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **FAS240 - The Business of Photography**

#### **Description**

This course serves as an introduction to the business practices of photography, focusing on the legal, marketing, and entrepreneurial aspects of the highly competitive photography industry today. Students gain valuable exposure to best practices recommended for working with clients and agencies, setting up an entrepreneurial business, developing appropriate contracts, licensing works, setting a pricing structure, attaining model and property release forms, and managing overhead costs, among other topics. This course culminates in students determining their next steps in their professional development, including how to drive their personal visions and brands as practicing photographers.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FAS226 - Digital Photography (3)

#### **Academic Level**

Undergraduate

### **FAS255 - Lighting for Photography**

#### **Description**

The act of photography inherently depicts how light reacts and reflects its subject matter, while also communicating different emotions, moods, and feelings to the audience. This course serves as a comprehensive introduction to how light is used and manipulated for different purposes and effects. Topics covered include using ambient light versus flash or studio light for different subject matter (portraits, editorial work, fine art, etc.), angle of light and how it influences the look of the subject matter, using a single light source versus multiple light sources, how to blend ambient light with strobe lighting, using long exposures and film speed to manipulate the look of your imagery, along with other purposeful techniques for manipulating the aesthetics of light.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FAS226 - Digital Photography (3)

#### **Academic Level**

Undergraduate

### **FAS270 - Introduction to Film History**

#### **Description**

As an overview of film history and aesthetics, this course explores film history from 1895 to the present. Emphasis is on the development of film as a technology, an art form, an industry, and a cultural institution. The class will research and discuss genres, movements, directors, and landmarks in film history. Students will view films, participate in in-class and online discussions of films and readings, attend lectures, and write a collaborative research project.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **FAS310 - Illustration**

#### **Description**

This course builds upon skills and concepts learned in FAS-110 (Introductory Drawing) with the focus shifting to applications of drawing in projects related to the discipline of graphic design. Drawing skills will be applied to such practical applications as storyboarding, text illustration and display, packaging design, web design, video animation and multimedia.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FAS110 - Introductory Drawing (3)

#### **Academic Level**

Undergraduate

### **FAS320 - History of Design**

#### **Description**

This course introduces the major movements in the history of design since the Industrial Revolution, including the Arts & Crafts Movement, Art Nouveau, Art Deco, the Bauhaus, Constructivism, and contemporary trends in popular design. Students will be encouraged to apply their learning to practical design exercises.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FAS326 - History of Photography**

#### **Description**

This course will examine the history of photography from its invention in 1839 to the present time. The course will endeavor to address the technical artistic and social underpinnings of this most modern of art forms.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FAS342 - Modernism**

#### **Description**

This course will examine the development of painting and sculpture in Europe from the 1880s through 1945 in relation to its social, cultural, and political contexts. An incredibly rich period for the visual arts, the Modernist movement stands alone in its dazzling array of visual styles, its passionate and at times tumultuous involvement with politics and social concerns, and its international scope.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **FAS360 - Innovations in Digital Imaging**

#### **Description**

Numerous advancements in digital imaging have created an exigent need for working professionals to remain on the cutting edge of these practices. This course provides students with an opportunity to research advancements in digital imaging and digital photography techniques with the intent of enhancing their own photographic practices. Students are expected to apply a selection of these emerging techniques and articulate the process, creative choices, and outcomes produced in their work.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FAS235 - Photographic Practice in the Digital Age (3)

#### **Academic Level**

Undergraduate

### **FAS370 - American Art**

#### **Description**

This course will introduce students to the unique artistic tradition of the United States from the Colonial era to the present. In addition to studying masterworks from these periods, students will engage with issues such as the construction of an American identity, the role of the fine arts in American society, and the tensions of class, gender, race, and ethnicity in American art. As such the course functions as a vibrant retelling of American history as revealed through its visual production.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FAS375 - Photographic Aesthetic Concepts**

#### **Description**

This course explores various aesthetic theories of photographic practice and the evolution of photography as a respectable fine art medium available to contemporary artists and subject to critical inquiry. Students learn how photographic images shape our understanding of both the past and present as well as the very nature of photography as an art form and how this has changed over time. Besides theory, students also explore through hands on practice the methods and techniques for developing one's own aesthetic characteristics and personal style in photographic work.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FAS326 - History of Photography (3)

#### **Academic Level**

Undergraduate

### **FAS380 - Women, Art and Society**

#### **Description**

This course explores the nature of gendered representation in the history of art from the Renaissance to the present. While the primary focus will be on the representation of women and the work of women artists, the construction of masculinity in the arts will also be addressed. Art will be examined in relation to its political, social, economic, and religious context to establish the broader implications of these visual documents. The student will gain a broadly inclusive understanding of the Western artist tradition as well as sensitivity to gender issues and the gendered nature of representation.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **FAS400 - Digital Narratives and Documentary**

#### **Description**

Participate in an advanced exploration of the concepts of narrative and linear vs. non-linear imagery. Research the history of documentary photography, focusing on how creative works produced as professionals can be used to make an impact on communities and audiences. With an emphasis on storytelling through creative imagery, develop a digital narrative showcasing advanced techniques in camerawork, lighting, and other pre- and post-production skills.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FAS235 - Photographic Practice in the Digital Age (3)

#### **Academic Level**

Undergraduate

### **FAS485 - Digital Photography Portfolio**

#### **Description**

The digital photography portfolio course provides students with a comprehensive development opportunity to showcase their professional work, establish a branded identity as a working professional, and engage in peer and professional critiques of design work in preparation for formal employment and contract interviews. Students create both digital and print-ready portfolios that demonstrate their competencies in the digital photography program outcomes.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - FAS400 - Digital Narratives and Documentary (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate



## Online Programs

### **MFA505 - Introduction to the Online MFA**

#### **Description**

Explore a unique culture and approach to fiction writing at SNHU that embraces practicality, diversity and community. Understand the history and major categories of genre fiction, including the role genre plays for readers, writers, and publishers. Develop techniques for effective workshopping. Discover habits and behaviors that support the creative process and forge ties with a peer and faculty community that support a rewarding writing career.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA507 - Advanced Studies in Literature**

#### **Description**

Study classic and contemporary literature by exploring published authors' usage of creative writing craft elements. Analyze the applications of these storytelling craft elements in published literature, and identify why the literature, as a cohesive whole, is successful. Develop individual approaches to the "writer's toolkit," by employing the craft elements of storytelling into personal works for advancing a career as a creative writer.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA509 - Storytelling**

#### **Description**

Analyze and practice fundamentals of storytelling, including narrative arc, plot, and character development. Deconstruct popular stories in literature and film to understand characteristics of beginnings that hook, tension-building middles and satisfying endings. Refine and polish an original premise through workshop and reflection. Apply techniques to your own stories.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA514 - Advanced Studies in Genre Literature**

#### **Description**

Cultivate an appreciation for several literary genres through the study of various important works, authors, key historical developments, characteristic tropes, and conventions. Prepare for upcoming cross-genre creative writing workshops. Analyze one genre novel for how it fits within the literary landscape in preparation for genre concentration selection. Research market trends to gain a practical grasp of how a genre's history continues to influence popular books today.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **MFA524 - Contemporary Fiction Writing I**

#### **Description**

Explore the various characteristics and elements that describe the Contemporary Fiction Writing genre. Formulate an initial novel-writing premise, applying early conceptualizations of character arcs, plot arcs, motivation, pacing, and research. Develop an individualized approach to structuring stories through immersion in titles within the genre landscape.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA525 - Romance Fiction Writing I**

#### **Description**

Explore the various characteristics and elements that describe the Romance Fiction Writing genre. Formulate an initial novel-writing premise, applying early conceptualizations of character arcs, plot arcs, motivation, pacing, and research. Develop an individualized approach to structuring stories through immersion in titles within the genre landscape.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA526 - Young Adult Fiction Writing I**

#### **Description**

Explore the various characteristics and elements that describe the Young Adult Fiction Writing genre. Formulate an initial novel-writing premise, applying early conceptualizations of character arcs, plot arcs, motivation, pacing, and research. Develop an individualized approach to structuring stories through immersion in titles within the genre landscape.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA527 - Speculative Fiction Writing I**

#### **Description**

Explore the various characteristics and elements that describe the Speculative Fiction Writing genre. Formulate an initial novel-writing premise, applying early conceptualizations of character arcs, plot arcs, motivation, pacing, and research. Develop an individualized approach to structuring stories through immersion in titles within the genre landscape.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **MFA600 - The Publishing Ecosystem**

#### **Description**

Follow the journey of publication from initial manuscript submission to a finished book in a reader's hands. Investigate business models and key roles in the publishing world, learn conventions of submission, and identify networking opportunities. Research the critical organizations, communities, and industry publications and resources unique to a chosen genre.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA602 - The Business of Writing**

#### **Description**

Explore the many methods and strategies that professional writers employ to leverage their creative talents into financially sustaining work. Investigate the many types of writing opportunities available beyond book publishing, and learn how to start and grow a successful freelance business. Research freelance opportunities, learn how to manage a sole proprietorship, and find resources about various industry tools and conventions.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA604 - Finding and Reaching an Audience**

#### **Description**

Develop strategies to find a readership and build an audience. Investigate approaches and tools for building a writer's platform and increasing visibility in a chosen market. Create a customized, multi-faceted plan to cultivate and engage new fans.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA606 - Copy and Content Writing**

#### **Description**

Target a specific readership by applying copywriting and content writing skills. Learn how to write effectively and persuasively for marketing purposes, particularly when crafting book descriptions or book marketing materials, social media posts, email newsletters, and other types of copy. Focus on producing effective headlines and content for search engine optimization purposes.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **MFA607 - Copy and Content Writing Internship**

#### **Description**

Target a specific readership by applying copywriting and content writing skills. Learn how to write effectively and persuasively for marketing purposes, particularly when crafting book descriptions or book marketing materials, social media posts, email newsletters, and other types of copy. Focus on producing effective headlines and content for search engine optimization purposes. Internship.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA608 - Editing and Coaching**

#### **Description**

Define and practice the types of editing and examine their use at different stages of revision. Become familiar with methods of revision and editing in order to apply them to one's own writing and that of their clients. Explore the role of the editor-as-coach, and practice a coaching approach to editing. Learn strategies for building an editing and coaching clientele.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA624 - Contemporary Fiction Writing II**

#### **Description**

Continue to explore the conventions, tools, and skills required for writing a successful Contemporary Fiction novel, with emphasis on implementing worldbuilding and setting, dialogue, voice, style, and pacing. Compose, workshop, and revise an original scene intended for a novel. Examine ideas that tie scenes together, such as foreshadowing, backstory, flashback, and subplot.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG529 - Fiction Fundamentals (3)
  - MFA524 - Contemporary Fiction Writing I (3)
  - MFA525 - Romance Fiction Writing I (3)
  - MFA526 - Young Adult Fiction Writing I (3)
  - MFA527 - Speculative Fiction Writing I (3)

#### **Academic Level**

Graduate

## Online Programs

### **MFA625 - Romance Fiction Writing II**

#### **Description**

Continue to explore the conventions, tools, and skills required for writing a successful Romance Fiction novel, with emphasis on implementing worldbuilding and setting, dialogue, voice, style, and pacing. Compose, workshop, and revise an original scene intended for a novel. Examine ideas that tie scenes together, such as foreshadowing, backstory, flashback, and subplot.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG529 - Fiction Fundamentals (3)
  - MFA524 - Contemporary Fiction Writing I (3)
  - MFA525 - Romance Fiction Writing I (3)
  - MFA526 - Young Adult Fiction Writing I (3)
  - MFA527 - Speculative Fiction Writing I (3)

#### **Academic Level**

Graduate

### **MFA626 - Young Adult Fiction Writing II**

#### **Description**

Continue to explore the conventions, tools, and skills required for writing a successful Young Adult Fiction novel, with emphasis on implementing worldbuilding and setting, dialogue, voice, style, and pacing. Compose, workshop, and revise an original scene intended for a novel. Examine ideas that tie scenes together, such as foreshadowing, backstory, flashback, and subplot.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG529 - Fiction Fundamentals (3)
  - MFA524 - Contemporary Fiction Writing I (3)
  - MFA525 - Romance Fiction Writing I (3)
  - MFA526 - Young Adult Fiction Writing I (3)
  - MFA527 - Speculative Fiction Writing I (3)

#### **Academic Level**

Graduate

## Online Programs

### **MFA627 - Speculative Fiction Writing II**

#### **Description**

Continue to explore the conventions, tools, and skills required for writing a successful Speculative Fiction novel, with emphasis on implementing worldbuilding and setting, dialogue, voice, style, and pacing. Compose, workshop, and revise an original scene intended for a novel. Examine ideas that tie scenes together, such as foreshadowing, backstory, flashback, and subplot.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG529 - Fiction Fundamentals (3)
  - MFA524 - Contemporary Fiction Writing I (3)
  - MFA525 - Romance Fiction Writing I (3)
  - MFA526 - Young Adult Fiction Writing I (3)
  - MFA527 - Speculative Fiction Writing I (3)

#### **Academic Level**

Graduate

### **MFA630 - Writing Short Works**

#### **Description**

Explore the many avenues for publication through production of short works. Learn and practice fundamentals of flash fiction, short story, articles, and serial fiction. Become familiar with the submission process and business models of magazines, journals, and other media. Develop an awareness of key publishers within particular genres. Produce, workshop, and submit an article or original short work.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MFA640 - Engaging Online Writing Students**

#### **Description**

It is not enough to offer interesting content and accessible design in an online course. Students must also be engaged for the best learning to take place. Learn best practices for maximizing student engagement through the curriculum. Develop the “soft skills” online writing instructors need when encouraging participation, providing feedback, and fostering creativity and excellence.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **MFA700 - Thesis Writing I**

### **Description**

Begin to develop the novel that serves as a thesis for the MFA program. Build a detailed plan that documents the writing process and prepares next steps to be taken toward novel completion. Engage in constructive workshopping, and reflect both on one's place within a literary community and on how one's work fits within the publishing ecosystem. Cultivate self-confidence and practical outreach skills by preparing and presenting an effective "elevator" pitch of a novel.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - MFA624 - Contemporary Fiction Writing II (3)
    - MFA625 - Romance Fiction Writing II (3)
    - MFA626 - Young Adult Fiction Writing II (3)
    - MFA627 - Speculative Fiction Writing II (3)
  - Advisor or Dean approval required to verify completion of 15,000 words towards thesis project.

### **Academic Level**

Graduate

## **MFA701 - Thesis Writing II**

### **Description**

Continue writing a publication-ready novel following a detailed writing plan toward the completion of a full draft. Work to hone creative craft and critical abilities using constructive workshopping, engaging with peers in productive feedback processes. Develop practical strategies for improving work through revision.

### **Credits**

3

### **Requisites**

- Complete:
  - MFA700 - Thesis Writing I (3)

### **Academic Level**

Graduate

## **MFA702 - Thesis Writing III (Capstone)**

### **Description**

Revise, finalize, and submit a publication-ready novel for the capstone in the MFA program. Assemble a professional portfolio including a query letter and synopsis, accumulated evidence of writing work, and a personally branded website. Reflect critically on one's place within a writing genre, examine influential books and writers, and envision a career in writing in the context of literary citizenship. Demonstrate mastery of program outcomes through a satisfactory/unsatisfactory grade evaluation.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 39 credit(s).
  - Complete:
    - MFA701 - Thesis Writing II (3)

### **Academic Level**

Graduate

## Game Design & Development

### **GAM207 - Information Technology and Digital Games**

#### **Description**

Introduction to digital games and information technology covers game genres and platforms, interface design, game implementation, artificial intelligence, business economics of the game industry, game marketing and design, e-collaboration, and e-commerce. Students learn how to use software packages to design and implement digital games and how to use the Internet to market and distribute digital games. The course includes a project which will culminate in the conception, design, and prototype of an original digital game. The course is designed for students who have an interest in IT and games, including original game concepts, design and implementation, and executive leadership in the game industry. Knowledge of computer programming is not required.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)

#### **Academic Level**

Undergraduate

### **GAM211 - Interactive Animation**

#### **Description**

This course focuses on programming capabilities to enhance graphic animations and user interfaces to provide spectacular interactive results. Those benefiting from this course include students in game development, advertising, marketing, education, web development, art and other fields that can benefit from interactive animated graphics helping to convey concepts. The course is intended for those with no programming experience as well as those with some programming background. The use and creation of animations will be covered at a level of interest to both those new as well as experienced. The results can be displayed by a browser from the internet or as standalone results displayable on a range of operating systems. This is a hands on computer based course in which the students create a number of individual projects based on their interests and capabilities, focusing on creativity and programming aspects of interactive animation. The course utilizes emerging technologies in interactive animation.

#### **Credits**

3

#### **Academic Level**

Undergraduate



# Online Programs

## **GAM303 - Design of Virtual Game Environments**

### **Description**

This core topic addresses the fundamental ideas behind the design of electronic games as virtual environments. It touches on relevant formal fields such as systems theory, cybernetics, and game theory. Included are basics of interactive design, including interface design, information design and human-computer interaction. Emphasis is placed on how virtual game environments function to create experiences, including rule design, play mechanics, game balancing, social game interaction and the integration of visual, audio, tactile and textual elements into the total virtual game environment experience. Game documentation and play-testing are also covered.

### **Credits**

3

### **Requisites**

- Complete:
  - GAM207 - Information Technology and Digital Games (3)

### **Academic Level**

Undergraduate

## **GAM305 - Digital Game Development**

### **Description**

To provide a technically well-founded introduction to game development using programming languages and various gaming editors. On completing this course, the student will have acquired a fundamental understanding of the Windows API, the use of sprites, animation and audio in an integrated game environment. This course is cross-listed with IT 305.

### **Credits**

3

### **Requisites**

- Complete:
  - GAM303 - Design of Virtual Game Environments (3)

### **Academic Level**

Undergraduate

## **GAM312 - Gameplay Systems Development**

### **Description**

This class builds on the programming fundamentals learned in previous courses, and covers topics relating to technical systems for video games. Students will learn how to create complex game systems using scripts and will learn advanced scripting techniques. The technical aspects of common gameplay systems will be explored and implemented in various projects.

### **Credits**

3

### **Requisites**

- Complete:
  - IT312 - Software Development with C++/.NET (3)
  - GAM207 - Information Technology and Digital Games (3)
  - MAT350 - Applied Linear Algebra (3)

### **Academic Level**

Undergraduate

# Online Programs

## **GAM380 - Game Experiential Learning**

### **Description**

Learn how to mix direct practice, discussion and self-reflection, and gain experience in the game development environment using the latest tools and technology. Develop real world skills through this experiential learning coursework to be better prepared for the competitive job market. May be taken two times for credit for each time.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - GAM305 - Digital Game Development (3)
  - GRA311 - Environment Design (3)

### **Academic Level**

Undergraduate

## **GAM415 - Graphics Game Engine**

### **Description**

Students get an introduction to advanced graphics topics including skeletal animation, ray tracing, particle integration, lighting, shaders and materials. Projects are introduced to implement these important visual effects. The knowledge obtained will be assimilated and applied to a wide range of usages and application. Linear Algebra algorithms will be refreshed and/or introduced specific to the topic at hand. Students will learn the basics of Direct X, Open GL, and Rendering solutions (forward and deferred).

### **Credits**

3

### **Requisites**

- Complete:
  - IT230 - Software Development with C#.NET (3)
  - MAT350 - Applied Linear Algebra (3)
  - IT312 - Software Development with C++.NET (3)
  - GAM312 - Gameplay Systems Development (3)

### **Academic Level**

Undergraduate

## **GAM465 - Digital Multimedia Development**

### **Description**

This course presents digital multimedia theory and develops skills that meet the design and technical requirements of professionally created multimedia for World Wide Web commercial applications on a variety of platforms and Internet applications. Each student develops a professional portfolio consisting of CD-ROM material. Students also develop working Web sites that display their multimedia projects. Topics include sound, animation, video, interactivity and multimedia distribution.

### **Credits**

3

### **Requisites**

- Complete:
  - GAM303 - Design of Virtual Game Environments (3)
  - GAM415 - Graphics Game Engine (3)

### **Academic Level**

Undergraduate

## Online Programs

### **GAM495 - Game Programming Capstone**

#### **Description**

This course integrates previous coursework and practical experience with a focus on authentic demonstration of competencies outlined by the program. Rather than introducing new concepts, students will synthesize and integrate prior learning to develop a capstone project. The course will be structured around this critical task so that students have the appropriate support and resources required to be successful.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - GAM465 - Digital Multimedia Development (3)

#### **Academic Level**

Undergraduate

---

## Geography

### **GEO200 - World Geography**

#### **Description**

This course examines the implications of global location and topography for the people of planet Earth. Students will explore how geography shapes the dynamics of human societies, with an emphasis on the geoenvironmental, geopolitical, and geosocial phenomena that help to define the modern world.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **GEO330 - Geohazards**

#### **Description**

This course will explore disasters due to natural phenomena such as climate change, hurricanes, tornadoes, earthquakes, tsunami, volcanic eruptions, asteroid/comet impacts, and mass extinctions. Each type of event will be considered in terms of its origin, evolution, warning potential, range of significant environmental impacts and possible mitigation strategies, as well as key historical cases of these geohazards.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PHY103 - Earth System Science (3)
  - PHY205 - Principles of Geology (3)
  - PHY205L - Principles of Geology Lab (1)

#### **Academic Level**

Undergraduate

## Online Programs

### **GEO345 - Remote Sensing and Imagery Analysis**

#### **Description**

This course will provide an overview of the technology by which aircraft and satellite images of the Earth are produced as well as hands on experience manipulating and interpreting remote sensing data. Students will gain practical experience in environmental analysis using satellite imagery and commonly used sensors and analytical methods for the Earth sciences.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 1 of the following:
    - PHY105 - Geology (3)
    - PHY205 - Principles of Geology (3)
  - Complete:
    - SCI225 - Spatial Awareness (3)
    - IT242 - Introduction to Geographic Information Systems (3)

#### **Academic Level**

Undergraduate

### **GEO450 - Spatial Analysis**

#### **Description**

This course will investigate geospatial statistical analyses that aim to provide students with the background necessary to investigate geographically represented data. The specific focus will be on spatial data analysis, such as the analysis of autocorrelation, principles of geostatistics and analysis methods that are relevant in the fields of public health, environmental/earth science and social science. The focus of this course will be to gain hands-on experience in applying these techniques with Geographic Information Systems (GIS) and spatial analytical software, and essential methodological and practical issues that are involved in sophisticated spatial analyses.

#### **Credits**

3

#### **Requisites**

- Complete:
  - GEO345 - Remote Sensing and Imagery Analysis (3)

#### **Academic Level**

Undergraduate

---

## Graduate Business Administration

### **MBA501 - Mathematics and Statistics for Business**

#### **Description**

This is an applied course, which will provide students with the mathematical knowledge and skills that underlie many courses offered in the school of business. Students will learn the fundamental concepts and methods of linear algebra, mathematical functions, differential calculus and statistics and their applications to business. They will also sharpen their quantitative, analytical and problem-solving skills that are so important for success in the world of business today.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **MBA502 - Economics for Business**

### **Description**

This course is intended to provide the student with a concisely focused yet rigorous introduction to both micro- and macroeconomic theory needed at the foundational level of a graduate degree program. Some of the topics to be addressed include: market behavior; demand theory and related elasticity concepts; production and cost theory; managerial decision-making in perfectly competitive and imperfectly competitive markets; GDP determination; unemployment and inflation; and fiscal and monetary policy.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)

### **Academic Level**

Graduate

## **MBA503 - Financial Reporting and Analysis**

### **Description**

This course emphasizes the creation and interpretation of financial statements critical to an understanding of today's economy. Various financial topics related to financial statements are covered. Income statements, balance sheets, and cash flow statements are explored in-depth giving students an appreciation of how these statements are prepared and the standard accounting rules that apply to their creation.

### **Credits**

3

### **Academic Level**

Graduate

## **MBA515 - Business Environment, Innovations and Entrepreneurship**

### **Description**

This course focuses on the basics of business by introducing students to business environments in which they focus on the big picture, identify internal and external opportunities for growth, and manage resources. The course will also present students with management techniques to help them stay current and apply creative solutions to problems. Students will be introduced to the programmatic themes of globalization, leadership, team work, and ethics.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)
  - MBA610 - Business Law (3)
  - OL500 - Human Behavior in Organizations (3)

### **Academic Level**

Graduate

## Online Programs

### **MBA520 - Accounting and Financial Analysis**

#### **Description**

Finance is the language of business, and in this course students will take their understanding of finance to the next level by using analytical skills when dealing with financial reporting. Students will apply financial and analytical skills gained in prior coursework, as well as principles of corporate finance, to business decision making. The course covers financial statements and other reports, the basics of financial forecasting and budgeting, and the communications and vocabulary related to financial statements.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)
  - MBA610 - Business Law (3)
  - OL500 - Human Behavior in Organizations (3)

#### **Academic Level**

Graduate

### **MBA550 - Leading in an Organization**

#### **Description**

The course focuses on personnel management at all levels: individual, team, and internal and external networks. With an emphasis on interpersonal skills, as well as strength-finders, students will learn essential concepts in conflict management, negotiations, and development of creative culture. Students will also learn how to establish productive relationships, motivate people, align teams and individuals to a vision, and drive change.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)
  - MBA610 - Business Law (3)
  - OL500 - Human Behavior in Organizations (3)

#### **Academic Level**

Graduate

# Online Programs

## **MBA560 - Marketing and Strategy**

### **Description**

The course will focus on brand management and how marketing should be approached as a partner in strategic decision making, both internally and externally. Students will study strategic positioning, market opportunities, pricing strategies, market analysis, as well as product differentiation. SWOT analysis and the marketing mix will be covered in a decision making focus, together with the programmatic themes of globalization, leadership, team work and ethics.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)
  - MBA502 - Economics for Business (3)
  - MBA503 - Financial Reporting and Analysis (3)
  - MBA515 - Business Environment, Innovations and Entrepreneurship (3)
  - MBA520 - Accounting and Financial Analysis (3)
  - MBA610 - Business Law (3)
  - OL500 - Human Behavior in Organizations (3)

### **Academic Level**

Graduate

## **MBA610 - Business Law**

### **Description**

This course provides a survey of the legal environment of business by looking at legal issues and regulations in a business context. The students assess the impact of business law on organizational decision making for informing strategic legal decisions. The course covers employment law, contracts, tort and product liability, internet law as well as other legal issues affecting the business environment. The students also assess the legal and ethical implications of US companies doing business abroad.

### **Credits**

3

### **Academic Level**

Graduate

## **MBA635 - Ethics, Corporate Culture, and Social Responsibility**

### **Description**

This course examines corporate culture and social responsibility, how to build a sustainable business, and how to promote corporate ethics and values. The course also looks at how to deal with group think, diversity and cultural awareness, civic engagement, and how to be at the forefront of using environmental and sustainable practices that have a positive global impact. The course will also examine personal ethics in relationship to corporate ethics, governance, and civic mindedness.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA515 - Business Environment, Innovations and Entrepreneurship (3)
  - MBA520 - Accounting and Financial Analysis (3)
  - MBA550 - Leading in an Organization (3)
  - MBA560 - Marketing and Strategy (3)

### **Academic Level**

Graduate

## Online Programs

### **MBA640 - Finance, Economics, and Decision Making**

#### **Description**

The course is a continuation of MBA 520 Accounting and Financial Analysis and focuses on effective business decisions using quantitative and qualitative data, microeconomic and macroeconomic variables, and internal financial priorities. The students refine operational and investment decision-making skills with respect to organizational sustainability and growth, mergers, debt vs. equity funding and capital markets. In addition, students are exposed to foreign currencies, foreign direct investment (FDI), and international trade.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA550 - Leading in an Organization (3)
  - MBA560 - Marketing and Strategy (3)

#### **Academic Level**

Graduate

### **MBA665 - Government Impact on Business**

#### **Description**

This course focuses on the macroeconomic aspect of business, including governmental impact (local, national, international), by exploring public policy, regulatory bodies, regulations' impact on business, trends and current politics and their impact on business, power structures, and lobbying.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA550 - Leading in an Organization (3)
  - MBA560 - Marketing and Strategy (3)

#### **Academic Level**

Graduate

### **MBA690 - Operations Management and Technology**

#### **Description**

This course explores essential aspects of project management, the tracking and measurement of key performance indicators (KPI), and the use of current technology to create automation and sustainability. Students have the opportunity to examine technology management and operations management from a strategic perspective, creating a common view into the different layers of a business. In addition, students learn to collect, identify, and determine quality measures and use common methodologies and strategic planning processes.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA550 - Leading in an Organization (3)
  - MBA560 - Marketing and Strategy (3)

#### **Academic Level**

Graduate



## Online Programs

### **MBA700 - Strategic Management**

#### **Description**

This course includes the application of learned skills and the testing, distillation and integration of insights gained from previous courses and other sources.

#### **Credits**

3

#### **Requisites**

- Complete:
  - FIN550 - Corporate Financial Management (3)
  - OL500 - Human Behavior in Organizations (3)
  - QSO510 - Quantitative Analysis for Decision Making (3)
  - IT510 - Advanced Information Technology (3)

#### **Academic Level**

Graduate

### **MBA705 - MBA Capstone**

#### **Description**

This capstone course is the culminating experience for the MBA program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - MBA640 - Finance, Economics, and Decision Making (3)
    - MBA665 - Government Impact on Business (3)
    - MBA690 - Operations Management and Technology (3)

#### **Academic Level**

Graduate

### **MBA710 - Internship**

#### **Description**

Internships are available for full-time students to enhance their educational experiences through appropriate, work-oriented activities in selected environments.

#### **Credits**

3 - 12

#### **Academic Level**

Graduate

---

## Graphics

# Online Programs

## **GRA100 - Introduction to Graphic Design Technology**

### **Description**

This course serves as groundwork for the basic operations and functionality of industry-standard graphic design software and the potential for artistic expression through this medium. Through a series of hands-on exercises, students will become proficient in the operating functions, work processes, and basic tools available in graphics and photo editing, digital illustration, and desktop publishing programs. The course prioritizes experimentation with these tools, allowing students to enhance their visual creative thinking, problem-solving skills, and design methodology.

### **Credits**

3

### **Academic Level**

Undergraduate

## **GRA101 - Basic Design and Color Theory**

### **Description**

This course examines the basic elements and principles of design, including balance, emphasis, proportion and rhythm. Students are introduced to visual designing systems that guide the student through the application of computer graphics tools. The basic visual design elements of line, space, texture and color are creatively explored as students complete a series of projects that relate to advertising layout and design and visual merchandising.

### **Credits**

3

### **Academic Level**

Undergraduate

## **GRA201 - Intro to Digital Sculpting**

### **Description**

In this course students will be introduced into Digital sculpting with zbrush. Also understand how digital sculpting fits into a pipeline in a game production environment. Techniques covered in this course will be software navigation, sculpting with multiple brushes, masking, poly painting, and materials. The course will cover some practices used to prep a model for the next stage in creating a game model. Some techniques will show how zbrush can work seamlessly with other 3D modeling software. The class will also have assignments that include observational and concept drawing.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA202 - 3-D Modeling and Animation (3)

### **Academic Level**

Undergraduate

# Online Programs

## **GRA202 - 3-D Modeling and Animation**

### **Description**

In this course students will be introduced to 3DS max. It will give them an overview of what max does specifically for games. This course will be focused on modeling. Students will learn the basics of modeling low poly and high poly models. How they are unwrapped and used in conjunction with textures. It will also show a wide range of techniques used in the industry for modeling for mobile, PC and current generation consoles.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA220 - Introduction to Digital Imaging (3)

### **Academic Level**

Undergraduate

## **GRA211 - Interactive Animation**

### **Description**

This course focuses on programming capabilities to enhance graphic animations and user interfaces to provide spectacular interactive results. Those benefiting from this course include students in game development, advertising, marketing, education, web development, art and other fields that can benefit from interactive animated graphics helping to convey concepts. The course is intended for those with no programming experience as well as those with some programming background. The use and creation of animations will be covered at a level of interest to both those new as well as experienced. The results can be displayed by a browser from the internet or as standalone results displayable on a range of operating systems. This is a hands on computer based course in which the students create a number of individual projects based on their interests and capabilities, focusing on creativity and programming aspects of interactive animation. The course utilizes emerging technologies in interactive animation.

### **Credits**

3

### **Academic Level**

Undergraduate

## **GRA212 - 3-D Character Animation**

### **Description**

This course will introduce students to character animation by learning the 12 principles of animation. We will also be going over the pipeline for skinning and rigging a character.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA202 - 3-D Modeling and Animation (3)

### **Academic Level**

Undergraduate

# Online Programs

## **GRA220 - Introduction to Digital Imaging**

### **Description**

Using Photoshop and Illustrator software, this course is an introduction to professional computer graphics creation and to the software and hardware typically used in the graphic design, video, photography and interactive Web/multimedia industries. Emphasis will be placed on the professional use of image-capturing devices, such as scanners, digital still cameras and video cameras. Image editing and color management systems will be discussed and demonstrated. The important differences between vector and bitmap graphics will be defined, as will the significant differences in preparing images for print, broadcast and Web distribution. Students will be encouraged to experiment with their own and pre-existing images using sophisticated digital editing techniques such as layering, channel masking, filtering, cloning and montaging. Special attention will be paid to copyright awareness in the age of digital image.

### **Credits**

3

### **Academic Level**

Undergraduate

## **GRA310 - Digital Graphic Design for the Web**

### **Description**

This course focuses on digital graphic design theory and its application to web design. Students learn about the technical requirements of professionally created digital web documents. Students will be focused on designing communication and marketing applications for the World Wide Web all the while considering user experience and functionality. Differences in designing for the desktop computer and mobile internet appliances will be a topic for discussion and incorporated in hands-on exercises and projects. Each student will develop several minisites and by the end of the semester will have produced at least one deployable site. Topics include design strategies, web authoring/editing environments, color calibration and aesthetics, web typography, style sheets, template use, graphics format selecting and optimization, and HTML coding and debugging.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA220 - Introduction to Digital Imaging (3)

### **Academic Level**

Undergraduate

## **GRA311 - Environment Design**

### **Description**

In the first half of this course students will be introduced to a pipeline for the creation of environments inside of a game studio. Students will be shown how to use reference drawings and images to help build props and environment pieces. Students will also be shown how these assets can be used, not only as standalone assets but to create other bigger picture assets when used as a modular set piece. Then the students will digitally sculpt environment assets from references provided to them. When the sculpting phase is finished the students will learn how to build a game model from their digital sculpt. Students will then create the textures that will be used for a final render. In the second half of this course students will be able to go through this same pipeline but instead of using provided artwork, they will create something from their own imagination.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA201 - Intro to Digital Sculpting (3)
  - GRA202 - 3-D Modeling and Animation (3)

### **Academic Level**

Undergraduate

# Online Programs

## **GRA332 - Digital Publishing**

### **Description**

In this course, students will be introduced to the creative and practical aspects of digital publishing. Students will identify and explore differences between designing for the iPad, smartphone, tablet, laptop, and desktop computers. This course shows students how to step outside of print design and learn about interactive design, and the differences and similarities between the two. Through targeted assignments students will develop an understanding of the variety of tools used to create publications for electronic media. Students will capture key insights to improve content and deepen reader engagement.

### **Credits**

3

### **Requisites**

- Complete:
  - COM232 - Desktop Publishing (3)

### **Academic Level**

Undergraduate

## **GRA340 - Typography**

### **Description**

Typography deals with the language of type, the history of typography, typeface and character recognition, legibility, appropriate uses of measure, manuscript specifications and the individual visual dynamics of letterforms. In this class students will learn how to work with type as a stand-alone design element. Students will also learn how to incorporate type successfully with imagery. The assignments will cover a broad range of type applications. Students will primarily focus their efforts towards developing a greater understanding of typographic form through exercises based on the setting of words, phrases, sentences and short paragraphs. Students will first focus on the appropriate setting of spaces in-between the letters that make up words and projects will gradually increase in scope and complexity up to the setting of pages of text with multiple levels of hierarchical meaning.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA220 - Introduction to Digital Imaging (3)

### **Academic Level**

Undergraduate

# Online Programs

## **GRA401 - Character Design**

### **Description**

This course will involve a combination of concept, texturing, digital sculpting and 3d modeling to create characters that would appear on both mobile and current generation consoles. Students will learn a proven pipeline used in the gaming industry to bring a concept to creation and ready for game implementation. The course will begin showing students how this pipeline works in combination of different types of software following a given concept. They will have the understanding of how specific software works along the path of the pipeline to create a character. Students will then be asked to create their own concept following the techniques used in class to present a finished game character for their final project.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA201 - Intro to Digital Sculpting (3)
  - GRA202 - 3-D Modeling and Animation (3)

### **Academic Level**

Undergraduate

## **GRA402 - Creature Design**

### **Description**

In this course students will be shown how creatures are created from an idea to a fully fleshed out game model. They will work through weekly assignments to see the connection of real world animals and fantasy creatures. Students will follow step by step instruction with supplied concepts to build a fantasy creature through real world animal anatomy and the creative process. In the second half of this course students will learn how to go through this same process of using reference of actual creatures/animals from the real world as a spring board to create their own fantasy creature.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA201 - Intro to Digital Sculpting (3)
  - GRA202 - 3-D Modeling and Animation (3)
  - GRA401 - Character Design (3)

### **Academic Level**

Undergraduate

## Online Programs

### **GRA410 - Advanced Digital Graphic Design for Web**

#### **Description**

This course engages upper-level design students in current industry standards used in designing content for multimedia and interactive communication. Emphasis is placed on designing for computers, tablets and phones. The course is divided into teaching modules emphasizing the integration of several software packages for design problem solving. Emphasis is placed on conceptualization and the mastery of professional site mapping and wire framing techniques. Exercises and projects provide challenging design problem-solving experience. Project themes involve self-promotion and client-based work. All projects rely on the student's ability to integrate previously mastered techniques in a broad range of software.

#### **Credits**

3

#### **Requisites**

- Complete:
  - GRA310 - Digital Graphic Design for the Web (3)

#### **Academic Level**

Undergraduate

### **GRA420 - Advanced Digital Imaging**

#### **Description**

This hands-on computer graphics course combines skills from previous design courses to explore the history, process and essential skills required to develop successful brand identity systems. Topics such as logo design, selection of fonts and colors, and the development of branded marketing materials are covered in depth. In addition, the important techniques of imaging software integration and file format compatibilities are discussed and applied while preparing images for print, video and Web. At the conclusion of this course, students will have developed a complete branded identity system and assembled a portfolio presentation for public viewing.

#### **Credits**

3

#### **Requisites**

- Complete:
  - GRA410 - Advanced Digital Graphic Design for Web (3)

#### **Academic Level**

Undergraduate

### **GRA431 - Interactive Animation for the Web**

#### **Description**

This class focuses on the design principles of dynamic web page animation to create rich, interactive web content. Students explore the design of characters, animated graphics, light programming, and navigational elements in animated content. Using design software, students develop interactive animations, learn the tricks of controlling file size, integrate special approaches for importing and creating animation, and develop skills in many other production techniques needed for building complete web animation projects.

#### **Credits**

3

#### **Requisites**

- Complete:
  - GRA410 - Advanced Digital Graphic Design for Web (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **GRA440 - 3-D Art and Design**

### **Description**

In this course students will explore how their individual creative strengths and digital skill sets fit into a professional work flow of commercial game production. Students will choose one or multiple aspects of game art creation: Character design, Environment design, or Animation. All creative work produced in this course will be executed in the context of strict deadlines that simulate industry expectation. Students will concentrate on game development source control and integration of art assets into a production pipeline. Each student develops a digital portfolio and website that showcase their ability to create professional creative art work. Students will learn the process of objective self-evaluation and peer criticism and preparing their portfolios to match professional job board postings.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA311 - Environment Design (3)
  - GRA402 - Creature Design (3)

### **Academic Level**

Undergraduate

## **GRA451 - Advanced Multiplatform Design**

### **Description**

Develop practical application and techniques of visual design necessary for multiple web platforms including mobile, smartphone, and desktop. Topics covered include effective user interface design principles and navigation for various platforms, the development process for responsive design, and technical components that are platform-independent.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA410 - Advanced Digital Graphic Design for Web (3)

### **Academic Level**

Undergraduate

## **GRA470 - User Interface and Experience**

### **Description**

This course provides a culminating experience in web design by focusing on advanced concepts in user interface design and user-centered design. Students integrate multiple interactive and rich media techniques to develop user experiences reflecting new and innovative developments in web design. The course covers principles of usability and usability testing, case studies, advanced prototyping tools and techniques, and the concepts and techniques behind several methods of user interface design.

### **Credits**

3

### **Requisites**

- Complete:
  - GRA310 - Digital Graphic Design for the Web (3)

### **Academic Level**

Undergraduate



## Online Programs

### **GRA491 - Graphic Design Portfolio**

#### **Description**

The graphic design portfolio course will provide students with a comprehensive development opportunity to showcase their professional design work, establish a branded identity as a working professional, and engage in peer and professional critiques of design work in preparation for formal employment and contract interviews. Students will create both digital and print portfolios that demonstrate their competencies in the graphic design and media arts program outcomes.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - GRA420 - Advanced Digital Imaging (3)

#### **Academic Level**

Undergraduate

### **GRA492 - Game Art and Development Capstone**

#### **Description**

This capstone course is the culminating experience for the B.A. in Game Art and Development program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - GRA440 - 3-D Art and Design (3)

#### **Academic Level**

Undergraduate

---

## Health Information Management

### **HIM200 - Introduction to Health Information Technology**

#### **Description**

This course describes the use of information technology and the role of HIT professionals in the development of the electronic health record. It introduces the health information infrastructure and systems along with healthcare informatics, including applications, technology, privacy, and security.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **HIM215 - Coding & Classification Systems**

#### **Description**

The purpose of this course is to provide students with the basic ability to identify nomenclatures and classification systems as well as assign codes using the appropriate principles, guidelines, and conventions and apply ICD-10-CM, CPT and HCPCS rules and guidelines.

#### **Additional Information**

The goal name associated with this course is Healthcare Information Management

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIM220 - Healthcare Data Management**

#### **Description**

This course examines the design and the use of medical databases. Students will learn how to implement business rules and data modeling to develop medical information management systems. The course further explores database applications for decision support including evidence-based practice, alerts, allergy management, and identification of gaps in care. Students will design databases and systems that reflect privacy and security requirements of HIPAA and HITECH Act.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIM350 - Communication and Technologies**

#### **Description**

The Communication and Technologies course will review and evaluate an assortment of technologies including: data, information, and file structures (data administration, data definitions, data dictionary, data modeling, data structures, data warehousing, database management systems), system interoperability, data sharing, Health Information Exchanges (HIE), and the Nation-wide Health Information Infrastructure (NHIN).

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **HIM360 - Coding and Classifications Systems II**

### **Description**

In this course, students will learn to manage health data elements, data sets (i.e., HEDIS, UHDDS, OASIS), and databases as well as perform a data quality assessment and integrity review. Health information archival and retrieval systems, as well as data capture tools and technologies (i.e., forms, data input screens, templates, other health record documentation tools), will be analyzed. Students will review healthcare taxonomies, clinical vocabularies nomenclatures (e.g., ICD-9-CM, ICD-10-CM/PCS, CPT, SNOMED, DSMIV). Topics will include severity of illness systems, data integrity, coding audits, CCI, electronic billing, patient identity management policies, and X12N. Additionally, the course will review charge master management, revenue cycles, and audit processes (e.g., compliance and reimbursement).

### **Credits**

3

### **Requisites**

- Complete:
  - HIM215 - Coding & Classification Systems (3)

### **Academic Level**

Undergraduate

## **HIM400 - Communication and Technologies II**

### **Description**

This course builds upon knowledge gained in HIM-350, including an evaluation of project management fundamentals, database structures, data extraction methods, data mining, data analysis, system acquisition, data sharing and regulatory forces that impact health information technologies.

### **Credits**

3

### **Requisites**

- Complete:
  - HIM350 - Communication and Technologies (3)

### **Academic Level**

Undergraduate

## **HIM422 - Ethical and Legal Considerations in Health Information Management**

### **Description**

Students in this course will examine ethics and the fundamentals of law as they pertain to health information management professionals. Students will practice developing organization-wide ethical guidelines, policies, and procedures which comply with current healthcare law and best practices. Students will learn about the U.S. legal system, civil procedure, evidence, and tort law. Students will analyze the legal health record (maintenance, content, documentation, & disposition). Students will review corporations, contracts, business associate agreements, anti-trust legal issues, medical staff, and work place law. Other areas covered include: consent to treat, HIPAA privacy rule, HIPAA security rule, security threats and controls, risk management, access, use, & disclosure/release of health information, corporate compliance, required reporting, and mandatory disclosure laws.

### **Credits**

3

### **Requisites**

- Placement in BS.HIT

### **Academic Level**

Undergraduate

## Online Programs

### **HIM425 - Healthcare IT Infrastructure and Network Management**

#### **Description**

In this course, students learn about the primary infrastructure components of the modern healthcare information systems including hardware, software, and storage systems relevant to maintaining the healthcare network. Students will learn about planning, maintaining and auditing data communications and networks in an organization. Students engage in assignments focused on long and short-term planning, operations, maintenance and forecasting.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIM440 - Management of Health Information Services**

#### **Description**

Evaluate information management planning, strategic planning, process re-engineering and work redesign, change management, and accreditation survey readiness.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIM350 - Communication and Technologies (3)

#### **Academic Level**

Undergraduate

### **HIM445 - Professional Practical Experience**

#### **Description**

The Professional Practical Experience course provides hands-on experiences for the Bachelor of Science students in Health Information Management. The Professional Practice Experience (PPE) is designed to provide students with a directed preceptor experience, which is externally supervised and evaluated. The PPE provides students with the opportunity to refine developed competencies and skills sets that were introduced in the Health Information Management courses.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIM200 - Introduction to Health Information Technology (3)
  - HIM215 - Coding & Classification Systems (3)
  - HIM350 - Communication and Technologies (3)
  - HIM360 - Coding and Classifications Systems II (3)
  - HIM400 - Communication and Technologies II (3)
  - HIM422 - Ethical and Legal Considerations in Health Information Management (3)
  - HIM440 - Management of Health Information Services (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **HIM480 - Health Information Management Capstone**

#### **Description**

The capstone course is the culminating experience for the Bachelor of Science in Health Information Management or the Bachelor of Science in Health Information Management - Professional Practice Concentration. This course builds on the concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their course work in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in Bachelor of Science in Health Information Management or the Bachelor of Science in Health Information Management - Professional Practice Concentration.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - HIM350 - Communication and Technologies (3)
    - HIM360 - Coding and Classifications Systems II (3)

#### **Academic Level**

Undergraduate

### **HIM500 - Healthcare Informatics**

#### **Description**

Students will learn the history and current state of healthcare and how the industry uses information systems. Throughout the course students will discuss types of information systems, such as the electronic medical record (EMR), laboratory and radiology systems and more. Students will also study trends in new practices, such as telemedicine and home healthcare, and how they function in various healthcare settings. Finally, students will explore how these and other industry trends, with the use of technology, can improve patient care.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HIM510 - HIM Applications and Systems**

#### **Description**

Topics related to health information management, including revenue management, coding and compliance, developing professional identity, terminology and classification systems, Health Insurance Portability and Accountability Act of 1996 (HIPAA), and current trends are explored. Students tour a medical facility either virtually or in person.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **HIM520 - Leading as a HIM Professional**

#### **Description**

This course explores leadership roles, change management, and key topics in the health information management industry through an overview of leadership in organizations, human resource (HR) management, training and development, ethics, process improvements, work design, and developing and revising policies. Students examine ethical concepts and learn first-hand what the role of a health information management professional entails.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HIM530 - Information Protection & Security in HIM**

#### **Description**

Building on the HIPAA foundation established in HIM-510, students learn how to create and revise working policies and regulations within organizations based on existing laws, and how to adapt infrastructures to support these policy changes. Students explore access of medical records and how to discern when access should be prohibited based on the policies in place.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIM510 - HIM Applications and Systems (3)

#### **Academic Level**

Graduate

### **HIM540 - Health Information Governance**

#### **Description**

Explore compliance for HIM professionals, regulatory requirements, and the relationship of coding and compliance, to develop an understanding of data governance pertaining to the significance of data integration, interoperability, and shared data. Learn how to assess the accuracy and standardization of data governance by reviewing various sections within the charts and their authorizations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIM510 - HIM Applications and Systems (3)

#### **Academic Level**

Graduate

## Online Programs

### **HIM550 - Data Management and Data Quality**

#### **Description**

Explore meaningful use of data and the management of patient-centered health information systems. Review data management policies, evaluate data from varying sources to create meaningful presentations/reports, design patient-centered health information systems, and manage virtual network communications. Learn how to collect data, evaluate it, and turn it into valuable information to present to various audiences.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HIM560 - HIM Informatics and Technology Infrastructure**

#### **Description**

Explore the technologies that support health information systems by examining different patient medical records and the various uses and steps in developing medical records. Create models of portals from a database-perspective.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HIM600 - Managing Compliance**

#### **Description**

Review the laws and regulations that are applicable to health information management professionals in regards to compliance, medical documentation, fraud, abuse, and penalties for documentation and coding violations based on governmental guidelines. Learn principles of medical auditing, medical record auditing skills, chart abstraction and perform a coding risk analysis.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIM520 - Leading as a HIM Professional (3)

#### **Academic Level**

Graduate

### **HIM660 - HIM Strategic Planning and Financial Management**

#### **Description**

Explore the healthcare revenue cycle and financial principles relevant to strategic planning for the healthcare organization, including analytics, reimbursement models, forecasting the revenue cycle and methods of fraud detection.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIM560 - HIM Informatics and Technology Infrastructure (3)

#### **Academic Level**

Graduate

# Online Programs

## **HIM675 - Research Methods and Evaluation**

### **Description**

Employ research methodologies, systematic processes for data collection to ensure data integrity, and data analysis to establish a framework for drafting the capstone project.

### **Credits**

3

### **Requisites**

- Complete:
  - HIM660 - HIM Strategic Planning and Financial Management (3)

### **Academic Level**

Graduate

## **HIM680 - Advanced Topics in HIM I**

### **Description**

Apply and expand on topics covered in previous courses in the MS Health Information Management program, including advanced classification systems, data governance, data management, and health information technologies such as data analytics and decision support. Apply theories learned in consumer informatics, and information integrity, contingency planning, as well as vendor management and enterprise information management.

### **Credits**

3

### **Requisites**

- Complete:
  - HIM540 - Health Information Governance (3)
  - HIM550 - Data Management and Data Quality (3)

### **Academic Level**

Graduate

## **HIM685 - Advanced Topics in HIM II**

### **Description**

Apply and expand on topics covered in previous courses in the MS Health Information Management program, including strategic planning, and leadership roles in HIM. Apply theories learned in change management, work design, and project management.

### **Credits**

3

### **Requisites**

- Complete:
  - HIM520 - Leading as a HIM Professional (3)
  - HIM660 - HIM Strategic Planning and Financial Management (3)

### **Academic Level**

Graduate



## Online Programs

### **HIM690 - Health Information Management Capstone**

#### **Description**

Integrate previous coursework and practical experience with a focus on authentic demonstration of competencies outlined by the program by synthesizing and integrating prior learning to design, develop, and execute a capstone project as a culmination of the M.S. Health Information Management program. Develop a well-thought-out, comprehensive project that applies knowledge in a complex and operationally-charged business environment.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - HIM675 - Research Methods and Evaluation (3)

#### **Academic Level**

Graduate

---

## Healthcare Management

### **HCM202 - Fundamentals of Planning in Healthcare**

#### **Description**

In this course, learners will create a community health assessment. Learners will conduct analysis using industry tools to evaluate trends in healthcare. They will also apply effective strategies to a healthcare project planning initiative. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Fundamentals of Planning in Healthcare

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HCM205 - Medical Terminology**

#### **Description**

Explore effective and professional communication in a variety of healthcare settings. Learn the rules for building and defining medical terms, the correct pronunciation and spelling of medical terms, and the application of medical terminology as it relates to each body system. Evaluate various types of medical records and reports, and learn the skills needed to read and interpret them. Apply the application of medical terminology as it relates to the clinical world through various activities.

#### **Additional Information**

The goal name associated with this course is Healthcare Terminology and Documentation

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **HCM210 - Law and Ethics in Healthcare**

#### **Description**

This course focuses on analyzing the legal implications of various healthcare entities. Learners analyze the impact of codes of ethics on healthcare organizations. Learners also assess the impact of healthcare ethics on the end of life decision making process. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Legal and Ethical Perspectives in Healthcare

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HCM220 - Healthcare Delivery**

#### **Description**

In this course, learners analyze how staffing needs are determined for healthcare organizations. Learners evaluate the impact of technology on healthcare delivery. Learners will be able to describe the roles of various departments involved in the delivery of healthcare. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Healthcare Delivery. Evaluate the impact of technology on healthcare delivery. Describe the roles of various departments involved in the delivery of healthcare.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HCM300 - Emergency Management in Healthcare**

#### **Description**

In this course, learners will analyze public disaster management concepts for determining how they influence healthcare management practices. They will determine the scope of emergency preparedness and will create an emergency preparedness plan for a healthcare organization. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Emergency and Safety Management in Healthcare.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **HCM301 - Healthcare Management Strategies**

### **Description**

Learners describes how strategic planning informs decision making in healthcare organizations. Learners use assessment tools to develop leaders in the workplace. They also demonstrate the manager's role in the change management process in an organization. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Resourceful Decision-Making

### **Credits**

3

### **Academic Level**

Undergraduate

## **HCM305 - Global Perspectives in Healthcare**

### **Description**

Learners analyze emergency and natural disasters worldwide from a healthcare perspective. They assess the impact of diseases on global populations and preventative efforts taken to prevent their spread. Learners also analyze key factors related to global healthcare issues. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Global Healthcare Safety

### **Credits**

3

### **Academic Level**

Undergraduate

## **HCM315 - Foundations of U.S. Healthcare**

### **Description**

Learners explain the interrelationships between the different components of delivery of healthcare services. They explain the basic organizational structures, regulations, and major stakeholders of the U.S. healthcare system. Learners also analyze ethical and regulatory considerations in healthcare management. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Foundations of U.S. Healthcare

### **Credits**

3

### **Academic Level**

Undergraduate

## **HCM320 - Healthcare Economics**

### **Description**

Learn about the standard economic principles and tools that healthcare administrators need to utilize for effective decision making within the healthcare industry. Explores a framework for understanding government policies, legislation, pricing, profitability, market supply and demand, and risk issues within the healthcare economic system.

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **HCM325 - Healthcare Marketing**

### **Description**

This course explores key marketing concepts that the healthcare leader needs to understand to plan and implement an effective marketing strategy. The concepts explored include the marketing process, needs assessment, developing marketing campaigns and evaluating efficacy of marketing efforts.

### **Additional Information**

The goal name associated with this course is Healthcare Marketing and Economics

### **Credits**

3

### **Academic Level**

Undergraduate

## **HCM340 - Healthcare Delivery Systems**

### **Description**

This course provides an overview of the nature, organization, and function of the continuum of health services found in the United States. Emphasis is placed on the interrelation of cultural, economic, political and social aspects of health care delivery at the federal, state and local level. Topics include health care costs, accessibility of services, governmental influence on health care delivery, private industry role in health care, services for the medically indigent and elderly, ethical issues regarding transplants, reproductive technology, end of life decisions and funding.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HCM341 - Project Management in Healthcare**

### **Description**

In this course, students will learn to plan and execute communication projects that meet the needs of stakeholders. Students will learn how to strategize their communications to align with the values of healthcare organizations. Practical application of project management skills will be practiced alongside crafting messages to meet the needs of identified audiences. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Project Management in Healthcare

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **HCM345 - Healthcare Reimbursement**

#### **Description**

This course explores some of the major issues facing the healthcare industry and the effect that public policy and business environment has on a healthcare organization. Emphasis is on supply and demand theory, reimbursement systems, managed care, charge-master management, Case-mix management, DRG prospective payment, insurance, Medicare, Medicaid, governmental regulations, accessibility, eligibility, budgeting, and planning. Students learn to use informational and research tools to make effective management decisions.

#### **Additional Information**

The goal name associated with this course is Healthcare Reimbursement

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HCM400 - Healthcare Finance**

#### **Description**

This course provides an overview of the two main areas of Healthcare Finance, accounting and financial management. Topics explore include the healthcare financial environment, financial accounting principles, managerial accounting principles, financial management, long-term financing and capital investments.

#### **Additional Information**

The goal name associated with this course is Healthcare Finance

#### **Credits**

3

#### **Requisites**

- Complete:
  - HCM320 - Healthcare Economics (3)

#### **Academic Level**

Undergraduate

### **HCM415 - Healthcare Strategic Management and Policy**

#### **Description**

This course examines the complex and intricate nature of the U.S. healthcare system and its implication for healthcare organizations and the populations served. Topics include the organization of healthcare, access to care and disparities, quality of care, funding, healthcare reform and impact for strategic planning for healthcare organizations.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **HCM440 - Healthcare Research and Evaluation Methodologies**

#### **Description**

Students in this course will develop the knowledge and skills to apply assessment instruments, data collection, research designs, and statistical analysis for needs assessment and program planning. Additionally students will explore contextual issues surrounding evaluation, evaluation designs and methodological issues pertinent to programmatic evaluation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IHP340 - Statistics for Healthcare Professionals (3)

#### **Academic Level**

Undergraduate

### **HCM490 - Healthcare Administration Capstone**

#### **Description**

The capstone course is the culminating experience for the Bachelor of Science in Healthcare Administration. The capstone course provides students with the opportunity to integrate and synthesize the knowledge, skills and attitudes acquired throughout their course work in an original comprehensive project, and to assess their level of mastery of the stated program outcomes of their degree program in Healthcare Administration.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - IHP420 - Ethical and Legal Considerations of Healthcare (3)
    - IHP430 - Healthcare Quality Management (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate

### **HCM491 - Health Sciences Capstone**

#### **Description**

The capstone course is the culminating experience for the Bachelor of Science in Health Sciences. The capstone course provides students with the opportunity to integrate and synthesize the knowledge, skills and attitudes acquired throughout their course work and apply them in a comprehensive project within their clinical specialty, and to assess their level of mastery of the stated program outcomes of their degree program in Health Sciences.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - IHP430 - Healthcare Quality Management (3)
    - HCM400 - Healthcare Finance (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate

## Online Programs

### **HCM615 - Healthcare Reimbursement Systems and Finance**

#### **Description**

Explore financial management and healthcare reimbursement systems in the United States. Students focus on the practical application of financial concepts and skills in healthcare settings including third-party payers, Medicare/Medicaid payments, managing working capital, resource allocation, and the impact of health reform.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HCM620 - Healthcare Information Management**

#### **Description**

This course provides students with a comprehensive overview of the management and technical issues surrounding healthcare information systems today. Information systems are complex and increasingly instrumental in supporting quality patient care and in pursuing cost-saving efficiencies in healthcare settings. The course explores how healthcare information technology is transforming the healthcare delivery system. Significant topics in this field include: patient-centered technologies, privacy laws, electronic medical records, measuring outcomes, and evidence-based practice.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HCM630 - Healthcare Quality**

#### **Description**

Healthcare quality is one of the important drivers of reform in the U.S. healthcare system. This course introduces students to the foundational principles and techniques of quality management. The course explains the central components and importance of quality, and the tools and techniques to continuously measure, assess, improve and transform the healthcare system. Key topics in quality management include: regulatory mandates and accreditation standards, performance measurement and improvement, methods for redesign of healthcare processes, patient safety and strategies to reduce healthcare errors, and the role of information management systems and technology in healthcare.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **HCM700 - Healthcare Administration Capstone**

#### **Description**

This capstone course will integrate previous coursework and practical experience with a focus on authentic demonstration of competencies outlined by the program. Rather than introducing new concepts, students will synthesize and integrate prior learning to design, develop, and execute a capstone as a culmination of their studies. The course will be structured to support student success in fulfilling program requirements and developing a well-thought-out, comprehensive project.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - IHP670 - Program Design, Planning and Evaluation (3)
  - 30 credit(s).

#### **Academic Level**

Graduate

---

## Higher Education Administration

### **HEA510 - Philosophy and History of Higher Education**

#### **Description**

Candidates seeking to become degreed higher education administrators must first understand the historical, philosophical, and social influences that have built America's concept of higher education and articulate their own personal philosophy of higher education. Emphasis will be placed on the reciprocal relationship between higher education models and their socio-historical contexts.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HEA520 - Contemporary Issues in Higher Education**

#### **Description**

Through the use of contextualized cases representative of the technological, demographic, and intellectual shifts that have influenced higher education's evolving role in the twenty-first century, candidates will examine the issues facing higher education today and link their judgments to historical foundations. Candidates will create alignments between current issues in higher education and how they influence the twenty-first-century student.

#### **Credits**

3

#### **Academic Level**

Graduate



## Online Programs

### **HEA530 - Data-Driven Decision-Making in Higher Education**

#### **Description**

This course will further candidates' ability to methodically apply empirically based, data-centric approaches to inform institutional decision making across multiple university sectors. Through contextualized, authentic experiences, candidates will analyze, evaluate, and assess programs using contemporary technologies and develop evidence-based approaches to meet desired outcomes. Candidates will be required to justify the empirically based process by which they reached their programmatic decisions. Specific modes of inquiry driving this course will be strongly represented in subsequent course work.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - HEA510 - Philosophy and History of Higher Education (3)
  - HEA520 - Contemporary Issues in Higher Education (3)

#### **Academic Level**

Graduate

### **HEA540 - Program Evaluation**

#### **Description**

This course will explore the theories and processes of higher education program evaluation. Candidates will - within the context of a university's mission, strategic goals, and objectives - learn necessary skills to methodically evaluate higher education programs. Candidates will analyze given sets of case-based data and offer evidence and research based justifications for programmatic changes. Project management concepts and tools will be applied throughout the course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HEA530 - Data-Driven Decision-Making in Higher Education (3)

#### **Academic Level**

Graduate

### **HEA550 - Higher Education Law and Regulation**

#### **Description**

With an examination of the key laws, policies, and concepts specific to higher education in the United States, candidates will gain a sense of higher education law's complexity and how law has assumed a greater role in establishing patterns, modes of conduct, and equitable procedures in an attempt to assure the rights and responsibilities of administrators, faculty members, staff, and students in the institutional context.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HEA510 - Philosophy and History of Higher Education (3)

#### **Academic Level**

Graduate

# Online Programs

## **HEA560 - Educational Policy Making**

### **Description**

Higher education and its administrators are increasingly influenced by federal and state policies. Candidates will employ current higher education regulations to develop policies that further an institution's mission. Candidates will examine the policy making process by analyzing national industry organizations and research, data sources, and trends that affect existing legislation.

### **Credits**

3

### **Requisites**

- Complete:
  - HEA540 - Program Evaluation (3)
  - HEA550 - Higher Education Law and Regulation (3)

### **Academic Level**

Graduate

## **HEA610 - Enrollment Management and Marketing**

### **Description**

This course will address the data-centric enrollment management process within higher education, including how to attract, admit, and retain students. Candidates will examine the tools for effective admissions marketing, predicting admissions yields, and assessing how financial aid influences enrollment behavior. Candidates will gain the evidence-based skills necessary to understand the tactics for successful onboarding and continued retention of students, as well as the structures and approaches aimed at improving student achievement and persistence.

### **Credits**

3

### **Requisites**

- Complete:
  - HEA530 - Data-Driven Decision-Making in Higher Education (3)

### **Academic Level**

Graduate

## **HEA620 - Budget and Financial Management in Higher Education**

### **Description**

This course will require candidates to empirically make sense of quantitative data sets related to financial management of an institution. Candidates will manipulate tuition and fee revenue models and make justifiable, quantitatively-based budgetary decisions regarding how those decisions map onto given institution's strategic initiatives and mission. Through the use of fiscal management models, candidates will how account for how government appropriations, financial aid regulations, large grants, and investment income influence these decisions.

### **Credits**

3

### **Requisites**

- Complete:
  - HEA530 - Data-Driven Decision-Making in Higher Education (3)

### **Academic Level**

Graduate

## Online Programs

### **HEA630 - Leading Change in Higher Education**

#### **Description**

This course explores the responsibility of innovative - and accountable - change agents who must manage institutional responses to major external or internal forces. Candidates will consider how to apply empirical data and quality improvement principles to planning. Candidates will demonstrate how strategic approaches may be applied to successful navigation of individual, collaborative, and organizational structures. Through the examination of effective communication strategies, consensus building, and negotiation candidates will focus on creative problem solving through innovative approaches and models related to the administration of institutions of higher education in the 21st century.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HEA540 - Program Evaluation (3)
  - HEA550 - Higher Education Law and Regulation (3)

#### **Academic Level**

Graduate

### **HEA640 - Critical Issues in Student Affairs**

#### **Description**

This course explores student development theories and court decisions related to student-institution relationship, privacy, ethics, and civil rights as they relate to critical issues addressed by the department of student affairs. Candidates will develop a program related to student affairs to address an institutions underrepresented need.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HEA540 - Program Evaluation (3)
  - HEA550 - Higher Education Law and Regulation (3)

#### **Academic Level**

Graduate

### **HEA660 - Community College Administration**

#### **Description**

This course traces the evolution of community colleges in the United States, their organizational structures, and how those structures function to meet the needs of traditional and non-traditional learners. Candidates will examine community college goals, policies, instructional and student service programs, and how community colleges influence the broader context of higher education. Attention will be given to community college learning goals and how administrators obtain and utilize community and financial resources to meet the desired outcomes.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HEA540 - Program Evaluation (3)
  - HEA550 - Higher Education Law and Regulation (3)

#### **Academic Level**

Graduate

# Online Programs

## **HEA690 - Capstone in Higher Education**

### **Description**

This capstone course is the culminating experience for the M.S. in Higher Education Administration program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - HEA620 - Budget and Financial Management in Higher Education (3)
    - HEA630 - Leading Change in Higher Education (3)
  - 30 credit(s).

### **Academic Level**

Graduate

---

## History

## **HIS100 - Perspectives in History**

### **Description**

More than just dates, names, and places, history is the study of the human condition. It seeks to understand human behavior through the thoughtful examination of different types of historical sources. The study of history is a living subject, always changing as new discoveries and interpretations are presented. This course examines the process of investigating and writing about history through analysis of sources and the presentation of this analysis as an argument. Through this exploration of historical investigation, students will develop a holistic perspective on the contemporary relevance of history and their responsibility to participate and engage in such discourse.

### **Additional Information**

The goal name associated with this course is Perspectives on People and Society

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS113 - United States History I: 1607-1865**

### **Description**

The first half of the United States history survey courses covers the period from the founding of Jamestown to the end of the Civil War. The development of regionalism and its effect on the coming of the Civil War provides the framework for the investigation. Required for majors in history and social studies education with a concentration in history.

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **HIS114 - United States History II: 1865-Present**

#### **Description**

The second half of the United States history survey course covers the period following the Civil War. The economic, political and ideological developments that allowed the United States to attain a position of the world leadership are closely examined. Required for majors in History and Social Studies Education with a concentration in History.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS117 - World Civilizations: Prehistory-1500**

#### **Description**

An introductory survey of the world's major civilizations from prehistory to 1500. Key societies will be examined from political, socio-economic, and cultural-intellectual perspectives.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS118 - World Civilizations: 1500 - Present**

#### **Description**

An introductory survey of major civilizations from 1500 to the present, with particular emphasis on interactions and conflicts between Western and non-Western parts of the world. Key societies will be examined from political, socio-economic, and cultural-intellectual perspectives.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS200 - Applied History**

#### **Description**

The application of history in our daily lives is not always apparent. However, studying the past is imperative for informing our understanding of society today. Armed with this informed understanding, we are transformed into effective citizens and public agents. In this course, students will explore how history has shaped the role of the citizen in America. Ultimately, historical perspectives will be utilized to understand a topic relevant to American society today.

#### **Additional Information**

The goal name associated with this course is Research, Analysis, and Cultural Study

#### **Credits**

3

#### **Requisites**

- 3 credit(s) from subject(s): HIS

#### **Academic Level**

Undergraduate

## Online Programs

### **HIS220 - Modern European History: 1890-Present**

#### **Description**

This course investigates the trajectory of European hegemony in the 20th century. Special attention is devoted to the effects of the two major conflicts that were fought on European soil.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS222 - War and Society: Antiquity to 1800**

#### **Description**

A survey of warfare during the ancient, medieval, and early modern eras. Particular attention will be devoted to the evolution of military technology and the various ways that Western and non-Western societies adopted gunpowder weaponry.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS223 - Modern War & Society**

#### **Description**

This course will introduce students to the history of warfare in the modern world. It will focus on the modernization of military technique and technology among Western societies, and also on the various ways non-Western societies encountered this new and evolving way of war- either falling victim to it or importing and emulating it with varying degrees of success.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS235 - Modern Russia**

#### **Description**

This course studies Russian/Soviet history from 1905 to the present with an emphasis on revolutionary traditions, government and politics, culture and religion and social philosophy.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **HIS240 - World War I**

### **Description**

The course will begin with an overview of how warfare evolved during the industrial era, not just in terms of technology and tactics, but doctrinally, socially, and economically. It will then examine nineteenth- and early-twentieth-century diplomacy, along with the underlying and immediate causes of World War I. Chronological and topical treatments of the war's conduct will follow. The course will conclude with in-depth discussion of the war's aftermath, focusing on the peace settlements and the formation of new political orders in Europe and elsewhere.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS241 - World War II**

### **Description**

This course emphasizes the battles, campaigns, events and personalities that dominated World War II. Special attention is given to political and diplomatic factors during the 1930s which contributed to the outbreak of World War II.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS245 - United States History since 1945**

### **Description**

An examination of the United States in its rise to global power in the aftermath of World War II. Central to the course are the international and domestic realities of the Cold War, particularly the struggle for equal civil rights within the United States. The course will examine the post-Cold War world as well, examining the transition to the domestic and international challenges of the 21st century.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS270 - American Environmental History**

### **Description**

The course examines the history of the American environment, paying particular attention to the impact of European settlement on the landscape and the subsequent commodification of resources that defined the American experience in the modern age. It will pay close attention to such phenomena as industrialization, pollution, population trends, urbanization, chemically-dependent food production, and energy consumption, to name only a few. Particularly important, the course will delve into the process of political responses to environmental and ecological challenges as they have evolved over time.

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **HIS301 - World History and Culture**

#### **Description**

This course is designed to offer the student a historical and cultural understanding of Africa, India, China and Japan, in their interactions with the western world. Recommended for majors in History and Social Studies Education with a concentration in History.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS311 - Women, Sexuality, and Islam**

#### **Description**

This course examines Islamic legal discourse about women and sexuality, focusing specifically on the historical roots of modern practices and beliefs. Students will focus on the processes of constructing Islamic law to evaluate different arguments related to appropriate sexual practice as well as women's roles, rights, and responsibilities. Through detailed, nuanced exploration of contemporary topics, including veiling, divorce, gay marriage, abortion, contraceptives, female circumcision, sex reassignment surgery, and in vitro fertilization, students will investigate the influence of social, cultural, political, and historical contexts on Islamic interpretations of God's will and appropriate practice.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS314 - European Conquest of New World**

#### **Description**

This course will explore the social and intellectual impact of the discovery of the American continents on the European mind and the consequences of colonization and migration in North America 1500-1800. Emphasis will be on British colonies and competing European cultures (especially French and Spanish) with Native Americans and African-Americans. Students will focus on three areas: cultural exchange, economic exchange and hostility/conquest. Required for majors in social studies education with concentration in history. Not available every semester.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS319 - African-American History since the Civil War**

#### **Description**

This course traces the changes in labor practices, politics and living conditions of the millions of African-Americans in the South after the Civil War. Further, the Great Migration, the civil rights movement and the black revolutionary movement will be investigated carefully.

#### **Credits**

3

#### **Academic Level**

Undergraduate



## Online Programs

### **HIS321 - The Ancient World of Greece and Rome**

#### **Description**

This course will begin by looking at the heritage of Greek civilization and the thinkers who first struggled with the fundamental issues concerning mankind: life, love, suffering, courage, endurance and death. The course will continue with the immediate inheritors of Greek thought, the Romans. By assessing Roman achievements of empire building and expansion, students will discover a vital civilization that ruled the known world through the force of its armies and the attraction of its culture. The course will end with the development of Christianity and the fall of the Classical World. Required for majors in social studies education with a concentration in history.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS330 - Civil War and Reconstruction**

#### **Description**

This course examines various interpretations of Civil War causation; the major political, economic and military aspects of the war; and the rebuilding of Southern society after the war's end.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS332 - Colonial New England**

#### **Description**

This course investigates the experiences and evolving institutions of the North Atlantic colonists, from the first landings to the making of the Constitution. Special emphasis will be placed upon the colonists' relationship with Native Americans and upon the origins, progress and character of the struggle against Great Britain.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HIS338 - Young America**

#### **Description**

This course traces the growth of the United States from its beginnings as a fledgling republic to its expansion into a continental empire. Particular attention is given to the development of the first and second American party systems, the democratization of American politics, westward expansion, the market revolution, and the changing roles of women and African-Americans.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **HIS340 - Making History**

### **Description**

This course is founded upon a fundamental yet complex question; what is history. The course investigates this question by examining the various kinds of history; witnessing the myriad ways of communicating historical stories and arguments ranging from the scholarly monograph to the town square statue to the museum exhibit; and learning how historians of all types actually make history through close, rational analysis of historical sources. In the process students will learn that history is an ever-evolving craft, central to the life of every society.

### **Additional Information**

This course is designed for students in a history program.

### **Credits**

3

### **Requisites**

- Must be enrolled in a history program.

### **Academic Level**

Undergraduate

## **HIS357 - American Slavery**

### **Description**

This course explores the colonial and national experience of Africans and African-Americans through 1865. Particular attention is given to a general understanding of African history, the trans-Atlantic slave trade, slave life in the Caribbean and the American South, the role of free blacks in both northern and southern colonies and states, antebellum abolitionist and proslavery arguments, and the consequences of emancipation. Also addressed will be the debate over whether Africans/African-Americans were active agents or passive participants in early American history.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS371 - History of the Middle East I**

### **Description**

This survey course introduces the student to the political and social history of the Middle East from the rise of Islam through World War I.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS372 - History of the Middle East II**

### **Description**

This survey course introduces the student to the political and social history of the Middle East from World War I until the present.

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **HIS373 - Arab-Israeli Conflict**

### **Description**

This course examines the development of the Arab-Israeli conflict as it emerged in the post-World War II era.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS374 - The Renaissance and the Reformation**

### **Description**

This course is an examination of some of the major themes of the Renaissance and Reformation in Europe. Through extensive readings in primary sources, the class will explore the major personalities of the period and their influence on changes in many aspects of life. The lectures will focus on a broader context and will raise historical questions concerning such topics as science and belief, voyages of discovery, rise of the nation/state, rise of capitalism, and the millennial view of history.

### **Credits**

3

### **Academic Level**

Undergraduate

## **HIS460 - History Research Seminar (Capstone)**

### **Description**

This capstone course requires each student to design and craft his/her own written research project. In close consultation with the instructor, each student will select a topic, discover relevant primary and secondary sources, evaluate and analyze those sources, and develop an argument-based paper as a result of that process.(Class limit: 15 students)

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - HIS340 - Making History (3)
  - 111 credit(s).

### **Academic Level**

Undergraduate

## **HIS501 - Historiography**

### **Description**

This course provides a deep-level exploration into the study of history and historical writing, focusing on the craft and profession of history and its relationship to society. The course contends with the changing nature of historical interpretations and arguments, and the role of historical meta-narratives in shaping one's understanding and experience of history. Students are asked to position and evaluate their own thinking in relation to various historical analyses, defending a preferred approach to a relevant area of interest.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **HIS502 - Historical Methods**

#### **Description**

Historians use a wide variety of methods and approaches to the study, analysis, and evaluation of historical accounts and sources. This course offers students an opportunity to investigate various methodological approaches and the relationships between method, theory, and interpretation in historical research. Students will design an initial research proposal and articulate how a chosen methodology positions them appropriately to address the central issues and problems of their research.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HIS510 - Comparative History and Research**

#### **Description**

Comparative research is a valuable tool for historians to be able to discover possible historical and social connections across separate historical settings. This course introduces students to best practices, issues, and challenges of comparative history approaches. Central to the course is the development of effective research practices in comparative history: identifying appropriate sources, articulating the context and focus of a research project, and making an informed and supported argument. This course will use the topic of democratic revolutions to model comparative research.

#### **Credits**

3

#### **Academic Level**

Graduate

### **HIS520 - Historical Lenses and Scholarship**

#### **Description**

What does it mean to focus on the economic issues of an historical event? What considerations of race, gender, class, or other lenses of difference can be made to illuminate the social and cultural experiences of people throughout history? The central focus of this course is to provide students with an exploration into various lenses of historical research and analysis and how these lenses can structure the types of questions an historian asks. The course uses the topic of transatlantic slavery to introduce several lenses that can be applied to future topics of interest to students. Students will integrate best practices for the production and writing of historical scholarship using a chosen lens (or lenses) of analysis.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

#### **Academic Level**

Graduate

# Online Programs

## **HIS600 - Early American Encounters**

### **Description**

The modern nation of the United States of America was born out of European colonization and the early encounters between European colonists, Native Americans, and Africans and their descendants. The themes that arise from these early encounters as they created the New World continue to shape America's social, political, economic, and cultural landscape to this day. In this course, students investigate how historians understand the different facets of the creation of this New World, including armed conflict, cultural cooperation, gender roles, free and coerced labor, environmental issues, and the role of religion in conquest.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## **HIS601 - New American Nation**

### **Description**

America has held many titles as a result of its political inception, including "the birthplace of democracy" and "the first nation based on an idea." Does the historical evidence substantiate those claims? Was the American Revolution truly "revolutionary"? In this course, the separation of the American colonies from England and the political, cultural, social, and economic realities that resulted are critically examined. Students will challenge and refine previously held or popular notions of the period encompassing Revolutionary-era America through the early nineteenth century.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## **HIS602 - Era of the Civil War**

### **Description**

The era of the American Civil War is one of the most studied periods in American history. Despite the robust and well-established scholarship on the topic, vibrant debates and competing schools of thought still exist. In this course, students will add to this rich tradition with their own interpretations of the social, economic, cultural, and political roots of the conflict and its relevant impacts on the American narrative. Emphasis is placed on applying different methodologies and lenses to the vast historical body of knowledge surrounding the antebellum period through the Reconstruction era. Students evaluate the implications of methodology and lens on interpretations of the Civil War.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

# Online Programs

## **HIS603 - The Gilded Age and Progressive Era**

### **Description**

This course examines the period between Reconstruction and the first World War, paying particular attention to the emergence of industrial capitalism, the rise of the modern American city, the shifting nature of rural life in America and the rise of Populism, immigration, racial tensions, Progressivism, the conquest of the West, and the rise of the United States as a global power militarily, economically, and politically.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## **HIS604 - America and the World Wars**

### **Description**

As America emerged on the stage as a world power, it is not surprising that increased involvement in international affairs followed. America's participation in the world wars of the twentieth century brought about profound changes related to international diplomatic relations, the expanding role of the state in economic and military policy, cultural and ideological shifts domestically and globally, and technological innovations in weaponry, transportation, and manufacturing. While the consequences of warfare on the greater world stage are central to this course, students also will examine the myriad ways in which social, political, and cultural life transformed in the United States during this era. Students contend with how historians have, both implicitly and explicitly, inserted value judgments into their interpretations of the methods of war, political regimes, human rights issues, and geopolitical reorganizations of the era.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## Online Programs

### **HIS605 - Cold War and the American Empire**

#### **Description**

The Cold War period has been defined by America's ideological conflict and proxy warfare with the Soviet Union. The tremendous cultural, social, economic, and political turmoil that resulted from this era, including such events as the Vietnam War and the civil rights movement, can still be felt throughout the globe today. In this course, students draw connections among contemporary issues and their foundations in the period between the end of World War II and the fall of the Soviet Union. Students explore how the essential nature of this conflict compares and contrasts to traditional conceptions of "war," examine to what extent the Cold War was representative of a paradigm shift in terms of foreign policy and military engagements, and investigate the general relationship between war and society in this period.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

#### **Academic Level**

Graduate

### **HIS620 - History of Military Thought**

#### **Description**

This course examines the development of military theory and practice throughout history, exploring prominent military figures and major campaigns. This subject matter is global in scope, including topics from both the Eastern and Western worlds. Students will investigate how different societies influence and are influenced by military affairs, including war and social changes, diplomatic efforts, and cultural differences in military theory.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

#### **Academic Level**

Graduate

## Online Programs

### **HIS630 - The Russian Revolutions**

#### **Description**

The Russian revolutions of 1917 rank among the most monumental events of the modern era. The collapse of the tsarist regime and the triumph of communism placed Russia on a tumultuous and often painful path toward modernization and forever changed the course of world history. Beginning with the 1890s and continuing until the early 1920s, this course will analyze the background, the unfolding, and the aftermath of the twin upheavals of 1917: the February Revolution that destroyed the Russian monarchy and the October Revolution that brought the Soviet government to power. Students will investigate the political, socio-economic, cultural, and ideological factors that shaped this transformation, and will also explore the interactions among revolutionary processes and military events such as World War I and the Russian Civil War. They will utilize recent scholarship on these topics to develop their own understanding of the historiography of the subject.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

#### **Academic Level**

Graduate

### **HIS640 - Chinese Imperialism**

#### **Description**

This course provides an overview of major military campaigns, strategies, and tactics in Chinese history. Students will explore the cultural aspects of military campaigns and warfare in China and be introduced to the latest scholarship on the topics explored. Students will also engage with the historiography of a topic of interest and define their own interpretations based on scholarly research.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

#### **Academic Level**

Graduate



# Online Programs

## **HIS660 - Introduction to Public History**

### **Description**

Unlike many other areas of history, public history distinguishes itself in its application focus and community orientation. Public historians are charged with protecting our historically significant artifacts, cataloging our historical wisdom, and communicating our cultural narratives. In this course, the foundational principles and mission of public history are investigated and evaluated. Students assess the landscape of public history, including the major thinkers, controversies, emerging trends, and ethical demands. Finally, students must articulate a distinct identity for public history and situate themselves within that context.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## **HIS661 - Public History Strategic Management**

### **Description**

A public historian can expect to be responsible for a myriad of projects and tasks that require a marriage of historical knowledge and business acumen. In this course, students will augment their existing framework to include the skill sets of project management, budgeting and finance, legal competencies, and other pragmatic considerations that are essential for the public historian. Attention will be given to issues of intellectual property, fundraising and donations, interpersonal skills and people management, artifact care, and motivating volunteer organizations.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## **HIS662 - Digitization of History**

### **Description**

The potential and possibilities for preserving historical artifacts have been fundamentally transformed by digitization. The ability to design, plan, execute, and maintain digitization projects and repositories has become essential for public historians. In this course, students apply information system theories and utilize relevant technologies and tools to engage in the digitization process. An emphasis is placed on the need for public historians to take an adaptive and open-minded approach to technology, due to its capabilities for furthering the missions of public history.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

# Online Programs

## **HIS663 - Documentary Editing**

### **Description**

This course is one of three specialized offerings in public history collections management. The focus of this course is documentary editing, or the assembling of comprehensive document collections. Documentary editors must scrutinize, verify, and organize the resources upon which historical scholarship rests. This includes making the difficult, and potentially controversial, decisions about what is included and what is not. In this course, students engage in research, evaluation, transcription, annotation, and compilation of historical artifacts. The implications of documentary editorial decisions on future understandings of the past are assessed.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## **HIS664 - Archival Management**

### **Description**

This course is one of three specialized offerings in public history collections management. The focus of this course is archives, or the accumulation of historical records that have been set aside for future reference. Archivists must store, catalog, preserve, and retrieve archival materials that are considered to be of significance to a group. In this course, students apply the major theories of archival science to determine the authenticity, reliability, integrity, and usability of various records. Best practices for developing and maintaining archives are investigated. Additionally, the ethical considerations surrounding the care of records of social value are evaluated.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## **HIS665 - Museum Collection Management**

### **Description**

This course is one of three specialized offerings in public history collections management; the focus is museum curation. Today's museums are being challenged to alter their approach and redefine the museum experience to meet the intellectual curiosity of 21st-century patrons who crave contribution and participation over passive observation. In this course, students will evaluate the impact of these social dynamics on the field of museum science. Additionally, students will propose creative solutions to address new expectations without sacrificing the enduring principles at the core of a museum's mission.

### **Credits**

3

### **Requisites**

- Complete:
  - HIS501 - Historiography (3)
  - HIS502 - Historical Methods (3)

### **Academic Level**

Graduate

## Online Programs

### **HIS790 - Research Seminar for Historians (Capstone)**

#### **Description**

The capstone experience integrates knowledge and skills developed in previous coursework with a focus on developing scholarship in a student's chosen area of specialization. This course focuses on helping students propose a topic for research, conduct preliminary research on primary and secondary sources, and develop a capstone research proposal. This course prepares students for the formal capstone submission in the subsequent capstone course.

#### **Credits**

3

#### **Requisites**

- 24 credit(s).

#### **Academic Level**

Graduate

### **HIS791 - Capstone for Research Historians**

#### **Description**

The capstone experience integrates knowledge and skills developed in previous coursework with a focus on developing scholarship in a student's chosen area of specialization. This course extends students' research proposals into a formal capstone project. Students will workshop and submit their final capstone projects in this course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIS790 - Research Seminar for Historians (Capstone) (3)

#### **Academic Level**

Graduate

### **HIS792 - Capstone for Public Historians**

#### **Description**

The capstone experience integrates knowledge and skills developed in previous coursework with a focus on developing the final capstone deliverable. Public historians will demonstrate the skills they have learned in conceiving of, maintaining, and managing content for public history organizations. Students will workshop and submit their final versions of their capstone in this course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HIS790 - Research Seminar for Historians (Capstone) (3)

#### **Academic Level**

Graduate

---

## Human Resource Management

## Online Programs

### **HRM630 - Topics in Health Administration**

#### **Description**

This course focuses on developing organizational processes and structures utilizing the Total Quality Management approach to deliver health services which meet the needs of diverse clientele and a complex environment. Included are topical presentations by health care providers concentrating on the structure and delivery of quality health services.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Human Services

### **HSE101 - Introduction to Human Services**

#### **Description**

This course provides an overview of the historical development of human services and an introduction to the many settings, roles, and functions of the human services professional. Students will gain an understanding of the knowledge and skills needed to help support others toward living a more fulfilling life with particular attention given to behavioral and social theories, common social problems, service delivery systems, ethical behavior, and personal values.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HSE210 - Healthcare Systems**

#### **Description**

This course gives students a basic understanding of service provision in the United States healthcare system. The history of the U.S. healthcare system and the various forces that have influenced its development will be examined. It will provide an overview of the role of human services practitioners in hospital, acute care, long-term care, home health, and hospice settings and the importance of contributing to the multi-disciplinary team providing patient care. Basic medical terminology and its use in patient care plans will be explored in addition to trends in evidence-based practice and outcomes measurement.

#### **Additional Information**

The goal name associated with this course is Components of Healthcare Organizations

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **HSE215 - Child Growth and Cognitive Development**

#### **Description**

Human service professionals must be prepared to work with and provide proper support to children and adolescents. This course focuses on child development from birth through adolescence with an emphasis on the physical, cognitive, social, and emotional components of normal development. Additional attention will be given to those situations where normal development does not occur, factors which influence or impede development, and community and school-based resources available to assist families.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)
  - PSY211 - Lifespan Development (3)

#### **Academic Level**

Undergraduate

### **HSE220 - Communication Skills for Human Service Professionals**

#### **Description**

This course provides students with the knowledge and skills to effectively, efficiently, and compassionately communicate both orally and in writing. Emphasis will be given to the tools of communication as well as how to clearly articulate the issues, deal with conflict, and establish rapport. Human services professionals function in many settings requiring the ability to communicate the needs and issues of their clients, programs, and organizations to a broad variety of people.

#### **Additional Information**

The goal name associated with this course is Organizational Culture in Healthcare

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **HSE310 - Family and Community Systems**

#### **Description**

In this course, students will gain the knowledge and skills to help families negotiate the complex system of organizations in their communities that provide services. Programs and organizations that provide support to families will be profiled, including community medical and mental health providers, non-profit organizations, the Department of Human Services, and the Family Court. In addition, tools that are frequently used in understanding family systems are presented including Socio-grams, Eco-maps, and Genograms.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **HSE315 - Role and Impact of Trauma on Children and Families**

### **Description**

This course prepares students to provide services to children and families in highly emotionally charged and legally complicated situations. The short and long term influence of physical and psychological trauma on children and families are explored including domestic violence, substance abuse, neglect, sexual assault, and prenatal trauma. In addition, the course will explore the role of a human services professional and complying with legal responsibilities and limitations, safety, secondary trauma, and ethical considerations.

### **Credits**

3

### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)
  - PSY211 - Lifespan Development (3)

### **Academic Level**

Undergraduate

## **HSE320 - Human Services Organizational Systems**

### **Description**

This course prepares students to function effectively within organizations, as most human services work involves interactions with multiple private and public organizations. Students develop an understanding of organizational structure and functions through an overview of common organizational structures and management systems and the principles of organizational behavior that influence the work environment. An introduction to the strategic planning and budgeting cycle is provided including the process of grant funding. Basic concepts of personnel management and common techniques and procedures for outcome measurement and program evaluation will also be presented.

### **Credits**

3

### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)

### **Academic Level**

Undergraduate

## **HSE325 - Ethics and Laws in Child Welfare**

### **Description**

This course prepares students to navigate the legal and ethical complexities of family problems involving children . This course focuses on the state and federal laws, regulations, and ethical principles that establish the framework for Child Welfare programs. Specific issues covered include child protection programs, child abuse and treatment laws, parent and child rights and responsibilities, education law, and emancipation laws. In addition, the course will examine child custody, foster care, adoption and the child "best interest" standards.

### **Credits**

3

### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)

### **Academic Level**

Undergraduate

## Online Programs

### **HSE330 - Public Policy and Advocacy**

#### **Description**

Students in this course will become acquainted with human services policies and the legislative and private sector processes of policy development. Students will further discover the role of advocacy in influencing social welfare programs for a variety of populations. Students learn the skills needed to act effectively in developing policies and for planning an advocacy campaign.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)

#### **Academic Level**

Undergraduate

### **HSE335 - Prevention and Crisis Intervention**

#### **Description**

This course examines the role of the human services professionals in delivering both prevention and crisis intervention services. Human services professionals often have the opportunity to provide prevention services that build on the strengths of the client, thereby increasing protective factors and decreasing risk factors. At the same time when a client is in crisis, human services professionals work to ensure safety and minimize the trauma. The knowledge and techniques needed to implement prevention programs and practices, and respond to individual, family, and community crises will be addressed in this course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)

#### **Academic Level**

Undergraduate

### **HSE340 - Law and Ethics in Human Services**

#### **Description**

Students in this course will learn about the laws and regulations that govern human services practice. Specific topics will include confidentiality, parity, involuntary commitment, mandated reporting, duty to warn, minor and parental rights, guardianship, and advanced directives. The course will also discuss the ethical principles that guide human services practice as well as the conflicts that arise between the ethical principles and the law.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE101 - Introduction to Human Services (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **HSE350 - Substance Use: From Screening to Consultation**

#### **Description**

Explore the IC & RC 12 Core Functions of a substance use counselor. Learn evidence-informed approaches to practice that align with national standards.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY200 - Foundations of Addictions (3)

#### **Academic Level**

Undergraduate

### **HSE351 - Substance Use: From Prevention to Treatment**

#### **Description**

Explore the continuum of care model and best practices in substance use disorders including early intervention, prevention, treatment and recovery services. Develop a novice knowledge base of community resources to support each component of the continuum.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY200 - Foundations of Addictions (3)

#### **Academic Level**

Undergraduate

### **HSE352 - Substance Use: Counseling Theory and Practice**

#### **Description**

Examine a variety of theoretical approaches with a focus on evidence-based counseling techniques widely used in Substance Use Disorder treatment. Practice ethical and culturally sensitive documentation skills to record individual and group therapy progress notes.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY200 - Foundations of Addictions (3)

#### **Academic Level**

Undergraduate



## Online Programs

### **HSE353 - Pharmacological Factors in Substance Use Treatment**

#### **Description**

Explore the physiology and pharmacology of substance use and the impact psychopharmacological chemicals have on the human body. Identify drug classifications, side-effects, and rationales for medication selection. Discuss current trends and issues in drugs of choice and medication-assisted therapy.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY200 - Foundations of Addictions (3)

#### **Academic Level**

Undergraduate

### **HSE410 - Case Management**

#### **Description**

Students will learn fundamental theories, concepts, and practices related to the delivery of human services. Topics covered in this course will include client engagement, interviewing, models of service delivery, ethics and professional responsibility, group dynamics and facilitation, boundaries, and formal/informal client-centered support systems. Students will apply course work to real life situations by assessing the needs of clients and designing goal-based care plans. Additionally, students will plan and design interventions, utilize community resources, and assess client outcomes.

#### **Credits**

3

#### **Requisites**

- Complete:
  - HSE220 - Communication Skills for Human Service Professionals (3)

#### **Academic Level**

Undergraduate

### **HSE480 - Human Services Capstone**

#### **Description**

This capstone course is the culminating experience for the B.A. in Human Services program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- 111 credit(s).

#### **Academic Level**

Undergraduate

---

## Humanities

## Online Programs

### **HUM100 - Perspectives in the Humanities**

#### **Description**

Art, literature, and philosophy tell lasting stories. Beyond the intended purpose of the artists and authors, or the shifting interpretations of the audiences, these creations tell us about cultural development, changes in worldview, and common themes that span centuries and continents. How have you come to understand the world? How do you express that understanding through the act of creating? This course investigates the purpose of art, literature, and philosophy across different periods, how its themes represent the cultures that produced it, and how that art still serves society today.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HUM101 - Fundamentals of Ethics and Decision Making**

#### **Description**

Explore the significance of individuality and human creativity. Consider the beliefs and values that drive your decisions, and examine the role of ethics in decision-making. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Identity and Decision Making

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **HUM200 - Applied Humanities**

#### **Description**

What is the purpose of art, literature, and philosophy? Is it enough to create simply for the act of creating, or should a work serve as a deliberate commentary, be it political, social, personal, or derivative of other motivations? In this course, students have the opportunity to select works, collections, or periods within the humanities for research and study. The study is guided by both subjective and objective analyses to differentiate between an artist's or author's intended meaning and a society's interpretation of that meaning.

#### **Additional Information**

The goal name associated with this course is Communicating to Diverse Audiences

#### **Credits**

3

#### **Requisites**

- 3 credit(s) from subject(s): ENG FAS, HUM, LIT, MUS, PHL, LAR, LAS, LFR, LSP, LAN, or LMN

#### **Academic Level**

Undergraduate

---

## Individually Designed

### **IND299 - Strategies for Specialization Planning**

#### **Description**

Develop an academic plan of study in alignment with a selected specialization within the General Studies major. Establish a rationale for specialization selection reflective of previous education experience, interest, and background toward future career goals.

#### **Credits**

3

#### **Academic Level**

Undergraduate

---

## Information Security

### **ISE510 - Security Risk Analysis and Planning**

#### **Description**

This course explores core areas of information security risk and planning, including risk analysis, business continuity, disaster recovery, incident response and security controls. The course will also explore risks as they relate to areas like financial regulations and privacy. Other topics include governance and internal and external partnerships, emerging threats and vulnerabilities, and emerging security capabilities.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT552 - Human Factors in Security (3)

#### **Academic Level**

Graduate

### **ISE620 - Incident Detection and Response**

#### **Description**

This course provides students with the background and skills to manage information security incidents to minimize impact on business operations. Topics include detection, investigation, and response to different types of security incidents. Students explore these topics by developing incidence response plans; utilizing industry-standard processes and tools for investigating information security incidents; and recommending processes for incidence response that adhere to legal, regulatory, and organizational compliance. Students who have completed the course have a comprehensive view of cyber security incident detection and response.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT549 - Foundation in Information Assurance (3)

#### **Academic Level**

Graduate

## Online Programs

### **ISE640 - Investigation and Digital Forensics**

#### **Description**

In this course, students learn the theory, practice, and principles of digital forensics through investigation of computer, network, operating system, mobile device and other areas of digital forensics. Topics include identification, collection, acquisition, authentication, preservation, examination, analysis and presentation of digital forensic evidence.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT549 - Foundation in Information Assurance (3)

#### **Academic Level**

Graduate

### **ISE690 - Cyber Security Capstone**

#### **Description**

This capstone course integrates previous coursework and practical experience with a focus on authentic demonstration of competencies outlined by the program. Rather than introducing new concepts, students synthesize prior learning to design, develop, and execute an analytics project on their chosen subject as a culmination of their studies. The course is structured around this critical capstone assessment, so that students have the appropriate support and resources required to be successful.

#### **Credits**

3

#### **Requisites**

- 27 credit(s).

#### **Academic Level**

Graduate

---

## Information Technology

### **IT100 - Introduction to Information Technology**

#### **Description**

This is the fundamental computer fluency course. It is designed to promote a working knowledge and understanding of computer information technology concepts, skills and capabilities that support academic and professionally related goals and requirements. Students learn about the application and science of information technology. Concepts to master include the fundamentals of computer information technologies along with issues that affect people today such as : Internet and other network technologies, web publishing, digital media, hardware, software, file and database management, information security, viruses, and spyware, social impact, as well as algorithmic thinking and the limits of computation. Students develop capabilities such a managing complexity, assessing the quality of information, collaborating and communicating using IT, anticipating technological change and thinking abstractly and critically about IT. Students develop computer-related skills in support of their college studies and career goals. This is accomplished, in part, by the mastery of word processing, spreadsheet, presentation, and database software.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **IT101 - Professional Skills and Development**

### **Description**

In this course, learners evaluate new technologies in areas of educational or professional interest. They establish plans for professional development that support goal achievement. Learners also apply common techniques used for working with data. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Advancing Professional Skills

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT140 - Introduction to Scripting**

### **Description**

Students will learn the fundamentals of programming concepts including data types, variables, decision statements, loops, functions and file handling. By developing simple scripts, students will understand how to use common scripting language constructs including lists, literals, and regular expressions to build useful applications.

### **Additional Information**

The goal name associated with this course is Introduction to Scripting

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT145 - Foundation in Application Development**

### **Description**

Students will use programming as a problem-solving technique in business and engineering applications. In writing computer code in a logical, structured, and organized manner, students will learn how to incorporate the key concepts of object orientation into their programming. Additionally, students will learn to write, review, and document interactive applications and work with Software Development Kits and Integrated Development Environment tools.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - CS200 - Computer Science's Role in Industry (3)
  - IT140 - Introduction to Scripting (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT200 - Fundamentals of Information Technology**

### **Description**

Students will learn about the fundamental knowledge and skills required in the information technology (IT) field. While exploring the various roles and functions of IT professionals, students will engage with basic technologies, hardware, software, and a systems thinking approach to solving problems.

### **Additional Information**

The goal name associated with this course is Fundamentals of Information Technology

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT201 - Computer Platform Technologies**

### **Description**

This course provides the hardware/software technology background for information technology personnel. Hardware topics include CPU architecture, memory, registers, addressing modes, busses, instruction sets and a variety of input/output devices. Software topics include operating system modules, process management, memory and file system management. Also included are basic network components and multi-user operating systems.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT202 - Computer Operating Systems**

### **Description**

Students will explore the different features and components of common operating systems while learning how industry best practices and organizational requirements impact the selection, implementation, and maintenance of their operating systems. Students will also learn how to troubleshoot and solve computing problems common to an organizational environment.

### **Additional Information**

The goal name associated with this course is Computer Operating Systems

### **Credits**

3

### **Requisites**

- Complete:
  - IT200 - Fundamentals of Information Technology (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT204 - Introduction to Data and Information Management**

### **Description**

This course provides students with an introduction to the foundations of data and information management, centered around the core skills of data management and database organization. The course will focus on identifying organizational requirements for data and information, modeling the requirements using relational techniques, implementing the models into a database using a database management system, and understanding the issues of data quality and data security. The course will also introduce the framework of enterprise information management and the growing need for managing data and information in organizations effectively to support decision making and competitive advantage.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT209 - Introduction to Robotics**

### **Description**

This course covers Introduction to Robotics, Applications of Robots, Return-on-Investment, Abstract Models, Controlling Robot Motion, Complex Motion, Robotic Sensors, Input / Output, External Sensors, Threads, Event Programming, Remote Communication, Remote Sensing, Behavior Programming, and Human/Robot Interfaces. Students will gain hands-on experience with emerging robot technologies, understand industrial applications of robots, and ramifications of human/robot interaction.

### **Credits**

3

### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)

### **Academic Level**

Undergraduate

## **IT210 - Business Systems Analysis and Design**

### **Description**

This course provides students with the necessary level of information technology education relative to understanding the uses and roles of information systems in business organizations. Students receive instruction on the information concepts and methodologies associated with the development of business information systems, and their effective application to the solution of business problems. Students learn the major issues of managing information technology in the contemporary business environment and the relationship between organizations' structures and information technology. Team approaches are utilized along with structured computer laboratories and cases using spreadsheet and database management tools. Writing intensive course.

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **IT212 - Introduction to Computer Networks**

### **Description**

Students will learn the basics of interconnectivity of computing systems. With fundamental networking knowledge, students will design a basic and secure computing environment that consists of a network, server, client system, and firewall.

### **Additional Information**

The goal name associated with this course is Introduction to Computer Networks

### **Credits**

3

### **Requisites**

- 1 of the following:
  - IT200 - Fundamentals of Information Technology (3)
  - CS230 - Operating Platforms (3)

### **Academic Level**

Undergraduate

## **IT226 - Communication in STEM Professions**

### **Description**

STEM professionals work in diverse organizational environments in which they must communicate varying types of information in different ways to multiple stakeholder audiences. Students will learn fundamental communication strategies for communicating technical and non-technical information to diverse audiences, and how to effectively negotiate and manage difficult conversations in the workplace.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT230 - Software Development with C#.NET**

### **Description**

This course is designed to introduce C#, an event-driven, fully object-oriented, visual programming language. The course covers the Visual Studio.NET integrated development environment (IDE) while covering the basics of the C# language. Topics include input / output statements, arithmetic and logical operations, control structures, program modules (methods and classes) and arrays. Students will be involved in writing programs of increasing complexity throughout the course. This is a programming course.

### **Credits**

3

### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)

### **Academic Level**

Undergraduate



## Online Programs

### **IT235 - Database Design**

#### **Description**

Develop database designs using industry-standard modelling tools and techniques. Evaluate user requirements to identify optimal database models that solve common business problems. Examine approaches to structural and object-oriented design that consider today's varied data types.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IT241 - Human Factors in Cybersecurity**

#### **Description**

This course introduces students to the human factors present in cyber security related to ethics, integrity, practices, policies and procedures. Using a scenario-based approach, students will examine the human behaviors that could potentially cause a security threat and investigate how organizational policies and procedures can be developed to mitigate them.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IT242 - Introduction to Geographic Information Systems**

#### **Description**

This course is designed to introduce the student into the exciting new world of mapping software. Mapping software has found many uses throughout government, universities, business, as well as in the public policy arena. Students will learn how to use mapping tools that are available with data driven web sites, as well as learn how to create their own maps with mapping software. Students will learn how to work with different kinds of data sets and how to incorporate them into customized maps for analysis and presentation.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IT252 - Information Technology Teams and Group Dynamics**

#### **Description**

This course focuses on group functioning and leadership and the factors involved in group cohesion and conflict, and communication systems with a focus on the IT enterprise.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **IT253 - Computer Systems Security**

### **Description**

Students will explore the fundamentals of cybersecurity and related policies and procedures. Within the context of an organizational environment, they will examine concepts in the protection of data and personal information, and learn best practices in security planning within the information technology (IT) field.

### **Credits**

3

### **Requisites**

- Complete:
  - IT212 - Introduction to Computer Networks (3)

### **Academic Level**

Undergraduate

## **IT255 - Introduction to the Linux Operating System**

### **Description**

Introduce students to the major components of the Linux operating system and the basics of the Linux command line. Work with files and directories, archive and compress files, and search and extract data from files using pipes and redirection. Learn how to package Linux commands within a script.

### **Credits**

3

### **Requisites**

- Complete:
  - IT201 - Computer Platform Technologies (3)

### **Academic Level**

Undergraduate

## **IT260 - Web-Oriented Services**

### **Description**

Students will explore the purpose of various web-oriented services. In the context of an organizational environment, they will determine which web-oriented service would satisfy a business need or requirement, and learn the skills necessary for maintaining a web-oriented service solution.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - IT200 - Fundamentals of Information Technology (3)
  - 1 of the following:
    - IT140 - Introduction to Scripting (3)
    - IT145 - Foundation in Application Development (3)
    - CS200 - Computer Science's Role in Industry (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT261 - IT Service Management**

### **Description**

The purpose of this course is to provide students with an understanding of the management of information technology, including the relationships of parties involved, the tools for IT process improvement, and best practices involved in the field. Students focus on the relationship among an IT organization, business customers, and users. They explore the customer's perspective of IT's contribution to the organization and they learn ways to communicate effectively with stakeholders. Students examine the relationships of IT service management to process improvement movements, for example, Six Sigma improvement methodology, total quality management (TQM), business process management (BPM), and Capability Maturity Model Integration (CMMI) standards.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT270 - Web Site Design**

### **Description**

This course serves as an introduction to creating interactive pages for the World Wide Web. Specifically, it will survey Internet concepts, network protocols and client-server communications. The course covers HTML, the language of the World Wide Web; the Document Object Model (DOM), essential to creating and manipulating elements of a Web page under program control; CSS, the syntax for building consistent styles and appearances across Web pages; and JavaScript, the programming language that cements the various technologies together to facilitate dynamic interactive elements.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT272 - Cross-Platform Technologies**

### **Description**

Students will explore contemporary systems and technologies such as virtualization, the Internet of Things (IoT), and artificial intelligence (AI). They will further examine the business, commercial, and personal implications, risks, and strategies of using cross-platform technologies.

### **Credits**

3

### **Requisites**

- Complete:
  - IT202 - Computer Operating Systems (3)
  - IT212 - Introduction to Computer Networks (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT304 - Systems Requirements and Implementation Planning**

### **Description**

Students will develop system requirements specifications and implementation plans reflecting organizational needs. As part of that process, they will explore the ethical implications of decisions with consideration of legal and organizational requirements.

### **Credits**

3

### **Requisites**

- Complete:
  - IT200 - Fundamentals of Information Technology (3)
  - QSO340 - Project Management (3)

### **Academic Level**

Undergraduate

## **IT312 - Software Development with C++.NET**

### **Description**

This course teaches students how to design, implement and test applications in the C++ programming language. Topics include C++ data types, operators, functions, classes and inheritance. The course introduces students to issues associated with developing real-world applications by presenting several case studies. The concepts of object-oriented design and programming are covered. This is a programming course.

### **Credits**

3

### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)

### **Academic Level**

Undergraduate

## **IT313 - Risk Management and Mitigation in System Design**

### **Description**

Students will identify resources on legal, cultural, and internal requirements and assess the impact of those factors on an organization's information technology (IT) environment and systems design. Students will also learn industry best practices in order to analyze and develop risk analyses, mitigation plans, and communications to inform stakeholders.

### **Credits**

3

### **Requisites**

- Complete:
  - IT226 - Communication in STEM Professions (3)
  - QSO340 - Project Management (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT315 - Object Oriented Analysis and Design**

### **Description**

This course develops software systems engineering principles combining object-oriented design principles and methods augmented by computer assisted engineering (CASE) technology. The course involves use of the unified modeling language (UML) and, through the vehicle of a student group project, applies these elements to the system development life cycle. This course is writing intensive, as student project teams are required to submit a comprehensive project report and a PowerPoint presentation. Specialized Systems Development Computer Laboratory intensive and open laboratory intensive. Writing intensive course.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT320 - Network Security**

### **Description**

Gain an overview of network security defense techniques and countermeasures. Develop communication and analytical skills through the discussion and debate of a variety of topics, such as cryptanalysis and attacks, safety of wireless connections, intrusion detection methods, and access control. Engage in assignments designed to provide practical applications of content, such as the design and configuration of firewalls, traffic analysis and filtering, intrusion detection, statistical anomaly detection, and wireless security.

### **Credits**

3

### **Requisites**

- Complete:
  - IT340 - Network and Telecommunication Management (3)

### **Academic Level**

Undergraduate

## **IT328 - Project Management in Information Technology**

### **Description**

Employ project management strategies specific to IT projects. Examine responsibilities of key stakeholders. Explain project planning with key considerations related to risk management and project tracking.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT331 - Human Factors in Information Technology**

### **Description**

This course addresses the importance of understanding and advocating for the end user in the development of IT applications and systems. Students will be exposed to Human-Computer Interaction (HCI) fundamentals including user and task analysis, human factors, ergonomics, accessibility standards, and cognitive psychology. Emphasis will be placed on user-centered methodologies in the development, evaluation, and deployment of IT applications and systems.

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **IT332 - Infrastructure Management**

### **Description**

This course investigates the primary infrastructure components of modern information systems. In particular the course focuses on the main components of an information technology infrastructure: hardware systems; network; and storage structures. Students will recommend tools and technologies for managing IT infrastructures. Students will recommend solutions for enhancing information technology infrastructures to solve business problems resulting from process change or growth to an enterprise.

### **Credits**

3

### **Requisites**

- Complete:
  - IT340 - Network and Telecommunication Management (3)

### **Academic Level**

Undergraduate

## **IT335 - Security Principles**

### **Description**

This course will focus on the fundamental principles of information security management from a systems perspective. While other courses will provide the deep dive into specific areas of security, this course will serve as an exploration into how the varying principles of systems-level information security management are employed to achieve secure solutions. Students will examine how security policies, standards, and controls can be reliably implemented to create trustworthy systems that mitigate risk in accordance with organizational security postures. Students will also gain insight into the systems-level security of information over time, touching on organizational, legal, and technological changes that impact the safety, reliability, and validity of information.

### **Credits**

3

### **Requisites**

- Complete:
  - IT320 - Network Security (3)
  - IT380 - Cybersecurity and Information Assurance (3)

### **Academic Level**

Undergraduate

## **IT337 - User-Centered Systems Design and Evaluation**

### **Description**

Students will explore the process of designing systems with a concerted focus on end-users. By employing user-centered methodologies, students will design information technology (IT) applications and systems, as well as evaluate the user-experience for existing systems.

### **Credits**

3

### **Requisites**

- Complete:
  - IT304 - Systems Requirements and Implementation Planning (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT338 - Geospatial Programming**

### **Description**

This course will provide the fundamental skills necessary for geospatial programming. Topics will include calling geographic processing tools, batch processing, performing file input/output in an external computing language and building, graphical user interfaces, and displays. To support these tasks, students will learn basic object-oriented programming concepts.

### **Credits**

3

### **Requisites**

- Complete:
  - IT242 - Introduction to Geographic Information Systems (3)

### **Academic Level**

Undergraduate

## **IT340 - Network and Telecommunication Management**

### **Description**

This course provides an in-depth knowledge of data communications and networking theory, concepts and requirements relative to telecommunications and networking technologies, structures, hardware and software. Emphasis is on the concepts of communications theory and practices, terminology, and the analysis and design of networking applications. Management of telecommunications networks, cost-benefit analysis and evaluation of connectivity options are covered. Students can design, build and maintain a local area network (LAN).

### **Credits**

3

### **Requisites**

- Complete:
  - IT201 - Computer Platform Technologies (3)

### **Academic Level**

Undergraduate

## **IT345 - Network Planning and Maintenance**

### **Description**

In this course, students learn about the specifics of planning, maintaining, and auditing data communications and networks in an organization. Students engage in assignments focusing on business planning, long- and short-term planning, operations, maintenance, and forecasting. They also explore topological design, network synthesis, and network realization.

### **Credits**

3

### **Academic Level**

Undergraduate

# Online Programs

## **IT355 - Web and Mobile User Experience**

### **Description**

Designers strive to optimize the interaction between the user and the system to create a smooth and productive user experience. Students in this course focus on the particular challenges of creating user-centered mobile applications. They also investigate the design process deliverables used to communicate with clients, technical leads, and stakeholders.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT365 - Operating Environments**

### **Description**

Learn about operating environments used in today's business computing environments, including enterprise level systems down to mobile devices. Gain an understanding of the components in an operating system and how they interact with each other and with system hardware and application software. Explore the importance of writing programs that take full advantage of operating support.

### **Credits**

3

### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)
  - IT255 - Introduction to the Linux Operating System (3)

### **Academic Level**

Undergraduate

## **IT380 - Cybersecurity and Information Assurance**

### **Description**

This course explores the basic concepts in cybersecurity and information assurance. Topics include security policies, models, and mechanisms for secrecy, integrity, and availability of communications and information. The course also covers approaches to prevent, detect and recover from the loss of information, cryptography and its applications, vulnerability scanning, functions of a chief security officer software applications and web services for maintaining information security and security in computer networks and distributed systems.

### **Credits**

3

### **Requisites**

- Complete:
  - IT340 - Network and Telecommunication Management (3)

### **Academic Level**

Undergraduate



# Online Programs

## **IT385 - Information Technology Communications**

### **Description**

The course focuses on the essential oral and written communication tools and strategies used when communicating in technology organizations, emphasizing on how to make information more usable and accessible to multiple audiences. Students will review how to develop functional specifications and proposals, training programs, technical illustrations, and web information architecture.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT390 - Mobile Application Design and Development**

### **Description**

This course focuses on the techniques and tools necessary to achieve successful system implementation of mobile applications. Topics covered include managing the system implementation process, implementation design issues, how mobile application development is affected/constrained by existing software, techniques for writing quality code, techniques for testing code, understanding the role of proper documentation, and understanding, designing and managing implementation support functions. Students go through all the steps necessary to code, test and develop an actual mobile application. The course consists of a mix of lectures and hands-on laboratory work.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - IT135 - Interactive Scripting in Virtual Environment (3)
    - IT145 - Foundation in Application Development (3)
  - Complete 1 of the following
    - 1 of the following:
      - IT201 - Computer Platform Technologies (3)
      - IT210 - Business Systems Analysis and Design (3)
    - Permission of instructor

### **Academic Level**

Undergraduate

## **IT409 - Impact of Systems on Organizations**

### **Description**

Information Technology (IT) systems, business requirements, and constraints impact proposed changes to an organization's computing environment. Students will analyze current IT systems and the constraints and opportunities of an organization in order to solve computing problems and determine impacts of systems decisions on an organization.

### **Credits**

3

### **Requisites**

- Complete:
  - IT313 - Risk Management and Mitigation in System Design (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT412 - Cyberlaw and Ethics**

### **Description**

This course stresses the social and professional context of IT and computing related to ethical codes of conduct. Students will examine the historical, social, professional, ethical, and legal aspects of computing in the 21st century.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IT415 - Advanced Information Systems Design (Capstone)**

### **Description**

This is the first of a two-part capstone course for IT majors which covers the major methodologies used in Systems Analysis, Design, and Implementation. This course focuses mainly on the systems analysis part of the systems development process and emphasizes SDLC (Software Development Life Cycle). Different system development strategies are examined within the broader context of identifying and understanding the detailed stages the make up the systems analysis process. Students will learn how to perform feasibility analysis, and to create a system proposal. Fact finding techniques used to determine system requirements will be identified and studied. Standard graphical modeling tools used in systems analysis will be covered: process modeling with data flow diagrams; data modeling with entity relationship diagrams; and object-oriented modeling using UML. The basic activities of project management are examined. Students will be assigned a systems development project case with concrete milestones, enabling the practical application of concepts presented in the course. This is a lab intensive course.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - IT201 - Computer Platform Technologies (3)
    - IT235 - Database Design (3)
  - 90 credit(s).

### **Academic Level**

Undergraduate

## **IT420 - Advanced Information Systems Implementation (Capstone)**

### **Description**

This is the second part of the Capstone course for IT majors. The student groups will implement and document the systems project designed in IT 415 using an appropriate computer programming language or database management system. The instructor and students critique all projects weekly.

### **Credits**

3

### **Requisites**

- Complete:
  - IT415 - Advanced Information Systems Design (Capstone) (3)

### **Academic Level**

Undergraduate

## Online Programs

### **IT423 - Computing as a Service**

#### **Description**

Students will explore the use of cloud-based databases and design and implement a cloud-based system for an organizational need. Students will also learn about the implications for designing Internet of Things (IoT) software applications.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT272 - Cross-Platform Technologies (3)

#### **Academic Level**

Undergraduate

### **IT431 - Software Development in Distributed Systems**

#### **Description**

Students learn XHTML, including how to use image maps, frames, cascading style sheets and scripting languages. Various browsers will be introduced. Server-side development using CGI, ASP, ColdFusion and PHP for distributed applications will be covered. Server-side topics such as servlets and JSPs, along with Java and XML, will be introduced. Writing intensive course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT210 - Business Systems Analysis and Design (3)

#### **Academic Level**

Undergraduate

### **IT450 - Artificial Intelligence**

#### **Description**

This course explores contemporary tools and principles of artificial intelligence that focus on Web commerce applications and business intelligence in particular. Topics include mining data for business intelligence and collaborative software agents that utilize resources on the Web to carry out tasks for individuals and organizations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT145 - Foundation in Application Development (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **IT460 - Machine Learning**

### **Description**

This course will address the computational study of artificial systems that adapt to novel situations, discover patterns from data, and improve performance with practice through popular frameworks for learning, including supervised, reinforcement, and unsupervised learning. Students will examine a state-of-the-art overview of the field, emphasizing the core statistical foundations.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - MAT240 - Applied Statistics (3)
    - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)
  - Complete:
    - IT145 - Foundation in Application Development (3)

### **Academic Level**

Undergraduate

## **IT476 - Experiential Learning**

### **Description**

Participate in an experiential learning elective course that focuses on professional development, certification preparation or professional practice opportunities. Explore and learn new tools and technologies that help you hone your real-world technical knowledge, skills and abilities. This course requires a minimum of 60 hours in the learning experience and may be taken for credit a maximum of two times.

### **Credits**

3

### **Requisites**

- 60 credit(s).

### **Academic Level**

Undergraduate

## **IT482 - IT Operations and Systems Planning**

### **Description**

Organizational strategy, mission, and vision influence the operational and strategic plans of an organization's information technology (IT) environment. Through the integration of these organizational requirements and consideration of applicable laws and regulations, students will design an IT operations plan and a strategic plan for the implementation of a new system architecture.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 90 credit(s).
  - Complete:
    - IT272 - Cross-Platform Technologies (3)
    - IT337 - User-Centered Systems Design and Evaluation (3)
    - IT409 - Impact of Systems on Organizations (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IT489 - Information Technology Portfolio Planning**

### **Description**

This capstone course is the culminating experience for the B.S. in Information Technologies program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - IT420 - Advanced Information Systems Implementation (Capstone) (3)

### **Academic Level**

Undergraduate

## **IT505 - Core Technologies**

### **Description**

This course familiarizes students with the basic concepts of information systems to strengthen their knowledge of hardware and software systems, including supporting information technology infrastructures. Students will gain an understanding of the application of fundamental information technology competencies related to computer networks, software and delivery systems for delivering products and service within an enterprise to customers, suppliers and clients. Additionally, students examine the skills and dispositions that shape their professional identities.

### **Credits**

3

### **Academic Level**

Graduate

## **IT510 - Advanced Information Technology**

### **Description**

This course focuses on the principles and practices underlying the analysis, design, implementation and management of information technology systems. Topics include information system development methodologies, systems planning, requirements analysis, systems implementation, software engineering, project management, and interface, database and process design.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **IT511 - Object Oriented Application Development**

#### **Description**

This course provides a comprehensive introduction to the principles and practices of object-oriented software development and provides a foundation for developing quality software. Students develop skills in applying object-oriented concepts to solve software problems and implement solutions. The course also teaches the concepts and design of algorithms for problem solving and includes the topics of data structures as they are related to the algorithms that use them. The course provides the technical foundation necessary to handle the material covered in the subsequent IT courses.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IT515 - Innovations in Information Technology**

#### **Description**

In this course, students strengthen their understanding of leadership theory and ethical frameworks in the context of a technology enterprise. Students will apply this understanding to business cases that reflect the need for innovative technology solutions in today's workplace in order to transform the thinking of an organization when change is required or to develop ideas that enable new business strategies.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IT520 - Technical Communication**

#### **Description**

The course focuses on the essential oral and written technical communication skills needed for producing technical documentation and presentations in many different forms for varying business situations. The course enables students to understand the needs of stakeholders in order to develop different technical documents such as white papers, design specifications, project plans, test plans, user manuals, etc. The ability to communicate research findings using appropriate academic formatting will also be addressed.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **IT549 - Foundation in Information Assurance**

### **Description**

This course explores the basic concepts and prepares students with the foundation skills for the protection of networks, communication, and data, as well as the knowledge base for planning, implementing, and managing enterprise level security and system integrity. Topics include approaches in an organization to prevent, detect and recover from the loss of information, cryptography and its applications, security in networks and distributed environments.

### **Credits**

3

### **Requisites**

- Complete:
  - IT640 - Telecommunications and Networking (3)

### **Academic Level**

Graduate

## **IT550 - Management of Information Technology**

### **Description**

This course is a detailed introduction to the major issues underlying the successful management of information technology in contemporary organizations. The course covers three major areas: (1) The interrelations between organizational structure and process, and the adoption of new information systems technologies; (2) The actual management of the IT function within the organization; and (3) IT project management which focuses on the operational steps in designing and carrying out specific IT projects. This course will utilize case studies as an introduction to real-world IT management best practices and strategies, and to guide students to understanding the impact of emerging technologies in business contexts.

### **Credits**

3

### **Academic Level**

Graduate

## **IT552 - Human Factors in Security**

### **Description**

This course examines the human factors present in cyber security related to ethics, integrity, practices, policies and procedures. Students will design information technology security awareness training and optimize information technology organizational factors to foster a healthy security culture within an organization. Additionally, students will recommend mitigation strategies to protect an organization from human behaviors that could potentially cause a security threat.

### **Credits**

3

### **Requisites**

- Complete:
  - IT549 - Foundation in Information Assurance (3)

### **Academic Level**

Graduate

# Online Programs

## **IT600 - Operating Systems**

### **Description**

This course focuses on computer architecture and the operating systems of digital computers. Students learn about the operational methods of hardware; the services provided by operating systems' software; acquisition, processing, storage and output data; and the interaction between computers. Topics include widely used operating systems such as DOS, Windows, and UNIX.

### **Credits**

3

### **Requisites**

- Complete:
  - IT510 - Advanced Information Technology (3)

### **Academic Level**

Graduate

## **IT625 - Information Technology Project and Team Management**

### **Description**

This course introduces the students to the principles and practices necessary to be an effective IT project manager. The course covers project scope, time, cost, quality and human resource management techniques as applied to the kinds of project management problems and issues unique to the IT environment. Students learn how to design an actual IT project structure and will obtain hands-on experience using project management software. Emphasis is on the techniques of project management, leadership, teamwork and project risk management as applied to the IT environment. Case work is an important part of this course.

### **Credits**

3

### **Academic Level**

Graduate

## **IT632 - Software Design and Modeling**

### **Description**

This course covers software development life cycle models (waterfall, spiral, agile, etc.) with an emphasis on the design phase. Given software system requirements, students will create and document a software design using industry standard modeling techniques with emphasis on UML (class, sequence, state). Subtopics include software design patterns and software architecture (MVC).

### **Credits**

3

### **Requisites**

- Complete:
  - IT511 - Object Oriented Application Development (3)

### **Academic Level**

Graduate



## Online Programs

### **IT633 - Mobile Application Development**

#### **Description**

This course examines the development of mobile applications, including mobile application frameworks, effective mobile application design, and data persistence. Students will construct a mobile application for the Android, iOS, or Windows mobile application market using Java, C# or Objective-C.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT511 - Object Oriented Application Development (3)

#### **Academic Level**

Graduate

### **IT634 - Distributed Application Development**

#### **Description**

This course explores how to develop and deploy distributed web applications, including web services and HTML5 applications that run on a mobile device.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT511 - Object Oriented Application Development (3)

#### **Academic Level**

Graduate

### **IT640 - Telecommunications and Networking**

#### **Description**

Telecommunications is a business resource that must be well managed. This includes the technical aspects and the application of telecommunications technology to solve specific business problems and enhance the strategic position of a business enterprise. Topics include the importance of telecommunication in today's business environment, the analysis, design and implementation of telecommunications systems, the scope of the telecommunications industry and current trends; telecommunications hardware, the Open Systems Interconnection (OSI) network model, networking technologies and telecommunications software, protocols and standards.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT505 - Core Technologies (3)

#### **Academic Level**

Graduate

# Online Programs

## **IT643 - Network Assessment and Defense**

### **Description**

Explore a broad range of topics from secure network fundamentals, protocols and analysis; threats and vulnerabilities; application, data and host security, access control and identity management. Examine defensive measures to secure an organization's network. Identify overall network security posture and the basic practices in vulnerability assessment.

### **Credits**

3

### **Requisites**

- Complete:
  - IT549 - Foundation in Information Assurance (3)
  - IT640 - Telecommunications and Networking (3)

### **Academic Level**

Graduate

## **IT647 - Website Construction**

### **Description**

This course is an introduction to the construction of interactive websites. It involves technical issues such as standards, HTML/XML, scripting, embedded rich media, and database connectivity, and design issues such as audience analysis, content organization, accessibility, page layout, styling and templates. The course focuses on designing websites with creative interfaces, aesthetic style, functional structure, and navigation.

### **Credits**

3

### **Requisites**

- Complete:
  - IT511 - Object Oriented Application Development (3)
  - IT650 - Principles of Database Design (3)

### **Academic Level**

Graduate

## **IT648 - Website Optimization**

### **Description**

This course covers the methodologies that are used to drive traffic to websites and how to make websites profitable. In addition, methods of monitoring websites, such as counting users, click-throughs and more are explored. Students will examine how to gather statistics about website usage, demographics and other data relative to site popularity. This course also focuses on the creation of websites that serve diverse purposes, such as marketing, customer service, recruitment and more, including websites with international audiences. The differences between general and secure sites and the linking of diverse websites also will be explored.

### **Credits**

3

### **Requisites**

- Complete:
  - IT510 - Advanced Information Technology (3)
  - IT647 - Website Construction (3)

### **Academic Level**

Graduate

# Online Programs

## **IT649 - Interface Design for Websites**

### **Description**

This course expands the student's basic knowledge of web page and website development by providing in-depth focus on designing web applications with the user in mind. Students gain knowledge about how human factors relate to interface design. Guidelines for determining design problems and strengths, usability assessments, and best practices for common functions such as web navigation, menus, scrolling, graphics and icons are explored.

### **Credits**

3

### **Requisites**

- Complete:
  - IT647 - Website Construction (3)

### **Academic Level**

Graduate

## **IT650 - Principles of Database Design**

### **Description**

This course is a study of the design, development and implementation of database management systems (DBMS) that emphasize relational DBMS architecture using SQL. Students will design and implement projects and complete case exercises as they are introduced to new developments in database design.

### **Credits**

3

### **Requisites**

- Complete:
  - IT510 - Advanced Information Technology (3)
  - IT511 - Object Oriented Application Development (3)

### **Academic Level**

Graduate

## **IT655 - Database Application Development**

### **Description**

Analyze database designs and application functions and respond to run-time errors to identify opportunities for performance tuning. Utilize normalization techniques and optimize database queries to improve application performance. Develop recommendations for enhancing performance of commercial multi-user database applications.

### **Credits**

3

### **Requisites**

- Complete:
  - IT510 - Advanced Information Technology (3)
  - IT650 - Principles of Database Design (3)

### **Academic Level**

Graduate

## Online Programs

### **IT657 - Enterprise Resource Planning**

#### **Description**

This course combines the practice of business management with information technology at the point where technology integrates with fundamental business skills that support business objectives. Students will examine business management best practices and enterprise systems in organizations that support business functions. Emphasis will be placed on how information technology can support and enable integration of technology and business process re-engineering.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IT659 - Cyberlaw and Ethics**

#### **Description**

This course addresses ethical and legal issues related to e-commerce and e-business. Students will investigate government approaches to content control and rights, access and jurisdiction regarding personal information, digital property, U.S. and international law, antitrust law, fraud and more.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IT665 - Client/Server Systems**

#### **Description**

This course focuses on the elements and methodologies used in the development of client server applications. Students design and build client applications that manipulate data in a shared database environment on a network. Topics include user interface design, object- oriented design, data management and data security. Theoretical concepts are reinforced with applications. The course is project- oriented, with students implementing projects using a front-end application development language.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT511 - Object Oriented Application Development (3)
  - IT650 - Principles of Database Design (3)

#### **Academic Level**

Graduate

## Online Programs

### **IT675 - Data Warehouse Concepts and Design**

#### **Description**

This course presents the principles of design, development, and recommended implementation strategies of a Data Warehouse DBMS based on the dimensional modeling architecture. Data warehouse management issues will also be examined, along with an introduction to data mining as a tool for analytical decision support. Students will design and recommend implementation strategies of a data warehouse architecture.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IT650 - Principles of Database Design (3)

#### **Academic Level**

Graduate

### **IT697 - Experiential Learning**

#### **Description**

Experiential learning is a short-term educational professional development or training experience opportunity that allow students to explore professional development; certification preparation and/or professional practice experiences, completing a minimum of 80 hours in that experience. The primary goal of the experiential learning opportunity is to expose students to actual practices in the professional workspace outside of the classroom. The students will relate this experience to academic coursework and synthesize the practical application of knowledge in an experiential setting. This is an elective experiential learning opportunity course intended for College of Online and Continuing Education students.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IT700 - Capstone in Information Technology**

#### **Description**

This capstone course is the culminating experience for the M.S. in Information Technology program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - IT650 - Principles of Database Design (3)

#### **Academic Level**

Graduate

---

## Integrated Health Profession

## Online Programs

### **IHP200 - Wellness Across the Lifespan**

#### **Description**

Examine the stages of human development and life events that influence health and wellness throughout the lifespan. Students focus on a developmental framework as a frame to explore early adulthood through old age and death.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IHP310 - Pathophysiology and Pharmacology Concepts**

#### **Description**

This course explores common diseases, treatments, procedures and drugs needed to analyze healthcare documentation for functions such as abstracting, coding, auditing, and reimbursement. Drug classifications are also included. Implications related to pathophysiological and pharmacological concepts are applied to health information management.

#### **Credits**

3

#### **Requisites**

- Complete:
  - BIO210 - Introduction to Anatomy and Physiology (3)

#### **Academic Level**

Undergraduate

### **IHP315 - Patient Safety Systems and Strategies**

#### **Description**

Students explore core tenets that promote a culture of patient safety, including assessment through the Hospital Survey on Patient Safety (HSOPS), incident and safety reporting systems, disclosure policies and communication and teamwork strategies including human factors and TeamSTEPPS. Additionally, students will examine methodologies to improve patient safety, including Root Cause Analysis, Failure Mode Effects Analysis and utilization of a system-wide Patient Safety Plan.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IHP330 - Principles of Epidemiology**

#### **Description**

Learn basic principles of epidemiology with emphasis on applications in healthcare management. Examine specific epidemiology tools used for purposes of planning, monitoring, and evaluating population health. Consider methods for managing the health of populations, understanding the factors that influence population health, and strategies that healthcare organizations and systems can use to control these factors.

#### **Additional Information**

The goal name associated with this course is Epidemiology

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **IHP340 - Statistics for Healthcare Professionals**

### **Description**

This course explores the basic statistical concepts of inference, variability, and statistical significance. Statistical methods used to describe data, quantify relationships and to test for differences between means will be studied. Parametric statistics will be the main focus but some common nonparametric tests will be introduced. The course will focus on the interpretation of published research findings.

### **Credits**

3

### **Academic Level**

Undergraduate

## **IHP355 - Healthcare Regulatory Compliance and Accreditation**

### **Description**

Students will explore the history and development of key regulatory agency requirements and accreditation standards enacted to improve Patient Safety and Quality. Agencies reviewed will include The Joint Commission, Magnet, OSHA, CMS and state licensing bodies. Students will also explore how to assess compliance, manage quality and patient safety processes through development of healthcare organization plans, and ongoing evaluation and reporting requirements for key metrics and sentinel events.

### **Additional Information**

The goal name associated with this course is Regulation and Compliance in Healthcare

### **Credits**

3

### **Requisites**

- Complete:
  - HCM340 - Healthcare Delivery Systems (3)

### **Academic Level**

Undergraduate

## **IHP410 - Population Health and Cultural Competence**

### **Description**

This course explores a population-based approach to understanding disease management, chronic care management, and health policy making. It explores how behavioral factors, social circumstances and environmental exposures affects a population and how to mitigate these factors using culturally relevant approaches to create a culture of wellness.

### **Credits**

3

### **Requisites**

- Complete:
  - IHP330 - Principles of Epidemiology (3)

### **Academic Level**

Undergraduate

## Online Programs

### **IHP420 - Ethical and Legal Considerations of Healthcare**

#### **Description**

Students in this course examine the role of health care policy and legal, regulatory, and quality control in ethical decision making in healthcare. Students explore concepts and principles of health care policy, legal control, ethical conduct, and regulatory environments and their application to the health care environment. The impact of health care policy and multicultural, socioeconomic, political, legal, and regulatory factors on health care systems is explored.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IHP430 - Healthcare Quality Management**

#### **Description**

The goal of this course is to introduce students to the management of operations and explore how healthcare organizations can use advance methods to improve healthcare processes, delivery, and outcomes. Specific focus will be on analyzing cycle times (e.g., patient wait times), measuring productivity, streamlining process flows, tracking outcomes and performance metrics, and generally improving health management processes and health outcomes. The process improvement will be measured by how it can improve quality of care and safety of healthcare delivery, reduce waste, and reduce costs. The role of technology and innovative approaches in improving continuing quality improvement in healthcare delivery will be presented.

#### **Additional Information**

The goal name associated with this course is Healthcare Quality

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IHP435 - Performance Improvement Measurement and Methodologies**

#### **Description**

This course will explore methodologies for performance improvement including PDSA, Six Sigma and Lean, principles of measurement, and selection of appropriate measures including structure, process and outcome measures. Students will determine how data should be displayed for target audience, identify statistical measures to describe data, and distinguish between common and special cause variation. Other topics will include developing operational definitions, establishing benchmarks and sampling.

#### **Credits**

3

#### **Academic Level**

Undergraduate



## Online Programs

### **IHP450 - Healthcare Management and Finance**

#### **Description**

This course focuses on the concepts, principles, tools, finances and strategies used in managing operations within a performance improvement model. Students will explore problem solving and decision making models as well as tools and techniques for planning, organizing, directing, controlling, reporting, and improving the productivity and performance of resources within a healthcare department. Additionally, topics will include healthcare finance reimbursement, bookkeeping, accounting principles, budgeting processes (capital and operating), and cost/benefits analysis.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IHP501 - Global Health and Diversity**

#### **Description**

This course provides students with broad foundation in the structure of healthcare delivery systems; the political, financial and social constructs affecting the healthcare systems; and how policy and social determinants of health influence access, equity and outcomes in health. Utilizing this foundation and authentic real world scenarios, students will evaluate the efficacy of existing policy and interventions as well as lead interdisciplinary teams in the design of culturally relevant strategies to prepare students to advance the health for a specific population.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP505 - Leadership in Clinical Microsystems**

#### **Description**

This course covers clinical microsystem concepts, tools, techniques, and processes. This course uses current theories to approach issues related to the redesign of healthcare services to improve quality, add value, reduce variation and improve morale, by empowering frontline caregivers.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP510 - Marketing, Communications Strategies and Outreach**

#### **Description**

This integrated course will explore healthcare strategic planning from a marketing and public relations perspectives. Topics explored will include health literacy, communicating the message, use of media and social media, and advertising. Students will understand how to conduct market needs assessment and develop and evaluate a marketing campaign.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **IHP515 - Population-Based Epidemiology**

#### **Description**

This course focuses on research designs and methods to describe measures of disease occurrence and risk factor associations utilizing quantitative information to ascertain whether relationships exist between risk or protective factors and diseases in population. When looking at potential causal associations, it explores the role of chance, bias, and confounding and effect modification and how this may influence the design and interpretation of epidemiologic studies.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP525 - Biostatistics**

#### **Description**

This course provides students with a basic foundation of biostatistics and its role in public health and health sciences. The course covers the statistical principles that govern the analysis of data in public health and health sciences. Included in this course are exploratory data analysis, probability theory, confidence interval testing, hypotheses testing, power and sample size determination, and multivariable methods.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP600 - Social & Organizational Issues in Healthcare**

#### **Description**

Students will learn the social, ethical and organizational challenges healthcare workers at all levels face with the incorporation of technology into the healthcare setting. Students will study change management strategies, current in the Healthcare Industry, including the impact of introducing or enhancing clinical information systems, while providing quality care, and the effect of these systems on patients and on interdisciplinary teams within the healthcare setting.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP604 - Healthcare Quality and Improvement**

#### **Description**

Gain a broad view of US healthcare quality including its evolution and trajectory given the dynamic US healthcare landscape and changing demographics. Explore key concepts including the integration of health information and technologies to promote healthcare quality at the organizational level.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **IHP605 - Error Science, Risk Assess & Disclosures**

#### **Description**

This course focuses on error theory and systems thinking as well as methods for risk assessment and safety improvement, including high-risk contexts for error occurrence. Students will be introduced to what is currently known about effective methods for error disclosure. Students will develop proficiency with patient safety risk assessment and improvement methods, principles of safe system design, apology and related patient safety priorities. The course includes a discussion of the legal issues prevalent in the current health care environment.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP610 - Health Policy and Law**

#### **Description**

Students in this course examine the role of health law and policy in the healthcare system. Students explore concepts and principles of law, public health, health law, health policy, finance, legal control, and risk management, as well as their application to the healthcare environment through the lens of the professional discipline. Students evaluate the impact of health law and policy and multicultural, socioeconomic, and political factors on access disparities. Students examine ways to articulate the needs of individuals, communities, and vulnerable populations to consumers, health system officials, and government officials. Students also focus on the opportunities for key stakeholders, including healthcare professionals, to shape health laws and policies.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP620 - Economic Principles of Healthcare**

#### **Description**

This course provides the student with a rigorous introduction to the micro- and macroeconomic theory to understand the healthcare landscape both from a financing and policy perspective. Topics explored include market behavior; demand theory; production and cost theory; decision-making in competitive and non-competitive markets, Gross Domestic Product determination; unemployment and inflation; and fiscal and monetary policy.

#### **Credits**

3

#### **Academic Level**

Graduate

### **IHP630 - Healthcare Finance and Reimbursement**

#### **Description**

This course provides an in-depth exploration of the healthcare reimbursement system and financial principles relevant to strategic planning for the healthcare organizations. Topics explored include the healthcare reimbursement system, managed care, prospective payment, insurance, Medicare and Medicaid, financial and managerial accounting principles, and long-term financing and capital investments.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **IHP640 - Measurement, Analysis, & Models for Performance Improvement**

#### **Description**

This course examines the principles of measurement, analysis and models for performance improvement to promote continuous quality improvement. Design and data collection will be explored including sampling methodology, operational definitions, establishment of benchmarks, and data integrity and differentiating between structure, process and outcome measures. Topics for measurement and analysis examined include using statistics to describe data (e.g. mean, median, standard deviation); using statistical process control charts to identify trends and distinguish between common and special cause variation; using tools to evaluate a process or display data (e.g. fishbone, run charts, Pareto chart, control chart, etc.); and evaluating data to support decision-making. Students will also explore models for performance improvement including PDSA, Six Sigma and Lean. Nursing students who successfully complete the course with a B- or better will receive 45 indirect practice hours.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IHP525 - Biostatistics (3)

#### **Academic Level**

Graduate

### **IHP645 - Regulatory Compliance, Accreditation and Promoting a Patient Safety Culture**

#### **Description**

This course explores the history of the patient safety movement, regulatory requirements and accreditation standards for healthcare organizations. Principles of patient safety and error science will include methods for risk assessment and safety improvement and analysis of errors through Serious Reportable Events, Root Cause Analysis and Failure Mode Effects Analysis. Students will be introduced to advanced communication strategies including group dynamics, power structures, team and team roles, hand-offs, chain-of-command, and error disclosure. Utilizing a systems thinking approach students will explore change management, collaborative practice, human factors, just and punitive cultures, and creating a high reliability organization through standardization of processes and transparency. Nursing students who successfully complete the course with a B- or better will receive 45 indirect practice hours.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IHP640 - Measurement, Analysis, & Models for Performance Improvement (3)

#### **Academic Level**

Graduate

### **IHP670 - Program Design, Planning and Evaluation**

#### **Description**

This course explores program design, planning and evaluation utilizing needs assessment, data analysis, resource allocation, and evaluation methodologies. This course provides the student with a strong foundation in the development of a program proposal.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **IDS100 - Perspectives in Liberal Arts**

#### **Description**

Explore the four general education lenses of academic inquiry: Humanities, History, Social Science, and Natural Science. Apply these lenses as a framework for understanding relevant topics, distinguish opinion from research, and communicate ideas clearly. Develop an awareness for different points of view and how they impact the development of a well-educated individual.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IDS101 - Informed Civic Engagement**

#### **Description**

Investigate multiple perspectives that speak to you. Practice skills related to civic participation, and explore opportunities for civic engagement within your field. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Productivity, Collaboration, and Civic Engagement

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **IDS201 - Recommendations for Complex Challenges**

#### **Description**

Evaluate a variety of problem-solving options and choose the most effective approach to recommend to an audience within your field. Apply persuasion and presentation skills to craft and present an innovative solution to a complex problem that integrates multiple perspectives. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Presenting Recommendations for Complex Challenges

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **IDS400 - Diversity**

### **Description**

This course aims to broaden and deepen students' understanding, experience, and critical thinking skills with regard to cultural differences and cross-cultural interactions. Students will analyze diversity through the disciplines of socio-economics, physical anthropology, biology, geography, and arts and the humanities. Intercultural competence, a lifelong learning process, is introduced as a crucial skill set and benefit to the individual, interpersonal relationships, organizations, and society. Analyzing the role of culture in today's world, developing culturally responsive practices, and understanding the benefits and challenges of diversity will be emphasized.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Contact your advisor to register
  - Complete:
    - ENG122 - English Composition I (3)
    - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **IDS401 - Global Society**

### **Description**

This course aims to expand upon students' understanding, experience, and critical thinking skills, connecting the roles of the individual at the local, national, and global levels. Students will be analyzing global issues that affect different aspects of identity - individual, national, and global - through the lenses of economics, political science, technology, and business, among other disciplines. Increased global awareness, an important knowledgebase for the 21st Century individual, is emphasized to prepare students for personal and professional relationships with individuals, groups, and organizations that present themselves through a global network. Analyzing the challenges of shifting from local to global, researching the relationship of technology and society, and understanding the importance of the individual in relation to a global society will be emphasized.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Contact your advisor to register
  - Complete:
    - ENG122 - English Composition I (3)
    - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

# Online Programs

## **IDS402 - Wellness**

### **Description**

This course aims to engage students in an integrative exploration of emerging issues and topics in wellness across several disciplines. In addition to psychology, students will analyze wellness through the lenses of biology, sociology, economics, health, and philosophy, among other areas. Students will develop the skills to examine wellness from an individual perspective as well as investigate issues surrounding wellness in contemporary society. Definitions of ability and disability, research and analysis of wellness goals, and the relationship between mind and body are emphasized to increase awareness of personal and public wellness.

### **Additional Information**

The goal name associated with this course is Emerging Trends in Healthcare

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Contact your advisor to register
  - Complete:
    - ENG122 - English Composition I (3)
    - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **IDS403 - Technology and Society**

### **Description**

Explore the relationships among technology, the human condition, and the future through interdisciplinary lenses. Analyze contemporary trends and the social and cultural implications of those advancements. Develop an awareness for the intersection between technological literacy, social responsibility, and interpersonal experiences.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Contact your advisor to register
  - Complete:
    - ENG122 - English Composition I (3)
    - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## Online Programs

### **IDS404 - Popular Culture**

#### **Description**

Explore theoretical approaches to a study of Popular Culture through the interdisciplinary lenses of academic inquiry (historical, humanistic, socio-cultural, and scientific). Analyze the broad spectrum of popular culture as a significant driving force behind the transmission of culture and the impact on shaping the individual. Develop a knowledge base that promotes social responsibility, media literacy, and the critical thinking skills that promote cross-cultural intersections.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

---

## International Business

### **INT113 - Introduction to International Business**

#### **Description**

This course is the foundation for business in a global context with an emphasis on applications. It offers a survey of fundamentals and principles of management in the context of globally oriented firms and primarily presents an assessment of the differences between business in domestic and international context. The course explores fundamental issues in business in an increasingly interdependent world; including management principles and techniques in a global context. Themes constituting fundamentals of international business such as economic, political, cultural and social environment of business; organizations that facilitate international business and organizational structures; trade theory; government influence on trade; international business modalities and entry strategies into foreign markets, global financial system as well as the emerging issues related to international business; are also explored.

#### **Additional Information**

The goal name associated with this course is International Perspectives

#### **Credits**

3

#### **Academic Level**

Undergraduate



# Online Programs

## **INT220 - Global Dimensions in Business**

### **Description**

Students will examine the differences between the United States and international business environments and factors that contribute to market attractiveness and entry. Students will also learn about the drivers of globalization and their impacts on business decision-making.

### **Additional Information**

The goal title associated with this course is Global Dimensions in Business

### **Credits**

3

### **Requisites**

- Complete:
  - ECO202 - Macroeconomics (3)

### **Academic Level**

Undergraduate

## **INT221 - Global Financial System**

### **Description**

This course is designed to familiarize students with global financial architecture and the modus operandi of global financial markets and multinational financial institutions, with the focus on policy- and concept-oriented issues in international banking and international capital markets. It aims to provide a comprehensive background to understand the international financial environment and to expose students to a wide range of international financial functions, operations and products.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - INT113 - Introduction to International Business (3)
  - INT220 - Global Dimensions in Business (3)

### **Academic Level**

Undergraduate

## **INT309 - Legal Environment of International Business**

### **Description**

The course is designed to provide students with an overview of the areas of public and private international law that affect international business activities. The United Nations Conventions on International Sale of Goods will be given particular attention. .

### **Credits**

3

### **Requisites**

- 1 of the following:
  - INT113 - Introduction to International Business (3)
  - INT220 - Global Dimensions in Business (3)

### **Academic Level**

Undergraduate

## Online Programs

### **INT311 - International Human Resources Management**

#### **Description**

This course will examine and explore key issues that are critical to the successful utilization of a multicultural workforce. These include the international staffing process, identifying unique training needs for international assignees, reconciling home-country and host-country performance appraisal systems, identifying the characteristics associated with a good compensation program and exploring the major differences between labor relations in the U.S. and Europe. Most students interested in international human resource management should normally have already taken OL 215, a course in domestic human resource management, or some preliminary introduction to the world of international law, government, economics and marketing.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - BUS210 - Managing and Leading in Business (3)
  - OL125 - Human Relations in Administration (3)

#### **Academic Level**

Undergraduate

### **INT315 - International Management**

#### **Description**

Gain a holistic perspective of international management across the major functional areas of business as they are practiced in a multinational organization. Explore the influence of culture, politics, society, and economics on conducting business globally, and navigate the balance of ethics and corporate social responsibility in international operations.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - INT113 - Introduction to International Business (3)
  - INT220 - Global Dimensions in Business (3)

#### **Academic Level**

Undergraduate

### **INT316 - Cultural & Political Environment of International Business**

#### **Description**

This course introduces students to such primary cultural factors as religion, language, values, technology, social organization and political environment that affect U.S. firms doing business outside of the United States. Students learn the significance of identifying and assessing the importance of these factors so they can more effectively manage in the international environment. A variety of international environments will be studied. The course uses text, cases and exercises.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **INT335 - Importing & Exporting in International Trade**

#### **Description**

The primary focus of this course is "How to Get Started Building an Import/Export Business." This course introduces students to many complexities of building an import/export business, including economics and politics, planning and negotiation, foreign currency transactions, shipping and insurance, documentation and the intricacies of exporting from and importing to the United States.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - INT113 - Introduction to International Business (3)
  - INT220 - Global Dimensions in Business (3)

#### **Academic Level**

Undergraduate

### **INT400 - International Business Project**

#### **Description**

This course is designed for those students who are pursuing a major and those that have definite interest in carrying out a career in International Business as well as those who seek to broaden their knowledge in the field. Explicitly, the course will introduce students to the contemporary issues and challenges faced by managers of Multinational Corporations in the International Business setting. The course will give students the opportunity to work in teams by focusing on a practical approach to learning. It will provide students with skills that can facilitate their entry into a job market in International Business or related field at various levels of expertise.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - INT113 - Introduction to International Business (3)
  - INT220 - Global Dimensions in Business (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **INT422 - International Strategic Management**

### **Description**

The course introduces students to strategic management in the global arena. It focuses on the internal strategic environment of an organization, the external strategic factors present in the international environment, and the manner in which a strategic thrust and a strategic fit are created between these two environments. The course relies on the use of case studies of U.S. and foreign international corporations. Writing Intensive Course.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - INT113 - Introduction to International Business (3)
    - INT220 - Global Dimensions in Business (3)
  - Complete 1 of the following
    - Permission of instructor
    - 60 credit(s).

### **Academic Level**

Undergraduate

## **INT433 - Multinational Marketing**

### **Description**

Examine international similarities and differences in the cultural, economic, political, social and physical dimensions of the environment in relation to marketing and sales functions. Learn about the changes in marketing systems and the adoption of marketing philosophies and practices across national boundaries through the study of the foundations, scope, and challenges of global marketing. Develop market entry and integrated marketing strategies for new products in global markets including media, communication, distribution, and pricing strategies.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - INT220 - Global Dimensions in Business (3)
    - INT315 - International Management (3)
  - 1 of the following:
    - MKT113 - Introduction to Marketing (3)
    - MKT205 - Applied Marketing Strategies (3)

### **Academic Level**

Undergraduate

# Online Programs

## **INT440 - Emerging Trends in International Business**

### **Description**

This course is designed to be a survey of the emerging trends in international business. Class analysis will focus on both the macro- and micro- environments of the global arena. Major emphasis will be placed on regional economic integration, inter-regional trade, corporate strategic global perspectives and other major contemporary issues facing global managers today. Writing Intensive Course.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - INT113 - Introduction to International Business (3)
  - INT220 - Global Dimensions in Business (3)

### **Academic Level**

Undergraduate

## **INT610 - Multinational Corporate Environment**

### **Description**

Apply effective cross-border research and analysis tools and techniques for addressing today's dynamic international commerce environments. Analyze the impacts of foreign economic, political, cultural, and commerce environments on the international dimensions of management, marketing, operations, and finance. Develop a global managerial mindset to effectively leverage international business concepts when recommending management solutions to achieve organizational objectives.

### **Credits**

3

### **Requisites**

- Complete:
  - MBA560 - Marketing and Strategy (3)

### **Academic Level**

Graduate

## **INT615 - International Operations**

### **Description**

Examine quality tools, inventory control techniques, and forecasting methods used to manage systems that produce an organization's products in the international market. Evaluate methods used by operations managers and determine the effects of those decisions on organizations' throughput, value, and efficiency. Integrate quality, capacity, sustainability, inventory control, and other strategic considerations into recommendations specific to international operations initiatives.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **INT617 - International Strategic Sourcing and Logistics**

#### **Description**

Analyze strategic sourcing and logistical functions essential to supply chain management in the international environment. Study contracts, trade resources, and trade theory of the overall supply chain, and apply these concepts to real-world scenarios. Recommend planning strategies and techniques for optimizing international logistics of goods.

#### **Credits**

3

#### **Requisites**

- Complete:
  - INT615 - International Operations (3)

#### **Academic Level**

Graduate

### **INT619 - International Operations and Supply Chain Management**

#### **Description**

Examine international operations and supply chain management together, as a network that provides a strategic advantage to global managers. Study sources of finance of trade, agencies related to international trade, and the requirements of international trade documentation. Analyze final distribution functions and best practices of offshore procurement within the global supply chain and develop effective international outsourcing and distribution initiatives.

#### **Credits**

3

#### **Requisites**

- Complete:
  - INT617 - International Strategic Sourcing and Logistics (3)

#### **Academic Level**

Graduate

### **INT620 - International Corporate Finance**

#### **Description**

Analyze functions of international financial markets. Discuss corporations' exposures to financial risks in global markets and how corporations address these risks and global funding strategies. Examine exchange rate systems, interest rate parity, and management of real exchange rate risk.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **INT623 - International Capital Markets and Investments**

#### **Description**

Evaluate investment opportunities in global markets from the institutional perspective. Discuss various investment vehicles and strategies that can be used to meet investors' objectives. Examine risks and benefits of global investments and determine global market inefficiencies using financial analysis techniques.

#### **Credits**

3

#### **Requisites**

- Complete:
  - INT620 - International Corporate Finance (3)

#### **Academic Level**

Graduate

### **INT627 - Advanced Topics in International Finance**

#### **Description**

Analyze short and long-term opportunities, possibilities, and current threats to global financial institutions and governments. Study contemporary issues and emerging trends in various global finance sectors based on current underlying market conditions. Develop strategies for financial institution expansion into global markets that minimize the associated risks.

#### **Credits**

3

#### **Requisites**

- Complete:
  - INT623 - International Capital Markets and Investments (3)

#### **Academic Level**

Graduate

### **INT640 - International Market Strategy**

#### **Description**

Develop practical managerial skills in multinational market research, branding, consumer behavior, sales, and product development in a global market. Study topics including budgeting, market entry, local market development, and global market integration. Assess foreign market conditions in mature, new growth, and emerging market environments for developing effective international marketing strategies.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **INT650 - Managing International Trade and Finance**

#### **Description**

Explore the complexities of international trade policy and foreign direct investment decisions. Analyze how the global monetary system, economics and trade factors influence currency exchange rates and impact profitability. Research international trade regulation and the impact of such policies on industry and firm competitiveness. Evaluate the informal and formal rules that define foreign markets for goods, services, and capital to successfully navigate key factors of foreign direct investment.

#### **Credits**

3

#### **Requisites**

- Complete:
  - INT610 - Multinational Corporate Environment (3)

#### **Academic Level**

Graduate

### **INT660 - International Negotiations**

#### **Description**

The issues and problems inherent in conducting business across different cultures are examined in this course. Students develop skills and strategies needed for effective negotiation with people from different cultures and societies.

#### **Credits**

3

#### **Academic Level**

Graduate

### **INT700 - Multinational Business Strategy (Capstone)**

#### **Description**

This is a capstone course for the international business certificate. The course integrates various aspects of international business and focuses on the formulation of international business strategy. Case studies that cut across various functional disciplines are emphasized.

#### **Credits**

3

#### **Requisites**

- Complete:
  - INT610 - Multinational Corporate Environment (3)

#### **Academic Level**

Graduate

---

## Justice Studies



# Online Programs

## **JUS101 - Introduction to Criminal Justice**

### **Description**

This course covers the nature, scope and impact of crime in the United States, independent and interdependent operations and procedures of police, courts and corrections, and introductory theories of crime and delinquency. The course introduces the justice model in a systematic way whereby students delve into the numerous components of the justice system including law enforcement, legal and judicial process and correctional operations. Career opportunities will be fully covered throughout the course.

### **Credits**

3

### **Academic Level**

Undergraduate

## **JUS102 - American Policing**

### **Description**

An introduction to the police system in America, which is the gateway to the criminal justice process. Topics considered include the historical foundations of police processes, occupational roles and tasks of law enforcement, and the nature and designs of typical, as well as innovative, police systems. Perennial problems of policing, particularly as it relates to community interaction, are also essential components of the course.

### **Credits**

3

### **Academic Level**

Undergraduate

## **JUS103 - Correctional Systems**

### **Description**

This course examines the management, structure, and organizational design of correctional institutions. Correctional planning, construction, program evaluation and community interaction will be considered and improvement strategies for correctional operations will be debated and critiqued. The course provides a broad based overview of the correctional system which incarcerates and confines, treats, and reclaims criminal personalities and protects and serves the state and the community by removing threats to the social order.

### **Credits**

3

### **Academic Level**

Undergraduate

## **JUS201 - Criminal Investigation**

### **Description**

This course is a comprehensive examination of civil and criminal investigations in both public and private modes, including most major felony processes and relevant civil actions. Focus is on the fundamentals of the investigative process and the range of skills necessary for successful performance and management of investigations, including evidence gathering and analysis, witness assessment, field techniques, and linkage between investigative and prosecutorial agencies.

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **JUS215 - The Victim and the Justice System**

#### **Description**

This course will examine issues surrounding the central character in a criminal act - the victim. Contents are designed to develop an understanding of what it means to be victimized, including the physical, psychological, and economic impact of crime upon victims, their families, and society in general. Special consideration will be given to specific victim populations (i.e. survivors of homicides, sexual assault, and family violence), secondary victimization by the criminal system, victim assistance programs, and future trends in this field. A full review of how the American justice system has responded to the needs of victims is part of the course content and includes a look at victim testimony at sentencing and parole and probation hearings, victim notification, Meghan's law, victim advisory and protection services, and other means in which the judicial system assures victim participation during the adjudicative phase.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **JUS261 - Judicial Administration**

#### **Description**

An examination of the American judicial system, highlighting state, local, and federal tribunals, including an assessment of their hierarchy, subject matter jurisdiction, and administration. Also reviewed will be judicial reasoning, judicial process and the chief personnel responsible for judicial operations. More particularly the course will expose the various phases inherent in civil and criminal litigation including the concepts of jurisdiction, venue, parties and the pleadings that guide advocacy. Typical case calendars and dockets will be examined throughout the course so that students may acquire a complete understanding of the litigation process.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **JUS305 - International Criminal Justice**

#### **Description**

This course compares and contrasts the criminal justice system of the United States with the systems of other countries on a substantive and procedural basis. A thorough examination of other cultural models of law and justice in order that differences in justice processing and definition become apparent. Some emphasis is placed on international policing and legal enforcement, whether through INTERPOL, treaty or other regulation.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **JUS325 - Law, Justice and Family**

#### **Description**

A full-fledged review of the justice system's response to the establishment and maintenance of family in the American culture. How the family is defined, its heritage of rights and protections and the differentiated roles of parent and child are central considerations. Further review includes a look at family dissolution, divorce, custody and support disputes and the ongoing problems of visitation. The emerging problems of spousal and child abuse will be keenly analyzed and how the legal systems provide protection from these abuses will be closely scrutinized.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **JUS331 - Juvenile Justice System**

### **Description**

This course covers the juvenile justice system, with special emphasis on the way it procedurally differs from adult offender adjudication. The parts of the juvenile justice system, hearings, due process standards and constitutional mandates are fully reviewed. Status offenders and other youth classifications are considered, together with a historical summary of juvenile court philosophy. New trends in the procedural disposition of juveniles especially transfer to adult jurisdiction, types of punishment, suitability of the death penalty are discussed.

### **Credits**

3

### **Academic Level**

Undergraduate

## **JUS375 - Criminal Law**

### **Description**

An introduction to substantive criminal law that reviews the social, philosophical, and legal foundations of criminal codification. In addition, the course covers the historical development of criminal law in the U.S. Other subject matters include parties to crimes including principals/accessories, criminal capacity, criminal elements, e.g. mens rea, actus rea, and the specific crimes against person, property, and public order. Lastly, the course captures criminal law from the defendant's perspective by reviewing the accuser's mental states, potential defenses and uses of mitigation.

### **Credits**

3

### **Academic Level**

Undergraduate

## **JUS455 - Legal Traditions**

### **Description**

This course encompasses a complete examination of the law, its origins, roots and underpinnings in a jurisprudential context. Coverage includes a focused examination of classical, medieval and contemporary legal thinkers. Problems of personal privacy, sexual freedom, procreative control, the imposition of penalties, and notions of good will be considered. Course participants will consider these questions: What is law? Is law related to religion and morality? What are the foundations of law in Western Culture? Can law, ethics and morality be differentiated? How can a legal system be just? Can law shape morality or does morality shape law? How does Western legal tradition resolve ethical questions such as abortion, suicide, euthanasia, and the death penalty? Is there a unified vision of law that consists of the good, of virtue and the idea of justice?

### **Credits**

3

### **Academic Level**

Undergraduate

### **JUS496 - Administrative Law**

#### **Description**

Course exposes participants to administrative law theory and the practical aspects of administrative law practice, both within and outside the administrative agency. Coverage equips the student with the necessary skills to understand, apply, and research relevant statutory and regulatory provisions at the federal and state level, to read, interpret and draft proposed rules and regulations, to become familiar with the process known as the administrative law hearing, the concept of administrative discretion and corresponding remedies. Preliminary drafts of documents, briefs, and opinions relative to the appellate stage of an administrative law proceeding will also be covered.

#### **Credits**

3

#### **Academic Level**

Undergraduate

---

## Literature

### **LIT100 - Introduction to Literature**

#### **Description**

This course introduces students to the study and appreciation of literature. It explores the literary genres of fiction, poetry, and drama. There is an option for nonfiction prose as well. The course covers an introduction to literary terminology and an introduction to critical analysis of literature.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **LIT200 - Critical Approaches to Literature**

#### **Description**

Discover the depth of meaning present in written texts by learning some of the most popular approaches to interpreting literature such as New Critical, Reader-Response, Feminist, and Psychoanalytical theory. Gain the tools necessary for more advanced literary study and develop broader critical thinking and analytical skills for the professional workplace.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **LIT201 - World Literature I: Foundations of Culture**

### **Description**

This course explores both early European (classical and medieval) cultures as well as the great non-European cultures of Asia, Africa and the Americas. The material covered will vary, but readings will focus on a major theme such as the hero, the role of women, ethical values, views of nature or focus on an important common genre, such as epic or lyric poetry.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **LIT202 - World Literature II: Renaissance to Modern**

### **Description**

This course introduces students to major works of world literature in translation, excluding the American and British traditions, from the late 1600s to the present. It includes African, Asian, European, Latin American and Middle Eastern literature, with an emphasis on the European. Students will read authors such as Pirandello, Chekhov, Tolstoy, Flaubert, Mahfouz, and Kafka.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **LIT229 - World Mythology**

### **Description**

This course introduces students to the study of mythology. We will read and discuss myths from both western and non-western cultures. Students will also choose one cultures myth to concentrate on for a final project.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## Online Programs

### **LIT231 - Nature Writers**

#### **Description**

This course introduces students to the prose and poetry of major British and American writers and naturalists since the 18th century who observe nature vividly and write about humanity's relationship with the natural environment.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

### **LIT300 - Literary Theory**

#### **Description**

This course is an introduction to the major schools of contemporary critical theory, and an examination of principal exponents of these theories. The student will become familiar with the most important features of psychoanalytic criticism, Marxism and feminism and examine the meaning of structuralism and post-structuralism. In addition, the course affords an opportunity to practice applying the theories to specific literary texts.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG122 - English Composition I (3)
  - Complete 1 of the following
    - 60 credit(s).
    - Permission of instructor

#### **Academic Level**

Undergraduate

### **LIT306 - Medieval Literature**

#### **Description**

This course will focus on literature written in England during the Old and Middle English period (approximately 500-1485 CE). We will spend about half the course on Old English literature and half on Middle English literature.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **LIT307 - Renaissance and Restoration Literature**

### **Description**

This course surveys British Literature from the 16th and 17th centuries, a period renowned for the variety and originality of its writers, which left a lasting mark on subsequent English literature. Students will be introduced to central ideas and writers of the English Reformation, English Revolution, and the Restoration of the monarchy. Renaissance authors studied may include More, Marlowe, Elizabeth I, Jonson, Donne, and Webster, along with Shakespeare and Spenser. Writers of the Revolution and Restoration may include Herrick, Marvell, Milton, Dryden, Behn, and Wycherly. Students will encounter Renaissance and Restoration drama, epic poetry, the sonnet, along with early experiments in prose fiction.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **LIT309 - Romance, Revolutions, and the Birth of the Novel**

### **Description**

This course focuses on the "long 18th century" in Great Britain, covering the era of the Enlightenment as well as Romanticism. This was a tumultuous time in British history, marked by numerous political and social revolutions as well as notable literary creativity. In this course, students will study developments in English literature such as the novel, the essay, satire, journalism, popular theater, and poetry. Themes of the course will vary, but may include civil liberty, sexuality and gender, colonialism and abolition, the city and the country, industrialization, and the French Revolution. Authors studied may include Congreve, Defoe, Swift, Pope, Fielding, Wordsworth, Keats, Shelley, and Byron.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **LIT310 - Victorian Literature**

### **Description**

Nineteenth-century Britain experienced tremendous change in politics, economics, philosophy, art and literature. It was a century of industrialization, empire-building, new discoveries and social revolution. This course studies representative selections from the major poets and prose writers and explores the social, political and intellectual changes reflected in the literature of the Victorian period. Authors may include Tennyson, Browning, Barrett Browning, Dickens, Charlotte Bronte, and Wilde.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

# Online Programs

## **LIT311 - Modern British Literature**

### **Description**

This course will explore the modernist movement in 20th century British fiction through the works of three of its most prominent practitioners - James Joyce, D.H. Lawrence, and Virginia Woolf - as well as selected works by other writers. The course will examine the birth of the modern aesthetic in literature not only as a response to the alienation and despair resulting from World War I but also as a reaction to the enormous impact made by the ideas of such thinkers as Darwin, Freud, Marx and Nietzsche. Various modernist writing techniques, including stream-of-consciousness, episodic narrative and radical experimentation with punctuation, will also be studied.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **LIT312 - Early American Literature**

### **Description**

While the authors and texts studied in this course may vary, the readings will cover the historical period from 1620- with the settlement of Plymouth Plantation- through the Constitutional Convention of 1787 and the early days of the new Republic. Although there may be some attention to the literature of early discovery, the emphasis will be on literary texts of major historical interest and on authors who pursued the American Dream of economic, religious, political, and artistic freedom.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate

## **LIT314 - American Realism and Naturalism**

### **Description**

While the authors and texts studied in this course may vary, this course will focus on the American literature between 1865-1914, with the progression of literary culture from Romanticism to Realism and Naturalism and towards Modernism. Students will read literature by authors who were responding to radical shifts in America after the Civil War, including Reconstruction, the rise of industrialism, and the new theories of evolution. Authors may include Twain, James, Chesnutt, London Dreiser, Wharton, Cather, and Anderson, as well as poets of the early twentieth century.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - ENG122 - English Composition I (3)
  - ENG123 - English Composition II (3)

### **Academic Level**

Undergraduate



# Online Programs

## **LIT315 - Twentieth Century American Literature and Beyond**

### **Description**

The course will explore literature by major American writers, from the early 20th century to the present. Students will read fiction, non-fiction, poetry, and plays about the major literary, cultural, and political events during the 20th century, including the wars, the Beat and counterculture movements, the Civil Rights and women's movements, and post 9/11 cultural shifts. We will proceed chronologically, beginning with poetry about World War I and ending with post-modern literature about contemporary issues such as race, religion, technology, and war.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **LIT319 - Shakespeare**

### **Description**

Students in LIT 319 study selected Shakespearian comedies, tragedies and chronicle plays. The course also provides the students with a general overview of the Elizabethan era and the world in which Shakespeare lived and worked.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **LIT322 - Popular and Contemporary Fiction**

### **Description**

This course will analyze today's popular and contemporary fiction. What makes a book a "best seller" What makes literature sell in the millions of copies Writers who strike it rich generally write books that are fast paced and easy to read, following a set of conventions that readers recognize, and touch a nerve within their society. Writers who win the hearts of the literati and schoolmarms generally try to touch that nerve also, but they do so with language and plots that are inventive, artistic, and memorable. With a focus on current and past best sellers, this course will introduce you to a variety of literary sub-genres (true crime, memoir, road novel, extreme adventure, western, roots quest). The books we will read often return to themes of individualism, race, and violence in American culture- prominent elements in our psyches, popular culture, and pulp fiction- though we will certainly discuss other themes as well.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

# Online Programs

## **LIT323 - Studies in Drama**

### **Description**

This course will focus on drama as a literary genre, examining the origins of the genre, its literary conventions and its current productions. In reading plays that may range from the Greeks to contemporary Broadway, students will not only see the changing dynamics of the genres form, but also experience the important role the genre has played in American, British, European, and global society and culture.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **LIT327 - Studies in Poetry**

### **Description**

This course will focus on poetry as a literary genre. Students will learn how to interpret and evaluate poetry, exploring the elements of poetic form as well as influence poetic responses to critical moments in history. Thus, we will read landmark works by major poets, learn about major movements and schools within poetry, and look at poetry written in response to historical events. Students will also read a volume of poetry by a poet of their choice, and present information on that poets style, theme, and role within the field of poetry.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## **LIT330 - Gender and Text**

### **Description**

This course examines gender in and through literary texts and considers the ways in which categories of sexuality, sex, race, class, ethnicity, nationality, religion, and other factors influence writers' depictions of gender. The course analyzes historical conditions relevant to gender studies, and may address social and theoretical topics such as womens suffrage, feminisms, third-world feminism, the LGBTQ community, and queer theory. The course explores these topics through the lens of literature and asks: how is gender represented in literary texts how do literary texts not only replicate but sometimes contest or imagine new realities for gendered subjects what does it mean to write as a gendered subject Readings may include works by authors such as Mary Wollstonecraft, Oscar Wilde, Virginia Woolf, Audre Lorde, Gloria Anzalda, and Michael Cunningham.

### **Credits**

3

### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

### **Academic Level**

Undergraduate

## Online Programs

### **LIT350 - The Black Literary Tradition**

#### **Description**

This course offers an overview of African-American literature, with glimpses into African and Caribbean literature. Beginning around 1845 with Frederick Douglass' Narrative, students will read from various literary genres, including slave narratives, poetry, short stories, fiction and plays that illuminate both the history of African America and changing ideas of race. Students will conduct ongoing independent research, which they will present to the class, on the major literary and historical periods we cover, including the Harlem Renaissance in the 1920s and early 1930s, the civil rights movement(s), the Black Arts movement of the 1960s and early 1970s and the decades following. Reading works by Booker T. Washington, W.E.B. Dubois, Zora Neale Thurston, Ralph Ellison, Gwendolyn Brooks, Chinua Achebe, Toni Morrison and Ishmael Reed, among others, will enable us to analyze how sexuality, gender, class and nationality influence various writers' definitions of race and ethnicity.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG122 - English Composition I (3)

#### **Academic Level**

Undergraduate

### **LIT450 - Seminar in American Literature**

#### **Description**

This course uses a thematic approach to explore works by American writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format. Writing Intensive Course.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG123 - English Composition II (3)
  - Complete 1 of the following
    - 1 course(s) from subject(s):
      - LIT
    - Permission of instructor

#### **Academic Level**

Undergraduate

## Online Programs

### **LIT451 - Seminar in British Literature**

#### **Description**

This course uses a thematic approach to explore works of British writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG123 - English Composition II (3)
  - Complete 1 of the following
    - 1 course(s) from subject(s):
      - LIT
    - Permission of instructor

#### **Academic Level**

Undergraduate

### **LIT452 - Seminar in Global Literature**

#### **Description**

This course uses a thematic approach to explore works from any of the major literary traditions outside the British and American. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - ENG123 - English Composition II (3)
  - Complete 1 of the following
    - course(s) from subject(s):
      - LIT
    - Permission of instructor

#### **Academic Level**

Undergraduate

## Online Programs

### **LIT485A - Senior Thesis in Literature**

#### **Description**

This course is an option for seniors of exceptional ability who are majoring in English language and literature and who wish to have a graduate-level research and writing experience in some chosen area of American, British or world literature. Students must petition to take the course. The following requirements are for undergraduate day campus students. Students who receive permission from the area coordinator/department chair and their academic advisors must proceed to formulate a written thesis proposal and assemble a three-person academic support committee, equipped with relevant expertise, no later than March 30th of the junior year. The proposal will then be submitted for approval to the individual's advisory committee. Assuming the project is universally approved, the student will meet with one or more members of the committee on a biweekly basis to review progress on research and written work. The final result will be a scholarly essay of 40 to 60 pages, to be presented as an academic paper in a public forum at least three weeks before graduation. Offered on an ongoing basis, as this is a yearlong course option. The following requirements are for undergraduate COCE students: Students who receive permission from their academic advisors must proceed to formulate a written thesis proposal to be submitted for approval to the selected instructor. If the project is approved, the student will collaborate with the instructor in the online course to review progress on research and written work. The final result will be a scholarly essay of 40 to 60 pages, to be presented to the instructor as a cohesive and polished academic paper with a supplemental essay that outlines plans to present/publish the paper after the course is complete. Offered on an ongoing basis, as this is, at a minimum, a two-term research and writing project.

#### **Credits**

3

#### **Requisites**

- Advisor approval needed for registration

#### **Academic Level**

Undergraduate

### **LIT485B - Senior Thesis in Literature**

#### **Description**

This course is an option for seniors of exceptional ability who are majoring in English language and literature and who wish to have a graduate-level research and writing experience in some chosen area of American, British or world literature. Students must petition to take the course. The following requirements are for undergraduate day campus students. Students who receive permission from the area coordinator/department chair and their academic advisors must proceed to formulate a written thesis proposal and assemble a three-person academic support committee, equipped with relevant expertise, no later than March 30th of the junior year. The proposal will then be submitted for approval to the individual's advisory committee. Assuming the project is universally approved, the student will meet with one or more members of the committee on a biweekly basis to review progress on research and written work. The final result will be a scholarly essay of 40 to 60 pages, to be presented as an academic paper in a public forum at least three weeks before graduation. Offered on an ongoing basis, as this is a yearlong course option. The following requirements are for undergraduate COCE students: Students who receive permission from their academic advisors must proceed to formulate a written thesis proposal to be submitted for approval to the selected instructor. If the project is approved, the student will collaborate with the instructor in the online course to review progress on research and written work. The final result will be a scholarly essay of 40 to 60 pages, to be presented to the instructor as a cohesive and polished academic paper with a supplemental essay that outlines plans to present/publish the paper after the course is complete. Offered on an ongoing basis, as this is, at a minimum, a two-term research and writing project.

#### **Credits**

3

#### **Requisites**

- Advisor approval needed for registration

#### **Academic Level**

Undergraduate

## Online Programs

### **LIT500 - Graduate Studies in Literary Theory**

#### **Description**

This course is an introduction to the major schools of contemporary literary theory, and an examination of principal exponents of these theories. The student will become familiar with the most important features of psychoanalytic criticism, Marxism and feminism and examine the meaning of structuralism and post-structuralism. In addition, the course affords an opportunity to practice applying the theories to specific literary texts.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT502 - Topics in American Literature**

#### **Description**

This course traces the development of American literature from the nation's founding to the late Twentieth Century. Readings may include classics by Bradford, Bradstreet, Wheatly, Crevecoeur, Emerson, Thoreau, Dickinson, Hawthorne, Whitman, Melville, Douglass, James, Crane, Chopin, Gilman, Fitzgerald, Faulkner, Hurston, O'Connor, Pynchon, Major, Morrison, Cisneros, and Alexie among others. Different authors are highlighted in each term, and all readings are situated within specific historical, cultural, philosophical, political, and literary contexts.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT503 - Topics in British Literature**

#### **Description**

This course examines major prose and poetry of English writers from the Anglo-Saxon period to the late Twentieth Century. Readings may include classics by Chaucer, Spencer, Milton, Shakespeare, Wollstonecraft, Wordsworth, Keats, Shelley, Tennyson, Eliot, Bronte, Browning, Hardy, Woolf, Barnes, Barry, and Mieville among others. Different authors are highlighted in each term, and all readings are situated within specific historical, cultural, philosophical, political, and literary contexts.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT506 - Graduate Studies in Medieval Literature**

#### **Description**

This course will focus on literature written in England during the Old and Middle English period (approximately 500-1485 CE). We will spend about half the course on Old English literature and half on Middle English literature.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **LIT507 - Graduate Studies in Renaissance and Restoration Literature**

#### **Description**

This course surveys British Literature from the 16th and 17th centuries, a period renowned for the variety and originality of its writers, which left a lasting mark on subsequent English literature. Students will be introduced to central ideas and writers of the English Reformation, English Revolution, and the Restoration of the monarchy. Renaissance authors studied may include More, Marlowe, Elizabeth I, Jonson, Donne, and Webster, along with Shakespeare and Spenser. Writers of the Revolution and Restoration may include Herrick, Marvell, Milton, Dryden, Behn, and Wycherley. Students will encounter Renaissance and Restoration drama, epic poetry, the sonnet, along with early experiments in prose fiction.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT508 - Graduate Studies in 18th Century British Literature**

#### **Description**

This course surveys the literature of the 'long 18th century,' from the Restoration to the beginning of Romanticism, and studies developments in English literature such as the novel, the essay, satire, journalism, and popular theatre. Authors studied may include Congreve, Defoe, Swift, Pope, Johnson, Fielding, Smollett, and Austen. This course may also cover developments in the visual arts. Themes of the course will vary, but may include civil liberty, sexuality and gender, colonialism, city and country, and the enlightenment movement.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT509 - Graduate Studies in Romantic Literature**

#### **Description**

The Romantic Era in Britain, while short, was an intense and influential literary period. In this course we will read poetry, fiction, and nonfiction responding to shaping events such as the French Revolution and its aftermath, the British abolition of slavery, and industrialization. We will read authors such as Wordsworth, Keats, Austen, Blake, Wollstonecraft, Shelley, and Byron.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT510 - Graduate Studies in Victorian Literature**

#### **Description**

Nineteenth-century Britain experienced tremendous change in politics, economics, philosophy, art and literature. It was a century of industrialization, empire-building, new discoveries, and social revolution. This course studies representative selections from major poets and prose writers, and explores the social, political, and intellectual changes reflected in the literature of the Victorian period. Authors may include Alfred, Lord Tennyson, Browning, Barrett Browning, Dickens, Charlotte Bronte, and Wilde.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **LIT511 - Graduate Studies in Modern British Literature**

#### **Description**

This course will explore the modernist movement in 20th century British fiction through the works of three of its most prominent practitioners James Joyce, D.H. Lawrence, and Virginia Woolf, as well as selected works by other writers. The course will examine the birth of the modern aesthetic in literature not only as a response to the alienation and despair resulting from World War I but also as a reaction to the enormous impact made by the ideas of such thinkers as Darwin, Freud, Marx and Nietzsche. Various modernist writing techniques, including stream-of-consciousness, episodic narrative and radical experimentation with punctuation, will also be studied.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT512 - Graduate Studies in Early American Literature**

#### **Description**

While the authors and texts studied in the course may vary, the readings will cover the historical period from 1620, with the settlement of Plymouth Plantation, through the Constitutional Convention of 1787 and the early days of the new Republic. Although there may be some attention to the literature of early discovery, the emphasis will be on literary texts of major historical interest and on authors who pursued the American Dream of economic, religious, political and artistic freedom.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT513 - Graduate Studies in the American Renaissance**

#### **Description**

While the authors and texts studied in the course may vary, this course examines literature from the early 1800s to 1865, the conclusion of the Civil War. During this period, American literature developed a home-grown Romanticism influenced by European intellectual and aesthetic movements, as well as a new cultural sensibility of its own. Authors may include Irving, Poe, Hawthorne, Emerson, Thoreau, Melville, Douglass, Dickinson, and the latter-day transcendentalism of Whitman.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT514 - Graduate Studies in American Realism and Naturalism**

#### **Description**

While the authors and texts studied in this course may vary, this course will focus on the American literature between 1865-1914, with the progression of literary culture from Romanticism to Realism and Naturalism towards Modernism. Students will read literature by authors who were responding to radical shifts in America after the Civil War, including Reconstruction, the rise of industrialism, and the new theories of evolution. Authors may include Twain, James, Chesnutt, London, Dreiser, Wharton, Cather, and Anderson, as well as poets of the early twentieth century.

#### **Credits**

3

#### **Academic Level**

Graduate



## Online Programs

### **LIT515 - Graduate Studies in 20th Century American Literature**

#### **Description**

This course will explore literature by major American writers, from the early 20th century to the present. Students will read fiction, non-fiction, poetry, and plays about the major literary, cultural, and political events during the 20th century, including the wars, the Beat and counterculture movements, the Civil Rights and women's movements, and post 9/11 cultural shifts. We will proceed chronologically, beginning with poetry about World War I and ending with post-modern literature about contemporary issues such as race, religion, technology, and war.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT519 - Graduate Studies in Shakespeare**

#### **Description**

Students will study selected Shakespearian comedies, tragedies and chronicle plays. The course also provides the students with a general overview of the Elizabethan era and the world in which Shakespeare lived and worked.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT528 - Graduate Studies in Multi-Ethnic Literature**

#### **Description**

Since the beginnings of American literature, writers have been concerned with defining and creating American identity through their art. Since the 1960s, during and after the Civil Rights movement, numerous writers have defined their American identity in relation to specific ethnic identities, writing works that explore how dual or multiple cultural identities coexist within themselves and within American culture, sorting through the stories they've heard and created about who they are. In this course, we will read fiction, poetry, and essays by twentieth-century American authors who identify with African American, Native American, Asian American, Jewish, Latino and Chicano heritages. In addition to race and ethnicity, we will discuss how class, native language, religion, gender, sexuality, and history figure into these writers' images of an American self and community.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT530 - Graduate Studies in Gender and Text**

#### **Description**

This course explores a variety of texts written since 1945 by women, including authors such as Toni Morrison, Lorraine Hansberry, Marilynne Robinson and Adrienne Rich. Students will analyze how race, sexuality, class, nationality, motherhood and other factors influence writers' notions of gender. In addition to immersing students in contemporary women's literature, this course aims to provide students with a window into the history, politics and culture of post-1945 America, a period which saw the Cold War, the 'second wave' and the 'third wave' of American feminism, as well as the intellectual theories that helped illuminate literature about gender past and present.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **LIT545 - Graduate Studies Postcolonial Encounters**

### **Description**

Postcolonial Encounters focuses on the interdisciplinary aspects of literatures that have been historically silenced by the mechanisms of the colonial powers. This course will attempt to retrieve from the margins those voices that Gayatri Spivak (following Antonio Gramsci) has called 'subaltern.' As such, our task will be to theorize the notions of power and powerlessness, margin and periphery, first and third world, nationality, race, identity, and globalization via the close readings of various postcolonial texts.

### **Credits**

3

### **Academic Level**

Graduate

## **LIT550 - Graduate Studies in the Black Literary Tradition**

### **Description**

This course offers an overview of African-American literature, with glimpses into African and Caribbean literature. Beginning around 1845 with Frederick Douglass' Narrative, students will read from various literary genres, including slave narratives, poetry, short stories, fiction and plays that illuminate both the history of African America and changing ideas of race. Students will conduct ongoing independent research, which they will present to the class, on the major literary and historical periods we cover, including the Harlem Renaissance in the 1920s and early 1930s, the civil rights movement(s), the Black Arts movement of the 1960s and early 1970s and the decades following. Reading works by Booker T. Washington, W.E.B. DuBois, Zora Neale Hurston, Ralph Ellison, Gwendolyn Brooks, Chinua Achebe, Toni Morrison, and Ishmael Reed, among others, will enable us to analyze how sexuality, gender, class and nationality influence various writers' definitions of race and ethnicity.

### **Credits**

3

### **Academic Level**

Graduate

## **LIT555 - American Modernism**

### **Description**

Using a thematic approach, this course explores important aspects of literary modernism as it pertains to the American historical, social, technological, intellectual, and political experience between the end of World War I and the 1950s. The course immerses students in modernism via fiction, poetry, and critical essays by major American authors and poets of the period. It also asks students to identify and articulate the relationship between race, gender, regional perspectives, and ethnicity in the context of modernist American literature.

### **Credits**

3

### **Academic Level**

Graduate

## **LIT650 - Graduate Seminar in American Literature**

### **Description**

This course uses a thematic approach to explore works by American writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **LIT651 - Graduate Seminar in British Literature**

#### **Description**

This course uses a thematic approach to explore works of British writers. The specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in a seminar format.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT652 - Graduate Seminar in Global Literature**

#### **Description**

This course uses a thematic approach to the works from many literary traditions outside British and American. Specific selections and authors vary each term according to the theme. This is an upper-level course involving close reading, analysis and writing in seminar format.

#### **Credits**

3

#### **Academic Level**

Graduate

### **LIT690 - Master of Arts in English Capstone**

#### **Description**

Students register for this course in their final term, as a culmination of their work in the program. They satisfy the requirement by completing a thesis, submitting a portfolio of their literary-critical writing along with a retrospective evaluative essay, or passing an examination on English and American Literature.

#### **Credits**

3

#### **Requisites**

- 30 credit(s).

#### **Academic Level**

Graduate

---

## Management

### **MGT200 - Leadership and Team Building**

#### **Description**

In this course, learners evaluate theories and practices related to leading teams in varying contexts. Learners create personal and professional developmental goals that support your growth as an effective individual and team contributor. You also collaborate with multiple stakeholders using principles of emotional intelligence and team dynamics.

#### **Additional Information**

The goal name associated with this course is Team Dynamics

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **MGT210 - Business Evaluation Techniques**

### **Description**

In this course, learners determine appropriate metrics to evaluate day-to-day business operations. Learners propose informed solutions to common management problems in order to enhance organizational operations. Learners also analyze the essential components of operational processes in relation to efficiency and improvement. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Measuring Business Performance

### **Credits**

3

### **Academic Level**

Undergraduate

## **MGT300 - Team Management Theory**

### **Description**

Learners apply current management theories and team models to foster relationships across and among teams. Learners apply leadership and followership in managing individuals and groups. Learners also determine how team performance is impacted by individual, group, and organizational goals. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is High-Performing Teams.

### **Credits**

3

### **Academic Level**

Undergraduate

## **MGT301 - Resourceful Decision-Making**

### **Description**

Learners leverage organizational information and data to inform decision-making. They determine the appropriate tools and technology to support decision-making in the functional areas of business. Learners also balance competing priorities in making decisions for your team that support organizational goals. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Resourceful Decision-Making.

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **MGT305 - Innovation and Entrepreneurship**

#### **Description**

Learners identify consumer-focused solutions that deliver a value proposition utilizing the design-thinking process. They demonstrate an entrepreneurial mindset in addressing business opportunities in varying business models. Learners also explain how product management techniques are used to manage the process of a product development. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Mindsets for Design & Growth

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MGT320 - Business Sustainability**

#### **Description**

As a fundamental principle of smart management, business sustainability will be examined as an organizational imperative. This course will examine how to shape, implement, and manage a sustainability strategy in consideration of business practices, stakeholder engagement, culture, and accountability.

#### **Credits**

3

#### **Requisites**

- Complete:
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

### **MGT510 - Cultivating Organizational Culture**

#### **Description**

Business leaders are responsible for cultivating, maintaining, and fostering an organizational culture that accurately represents the organization internally and externally, encourages and supports people, and holds organizational members accountable to the vision, mission, and goals of a business. This course provides students with the skills, theories, and practices necessary to identify a strong culture that permeates the ethics, decision-making, and behaviors of the organization. Students will work through advanced cases and apply these experiences to their own learning and organizations.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **MGT550 - Managing Through Communication**

#### **Description**

Learn how to manage people and organizations effectively using communication as a tool. Enhance skills and techniques in motivating, leading change, developing relationships and team building through effective communication of core visions, active listening and providing feedback. Develop strategic management and communication skills that positively affect stakeholder behavior. Gain comprehensive, hands-on-experience in constructing documents and presentations that inform, persuade and influence the intended audience to achieve strategic goals.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MGT600 - Resource Planning and Decision Making**

#### **Description**

This course serves as an advanced exploration into ill-structured situations requiring strategic plans and effective resource management. Students are asked to develop strategies around personnel management, budget allocation, performance metrics, and goal setting. This course prepares students for the advanced concentration courses in their area and serves as a precursor to the integrated capstone experience.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QSO500 - Business Research (3)

#### **Academic Level**

Graduate

### **MGT605 - Construction Budgeting, Estimating & Bidding**

#### **Description**

This course examines budgeting, estimating, and bidding strategies for various types and sizes of construction projects. Using a project-based approach, students are exposed to project budgetary considerations; conceptual, rough order magnitude, and definitive estimating; pricing for equipment, labor, and materials; bid preparation and strategies; and conducting a competitive analysis. Students completing this course are prepared to create budgets, estimates, and bid proposals for any type of construction project.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MGT600 - Resource Planning and Decision Making (3)
  - QSO640 - Project Management (3)

#### **Academic Level**

Graduate

# Online Programs

## **MGT610 - Construction Materials & Methods**

### **Description**

This course explores the different facets of construction materials and methods. Using a case study approach, students analyze the construction process, including work methods, techniques, and strategies; methods of equipment selection; reading and interpreting plans and specifications; and material specifications. Additional topics include the procurement of materials, codes, and regulations. Students completing this course obtain the skillsets applicable to real-world construction projects.

### **Credits**

3

### **Academic Level**

Graduate

## **MGT615 - Construction Law and Contracts**

### **Description**

This course examines legal aspects of the construction industry, including interpretation of the law, contract administration, and risk management. Using a case study approach, students analyze cases to apply legal concepts and principles, interpret the law, and determine the performance and flexibility of contracts. Additional topics include ethics, dispute resolution, liability, labor laws, insurance, and bonds. Students completing this course are exposed to pertinent laws and contractual requirements and limitations associated with construction management.

### **Credits**

3

### **Academic Level**

Graduate

## **MGT620 - Principles of Emergency Management**

### **Description**

This course examines the nation's emergency management system at all levels of government. Using exemplars and anti-exemplars, students will study how the system works to prevent disasters that are preventable, and how it works to mitigate the consequences of those disasters that are not. The National Incident Management System and the National Preparedness System will be studied and emphasized. Topics will include: communications, leadership, disaster management methods and program building models, the all-hazards concept and analysis, community resiliency, the whole-community concept, and the five national frameworks (Prevention, Protection, Mitigation, Response and Recovery) under the National Preparedness System. Students who complete this course will have a comprehensive understanding of the nation's emergency management system, and of how communities mitigate against, respond to, and recover from all disaster events.

### **Credits**

3

### **Requisites**

- Complete:
  - MGT600 - Resource Planning and Decision Making (3)

### **Academic Level**

Graduate

## Online Programs

### **MGT622 - Emergency Planning and Preparedness**

#### **Description**

This course uses real-world disaster planning strategies and structures to prepare students for roles encompassing the construction of community or organizational disaster-preparedness programs. Various types of threats and hazards to communities and organizations will be studied. Using a scenario-based approach, students will examine existing real-world planning strategies intended to prevent or mitigate the consequences of a disaster event on communities. Students will use the latest guidelines and strategies from the Department of Homeland Security (DHS) and the Federal Emergency Management Agency (FEMA). Emphasis is on assessing risk, threats, and vulnerabilities to safeguard against disaster incidents. Emphasis will be on using FEMA systems and tools to assess and construct community disaster preparedness plans. Topics include: all aspects of the all hazards analysis, proper emergency management program building, including the use of community working groups, The National Preparedness System, the National Incident Management System, resilience planning, the whole community concept, the construction of community emergency management plans with FEMA standards, and roles and responsibilities of local, state, and federal government. Students who have completed this course will be well-prepared to plan and prepare for different types of emergencies, using the same FEMA guidelines and tools for disaster planning and program building currently in use by emergency managers throughout the county.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MGT620 - Principles of Emergency Management (3)

#### **Academic Level**

Graduate

### **MGT625 - Disaster Response and Recovery**

#### **Description**

The course explores issues and challenges in disaster response and recovery, including evacuation or relocation in the aftermath of a crisis. Using a case-study approach, students analyze real-world critical incidents requiring fast response measures and recovery support and determine the degree of success, in part, on the coordination and cooperation of various departments and agencies. Topics include National Response Framework (NRF), National Disaster Recovery Framework (NDRF), resource management, stakeholders, infrastructure, leadership, communication, and mitigation activities. Students completing the course have a broad view of a response and recovery mission from beginning to end.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MGT620 - Principles of Emergency Management (3)

#### **Academic Level**

Graduate



# Online Programs

## **MGT628 - Applied Emergency Management**

### **Description**

The course dissects various types of crises within communities, organizations, and governmental agencies. Using a scenario-based approach, students differentiate between the types of crises and develop a systematic response to a critical incident using emergency management planning and preparedness strategies as well as analyzing the crisis in relation to FEMA and NIMS guidelines. Topics include FEMA's Continuity of Operations. Students completing the course have a thorough understanding of the level of preparation in developing an emergency management plan from the planning stages into the final phase of recovery.

### **Credits**

3

### **Requisites**

- Complete:
  - MGT622 - Emergency Planning and Preparedness (3)
  - MGT625 - Disaster Response and Recovery (3)

### **Academic Level**

Graduate

## **MGT630 - Construction Quality Management and Productivity**

### **Description**

This course focuses on quality management and productivity levels of construction projects. Students analyze real-world cases to evaluate techniques, tools, and practices in implementing and monitoring quality control processes as well as equipment management to include managing and quantifying labor and equipment productivity. Additional topics include scheduling, cost and cost control measures, safety, risk management, and quality measurements. Students completing this course recognize the relationship between quality and productivity.

### **Credits**

3

### **Requisites**

- Complete:
  - QSO640 - Project Management (3)

### **Academic Level**

Graduate

## **MGT701 - Critical Issues in Management Capstone**

### **Description**

This capstone course is the culminating experience for the M.S. in Management program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - MGT510 - Cultivating Organizational Culture (3)
    - MGT600 - Resource Planning and Decision Making (3)

### **Academic Level**

Graduate

## Management Information Systems

### **MIS215 - Client Systems and Support**

#### **Description**

Learn the basics of systems analysis of client systems through the lens of a business analyst. Explore common client systems within an organization, the basic architecture of the overall system, the flow of information within the system, and informed decision making as well as the importance of eCommerce for a client system.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MIS300 - Enterprise Information Systems/Database**

#### **Description**

Investigate the flow and structure of data within an enterprise computer based environment. Learn to mine, compile and analyze data from client systems using appropriate tools and techniques in response to senior management inquiries.

#### **Credits**

3

#### **Requisites**

- Complete:
  - DAD220 - Introduction to Structured Database Environments (3)
  - MIS215 - Client Systems and Support (3)

#### **Academic Level**

Undergraduate

### **MIS320 - Electronic Business**

#### **Description**

Explore aspects of an organization's electronic interactions with its stakeholders. Key topics in this course include: e-business strategy, business models, cyber services, e-business relationships, and e-marketing and e-payment.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **MIS350 - Business Intelligence and Reporting**

#### **Description**

Learn about business intelligence tools and techniques for creating reports, and apply these techniques in making data centered decisions. Recommend solutions to business problems that address business needs and requirements through utilizing data visualization tools.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MIS300 - Enterprise Information Systems/Database (3)

#### **Academic Level**

Undergraduate

### **MIS490 - Management Information Systems Capstone**

#### **Description**

This capstone course is the culminating experience for the Management Information Systems and Computer Information Systems programs. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - MIS350 - Business Intelligence and Reporting (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate

---

## Marketing

### **MKT113 - Introduction to Marketing**

#### **Description**

This course examines the organization's functions for creating, communicating, and delivering value to customers. These functions, designed to meet customers' needs and organizational goals, include marketing research, environmental monitoring, target market selection, product selection, promotion, distribution and pricing.

#### **Additional Information**

The goal name associated with this course is Principles of Marketing

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **MKT205 - Applied Marketing Strategies**

### **Description**

Students will learn how the marketing mix is used to position a product or service for a specific target market by analyzing pricing, distribution, product development, and promotional strategies. By applying marketing and consumer research, students will generate informed recommendations. Students will also examine the impact of communications and distribution channels on marketing efforts.

### **Additional Information**

The goal name associated with this course is Marketing Insights

### **Credits**

3

### **Academic Level**

Undergraduate

## **MKT222 - Principles of Retailing**

### **Description**

This course studies the basics of retailing and emphasizes the development of retail institutions, store layout and design, merchandising, pricing and problems retailers experience in today's business environment.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

### **Academic Level**

Undergraduate

## **MKT228 - Technology in Fashion and Retailing**

### **Description**

This course addresses web-based fashion and retailing business issues. On the one hand it explores the influence of technology on fashion products development. On the other hand it explores the role that technology plays at various levels of the retail business including supply chain development, retail channel management and consumer shopping experience.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

### **Academic Level**

Undergraduate

## Online Programs

### **MKT229 - Principles of Integrated Marketing Communications**

#### **Description**

This course is designed to give students an understanding of advertising, public relations, corporate communications and sales promotions and the role that the media plays in integrated marketing communications strategies. This course focuses on the planning, research and creative skills needed to reach IMC objectives. Writing intensive course.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

#### **Academic Level**

Undergraduate

### **MKT230 - Retail Sales Promotion**

#### **Description**

This course focuses on sales promotion in the retail sector. The specific needs of retailers in the areas of advertising, visual merchandising, personal selling, and special events planning are among the topics addressed. The culminating project will be a sales promotion plan that will include a major special event. This project is designed to be flexible to support the range of retailing interests represented in the class.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 1 of the following:
    - MKT113 - Introduction to Marketing (3)
    - MKT205 - Applied Marketing Strategies (3)
  - Complete:
    - MKT222 - Principles of Retailing (3)

#### **Academic Level**

Undergraduate

### **MKT231 - Visual Merchandising**

#### **Description**

Retail marketing is a highly charged, highly competitive component of the marketing discipline. Consumers everywhere and of every age and economic category, are well informed by internet sources. Driven by access and awareness, they are looking to be courted and enticed to buy one merchant's goods over another. Visual merchandising is the art and business of creating such attraction, using merchandise that is color coordinated, accessorized, sparkling, exciting, and causing shoppers to stop, take a closer look, and buy. Visual merchandising is retail theater at its best, complete with costumes, props, and sets. Like all marketing, however, visual merchandising has a clear purpose - sales- and therefore is strategic in nature, a component of a larger marketing picture. This course addresses the creative and strategic nature of visual merchandising, connecting students with both the flair and fancy of visual merchandising and the nitty-gritty of strategic planning, and clarifying the connection between them.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **MKT265 - Social Media & Marketing Communications**

### **Description**

This course is designed to give students an understanding of the concepts involved in integrated marketing communication (IMC) which includes a focus on social media and the role they play in advertising, public relations, branding, and corporate communication strategies. This course focuses on the planning, research and creative skills needed to reach promotional objectives.

### **Credits**

3

### **Academic Level**

Undergraduate

## **MKT266 - Services Marketing**

### **Description**

Given the substantial shift in emphasis from a base in manufactured goods to a domestic economy based in services, as well as the interconnectedness of the global economy, comprehension of the service aspect of business is a necessity for every marketer, in every company, in every industry. Therefore, an understanding of the unique requirements of marketing services or service components has become a basic marketing skill. This course presents key concepts in the marketing of services through readings in current business publications and experiential opportunities. It addresses the global perspective of services, and both B2B and consumer service dimensions.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

### **Academic Level**

Undergraduate

## **MKT270 - Professional Selling**

### **Description**

Selling is a real life skill that everyone uses every day no matter what the profession. We sell our personal brand to employers; our ideas to family members, friends and co-workers; and as sales professionals, we sell products and services to consumers and business customers. In this course, students will gain foundational knowledge of the sales process, its relationship to marketing, and develop skills necessary to succeed in professional selling. Students will explore inside and outside sales in varying organizational environments. Through authentic scenarios, students will analyze customer needs to develop value-added relationships and generate revenue for an organization.

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **MKT311 - Mobile Marketing**

#### **Description**

Explore mobile marketing channels and gain exposure to the different mobile strategies companies are using. Analyze the different mobile channels available to companies and how companies are using mobile strategies as part of their marketing strategies.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MKT315 - SEO vs. SEM**

#### **Description**

Explore Search Engine Optimization (SEO) and Search Engine Marketing (SEM) strategies with a specific focus on understanding the difference between organic and paid leads and traffic. Gain familiarity with web analytics services such as Google Analytics.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MKT322 - International Retailing**

#### **Description**

This course compares and contrasts retail institutions in selected countries. Students examine the social, economic and political influences on the development of global retailers and consider how retailing trends spread from culture to culture. Students also examine the similarities and differences in merchandising, sales promotion, pricing, personal selling and electronic retailing policies of retailers around the globe.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT222 - Principles of Retailing (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **MKT326 - Global Consumer Culture**

### **Description**

Every day, everywhere in the world, people make decisions about what to wear and how to wear it. Daily dressing is about much more than clothing. It includes making choices of clothing, accessories and grooming. Its relationship to human nature is at once biological, social and aesthetic. As cultures and geography changes around the world, so too do the representations of that relationship become more diverse. Dressing thus represents a broad swath of widely differing actions and decisions. This course studies the way consumers worldwide choose their dress forms to represent who and what they are, and how they wish to express themselves those around them. It considers both commonalities and differences in global consumer cultures of dress.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

### **Academic Level**

Undergraduate

## **MKT335 - Digital Advertising**

### **Description**

Examine the digital advertising landscape with a focus on the different types of digital and online advertising, including search-advertising strategies, social media marketing, and inbound marketing.

### **Credits**

3

### **Academic Level**

Undergraduate

## **MKT337 - Marketing Research**

### **Description**

This course compares and contrasts secondary and primary research with emphasis on the latter. Students explore different types of primary research as well as the basic research methods. It focuses primarily on the survey.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - MKT113 - Introduction to Marketing (3)
    - MKT205 - Applied Marketing Strategies (3)
  - Complete:
    - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate



# Online Programs

## **MKT345 - Consumer Behavior**

### **Description**

This course explores the behavior that consumers display in searching, purchasing, using, evaluating and disposing of products.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

### **Academic Level**

Undergraduate

## **MKT355 - Social Media Marketing Strategy**

### **Description**

This course will develop the students' ability to effectively and successfully create, and implement a social media marketing campaign and evaluate as well as measure its success. Intensive skill building will be placed on creating, applying and integrating the appropriate social media tool that will enable marketers to build high-value relationships with their constituencies. The course will focus on key elements such as determining and matching social media tactics with the appropriate target market and developing strategies to engage those markets using relevant social media channels.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - COM311 - Social Media Strategy (3)
  - MKT229 - Principles of Integrated Marketing Communications (3)

### **Academic Level**

Undergraduate

## **MKT360 - Direct Marketing**

### **Description**

This course explores the directing of goods and services through the consumer or business-to-business marketing channels where the desired consumer resources may be direct orders, lead generation and/or traffic generation. This course focuses on such topics as mailing list development, relationship marketing, database management, the development of an effective sales message and selection of media. The use of catalogs, direct mail letters and brochures, telemarketing and electronic marketing as ways to reach the consumer will be explored.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

### **Academic Level**

Undergraduate

## Online Programs

### **MKT400 - Strategic Brand Management**

#### **Description**

Examine the importance of a company's brand with a focus on the approaches to building, maintaining, growing, and salvaging a brand.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MKT410 - Digital Analytics**

#### **Description**

Gain an overview of the different digital analytic tools being used by marketers to evaluate and measure their digital strategies. Focus on exploring online advertising metrics, social media analytics and other approaches to digital marketing measurement.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT315 - SEO vs. SEM (3)

#### **Academic Level**

Undergraduate

### **MKT432 - Strategic Marketing Planning (Capstone)**

#### **Description**

This is the capstone course of the undergraduate marketing curriculum. It focuses primarily on the decisions required of marketing executives as they seek to develop, implement and control integrated marketing programs. Students will be asked to apply their understanding of marketing principles covered in other marketing courses to solve specific company problems. Topics include a diversity of product, market and industry environments. Writing Intensive Course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT229 - Principles of Integrated Marketing Communications (3)
  - MKT337 - Marketing Research (3)
  - MKT400 - Strategic Brand Management (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **MKT433 - Multinational Marketing**

#### **Description**

This course explores the development of international marketing programs from the determination of objectives and methods of organization through the execution of research, advertising, distribution and production activities. Students examine the international similarities and differences in marketing functions as related to the cultural, economic, political, social and physical dimensions of the environment. Students also consider the changes in marketing systems and the adoption of marketing philosophies and practices to fill conditions in different countries.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 1 of the following:
    - MKT113 - Introduction to Marketing (3)
    - MKT205 - Applied Marketing Strategies (3)
  - 1 of the following:
    - INT113 - Introduction to International Business (3)
    - INT220 - Global Dimensions in Business (3)
  - Or Instructor Approval

#### **Academic Level**

Undergraduate

### **MKT442 - Retail Management**

#### **Description**

An advanced course that moves beyond the scope of MKT 222, this course is geared to the retailing major. Store operations, human relations, information technologies, shopping center management, merchandising policies and industry trend analysis are covered. Guest speakers and study tours to retail companies are included. Writing intensive course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT222 - Principles of Retailing (3)

#### **Academic Level**

Undergraduate

### **MKT455 - Social Media Campaign**

#### **Description**

This course will develop the students' ability to effectively and successfully create and implement a social media marketing campaign and evaluate as well as measure its success. Intensive skill building will be placed on creating, applying and integrating the appropriate social media tools to meet the marketing objectives of the organization. The course will focus on key elements such as, a) audience, b) campaign objectives, c) strategic plan, d) tactics, e) tools, and f) metrics to measure the campaign.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT355 - Social Media Marketing Strategy (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **MKT469 - Emerging Trends in Retailing (Capstone)**

### **Description**

This capstone course covers the emerging trends and issues that affect retail strategies, management and operations. Students will engage in collaborative research to explore those issues. Speakers and retail experts in the areas of Real Estate, Retail Site Location, Asset Protection, Legal Issues, Information Technology and Global Sourcing will address the class.

### **Credits**

3

### **Requisites**

- Complete:
  - MKT322 - International Retailing (3)

### **Academic Level**

Undergraduate

## **MKT490 - Marketing Internship**

### **Description**

The primary goal of the internship experience is to expose students to actual practices in the world of work outside of the classroom, to relate this experience to academic course work and to synthesize the two in a practical application of knowledge in an experiential setting. Secondly, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field and build references for future employment. Each intern will work in a career-related position during the academic term for which the student is enrolled for the internship - fall, spring or summer - completing a minimum of 150 hours on the job per 3 credits. Students can complete 0-15 hours of MKT 490 credit.

### **Credits**

0 - 15

### **Requisites**

- Complete all of the following
  - Senior Internship only
  - 15 credit(s).

### **Academic Level**

Undergraduate

## **MKT500 - Marketing Strategies**

### **Description**

This course is a study of the activity by which organizations discover consumer and other organizations' needs and wants, and then provide satisfaction through a mutually beneficial relationship. Students will explore the topics of selecting a target market, conducting marketing research, and designing product, price, promotional, and distribution strategies through the development of a marketing plan.

### **Credits**

3

### **Academic Level**

Graduate

# Online Programs

## **MKT555 - Social Media Marketing**

### **Description**

Explore possibilities and limitations of contemporary social media platforms and tools. Construct and evaluate social media content, its impact, and practical use in marketing context. Analyze general strategic uses of social media for advertising, marketing, public relations, journalism, and civic and political participation. Gain hands-on experience with several forms of the most current social media technology.

### **Credits**

3

### **Academic Level**

Graduate

## **MKT605 - Integrated Marketing Communications**

### **Description**

This course is concerned with the development, evaluation, and implementation of integrated marketing communication strategies in complex environments. The course deals primarily with an in-depth analysis of a variety of concepts, theories, facts and analytical procedures, techniques and models in topics that include various communication functions, media alternatives and the integrated marketing communication concept.

### **Credits**

3

### **Requisites**

- Complete:
  - MKT500 - Marketing Strategies (3)

### **Academic Level**

Graduate

## **MKT610 - Promotions Management**

### **Description**

This course addresses the specific activities involved in managing an advertising campaign, including research, media selection, copywriting, layouts and the role of ad agencies.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT500 - Marketing Strategies (3)
  - MBA560 - Marketing and Strategy (3)

### **Academic Level**

Graduate

## Online Programs

### **MKT618 - Marketing Analytics**

#### **Description**

This course will look at a number of quantitative tools and techniques and their application in a marketing context. The course will focus on understanding the relationship among marketing factors, variables, and the consumer. Students will learn how to analyze data in order to guide and support marketing related decisions.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MBA501 - Mathematics and Statistics for Business (3)
  - OL501 - Business Foundations (3)

#### **Academic Level**

Graduate

### **MKT620 - Consumer Behavior and Marketing**

#### **Description**

This course focuses on the market's consumer behavior by investigating its psychological, sociological, economic, and anthropological influences, both theoretical and research based. Designing effective marketing strategies will be explored using the knowledge of these influences.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MKT500 - Marketing Strategies (3)
  - MBA560 - Marketing and Strategy (3)

#### **Academic Level**

Graduate

### **MKT625 - Strategic Digital Marketing**

#### **Description**

Learners will explore platforms, players, and technology used in business models of digital marketing and analyze consumer behavior in online environments. By integrating theories of online campaign development and management with a hands-on approach to marketing automation and intelligence, learners will develop strategic digital marketing skills.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **MKT630 - Market Research**

#### **Description**

This course addresses the identification of the value of research and the problem to be resolved. Numerous mathematical analysis techniques and research design issues are incorporated.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QSO510 - Quantitative Analysis for Decision Making (3)
  - MKT500 - Marketing Strategies (3)

#### **Academic Level**

Graduate

### **MKT635 - Websites and Search Engine Marketing/ Search Engine Optimization**

#### **Description**

Differentiate between search engine marketing (SEM) and search engine optimization (SEO). Analyze the benefits and limitations of SEM and SEO strategies and explain how marketers can use these tools for effectively reaching customers. Employ SEO tactics to develop marketing initiatives and recommend SEM strategies to optimize campaign efforts.

#### **Credits**

3

#### **Academic Level**

Graduate

### **MKT645 - Online Marketing Channels**

#### **Description**

This course will expose students to online marketing channels, such as, social media platform and players, and measurement and analysis. Marketing channels such as internet display advertising, remarketing, email marketing, affiliate marketing, mobile marketing, video marketing, virtual worlds, gaming, and public relations will also be examined.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **MKT655 - Social Media Marketing Strategy**

#### **Description**

This course will develop the students' ability to effectively and successfully create, and implement a social media marketing campaign and evaluate as well as measure its success. Intensive skill building will be placed on creating, applying and integrating the appropriate social media tool that will enable marketers to build high-value relationships with their constituencies. The course will focus on key elements such as determining and matching social media tactics with the appropriate target market and developing strategies to engage those markets using relevant social media channels.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT555 - Social Media Marketing (3)

#### **Academic Level**

Graduate

### **MKT660 - Marketing Strategies for Not-For-Profit Organizations**

#### **Description**

Students in this course apply marketing concepts and practices to not-for-profit organizations. This course also explores sources of financial support and strategies for their development.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MKT500 - Marketing Strategies (3)

#### **Academic Level**

Graduate

### **MKT665 - Digital Story Telling and Branding**

#### **Description**

Explore marketing theories and application of digital storytelling for the purpose of engaging an organization's consumers and stakeholders. In addition, focus on digital branding through storytelling to differentiate an organization from competitors while conveying its purpose and mission. Gain hands-on experience in the strategic implementation of a brand narrative using various marketing approaches and analyses.

#### **Credits**

3

#### **Academic Level**

Graduate



# Online Programs

## **MKT666 - Social Media Marketing Campaigns**

### **Description**

This course will develop the student's ability to effectively and successfully create and implement a social media marketing campaign and evaluate as well as measure its success. Intensive skill building will be placed on creating, applying and integrating the appropriate social media tools to meet the marketing objectives of the organization. The course will focus on key elements such as a) audience, b) campaign objectives, c) strategic plan, d) tactics, e) tools, and f) metrics to measure the campaign.

### **Credits**

3

### **Requisites**

- Complete:
  - MKT655 - Social Media Marketing Strategy (3)

### **Academic Level**

Graduate

## **MKT668 - Services Marketing**

### **Description**

The world's economy is undergoing substantial change. Globally, many manufactured products have service components. Domestically, a shift in emphasis from a base in manufactured goods to an economy based in services is in progress. Whether a firm is marketing manufactured goods, services, or a combination, services marketing can provide a competitive advantage. Therefore, understanding the service aspect of business is a requirement for every marketer, in every company, in every industry. This course presents concepts, theories, models and measurements of services marketing using current literature in the field, cases and experiential opportunities. It stresses the global perspective and covers both B2B and consumer services.

### **Credits**

3

### **Academic Level**

Graduate

## **MKT675 - Ethical and Legal Issues in Marketing**

### **Description**

This course examines a range of ethical issues facing marketing managers as seen through the viewpoints of various comprehensive ethical theories. The goal is for students to develop their own ethical framework for making marketing decisions within the knowledge of the various ethical theories and U.S. marketing laws. Traditional topics such as ethics in marketing research, product liability, selling, advertising, and pricing are covered. Emerging ethical issues such as international marketing, competitive intelligence, socially controversial products, privacy, and corporate policies are also examined. However, topics may change to reflect current business concerns. The course is taught using a seminar format utilizing cases and readings.

### **Credits**

3

### **Requisites**

- Complete:
  - MKT500 - Marketing Strategies (3)

### **Academic Level**

Graduate

# Online Programs

## **MKT678 - Brand Management**

### **Description**

Strong brands are increasingly recognized as one of a company's most valuable assets. Brands create expectations in consumers, and by their nature implicate the company in delivering on those expectations. Therefore, the tasks of creating, building and managing brands are critical success factors for a firm. This course seeks to develop in students an understanding of the theories, models, and strategies that enable a firm to achieve its branding goals. Through a combination of text and current research publications, students will be exposed to current and emerging brand theories and models. By analyzing cases, and reading and reviewing current business literature, students will gain understanding into how those theories and models translate into strategies and implementations.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MKT500 - Marketing Strategies (3)
  - MBA560 - Marketing and Strategy (3)

### **Academic Level**

Graduate

## **MKT679 - Advanced Marketing Research and Analytics (Capstone)**

### **Description**

This course is the capstone for the Marketing Research and Analytics concentration. The course will use the background knowledge from the Marketing Analytics and Marketing Research courses to assess marketing strategies based upon the analysis and interpretation of consumer behavior data.

### **Credits**

3

### **Requisites**

- Complete:
  - MKT618 - Marketing Analytics (3)
  - MKT630 - Market Research (3)

### **Academic Level**

Graduate

## **MKT700 - Marketing Capstone**

### **Description**

This capstone course is the culminating experience for the M.S. in Marketing program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - MKT675 - Ethical and Legal Issues in Marketing (3)

### **Academic Level**

Graduate

## Online Programs

### **MKT710 - Marketing Internship**

#### **Description**

The primary goal of the internship experience is to expose graduate students to actual practices in the world of work outside of the classroom, to relate this experience to academic course work and to synthesize the two in a practical application of knowledge in an experiential setting. Secondly, internships offer the opportunity to develop crucial job searching skills, explore career interests, enhance your resume, make contacts in your chosen field and build references for future employment. Each intern will work in a career-related position during the academic term for which the student is enrolled for the internship - Term 1, Term 2, Term 3 or Term 4 - completing a minimum of 150 hours on the job per 3 credits.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 18 credit(s).
  - Earned a minimum cumulative GPA of 3
  - Grad Internship only
  - Instructor approval to register
  - CDC approval to register

#### **Academic Level**

Graduate

---

## Mathematics

### **MAT050 - Fundamentals of Algebra**

#### **Description**

This course includes a review of basic arithmetic and an introduction to elementary algebra. Topics may include: pre-algebra review; real numbers; algebraic expressions; linear equations/inequalities; quadratic equations; graphing; systems of equations; exponents, polynomials and rational expressions. (Credits awarded for this course are in addition to the 120-credit minimum graduation requirement.)

#### **Credits**

3

#### **Academic Level**

Developmental

### **MAT125 - Quantitative Reasoning & Problem Solving**

#### **Description**

This course focuses on the development of sound quantitative reasoning and problem solving skills, as applied to everyday situations. While this course will have computational elements, the focus is to be placed on conceptual understanding and creative problem solving through relevant applications. Problem solving strategies, inductive/deductive reasoning, analysis of quantitative information and arguments, and communication are the enduring threads.

#### **Additional Information**

The goal name associated with this course is Using Data to Inform Decisions

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **MAT130 - Applied Finite Mathematics**

#### **Description**

This course is designed to prepare students for other courses in the core curriculum and in their majors and to provide a basis for making decisions in life after graduation. Topics include mathematics of finance, probability and counting, descriptive statistics and basic linear regression. (Students who have successfully completed MAT 120 or MAT 150 may not register for MAT 130).

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MAT133 - Introduction to Statistical Analysis**

#### **Description**

Explore the concepts of probability and statistics using technology applications. Learn about statistical design and analysis using the theories of probability and the tools of descriptive statistics. Gain statistical analysis skills through the use of computer software.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MAT135 - The Heart of Mathematics**

#### **Description**

The Heart of Mathematics considers the history, mathematical beauty, and real world applications of a wide variety of topics. This discussion-based course encourages "out-of-the-box" thinking to explore the connections between mathematics and the world around us. Topics may include: patterns in nature, infinity, topology, geometry, networking, fractals, and chaos theory, among others.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **MAT136 - Introduction to Quantitative Analysis**

#### **Description**

Students will learn about simplification of algebraic expressions, techniques for solving equations and functions, and graphical and numerical summaries of data, and their authentic applications. Students will develop quantitative analysis skills in systems of linear equations, properties of functions and expressions, polynomials, and their representations.

#### **Additional Information**

The goal title associated with this course is Introduction to Quantitative Analysis

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **MAT140 - Precalculus**

### **Description**

This course emphasizes the algebra and concepts of functions. Students will learn the properties and graphing techniques for different types of functions including: linear, polynomial, rational, trigonometric, exponential, and logarithmic functions. Students will also learn to solve a variety of real world problems that rely on a number of different problem solving strategies and an understanding of these different types of functions. This course is intended for those students who wish to prepare for Calculus.

### **Credits**

3

### **Requisites**

- Complete 1 of the following
  - Complete:
    - MAT136 - Introduction to Quantitative Analysis (3)
  - Passing Math Alignment Score

### **Academic Level**

Undergraduate

## **MAT210 - Applied Calculus I**

### **Description**

This is an introductory course in single-variable calculus. Topics include limits, continuity, derivatives, differentiation, integration and the Fundamental Theorem of Calculus. Students will gain experience solving real-world problems involving calculus, including problems in business, economics, natural sciences and social sciences.

### **Credits**

3

### **Academic Level**

Undergraduate

## **MAT211 - Applied Calculus II**

### **Description**

This course is a continuation of MAT 210. Topics include integration by parts, functions of several variables, trigonometric functions, techniques of integration, differential equations, Taylor polynomials and infinite series. Students will learn applications in business, economics, natural sciences and social sciences. Students may not take both MAT 211 and MAT 275 for credit.

### **Credits**

3

### **Requisites**

- Complete 1 of the following
  - Complete all of the following
    - of the following:
      - MAT210 - Applied Calculus I (3)
      - MAT225 - Calculus I: Single-Variable Calculus (3)
    - Complete course with C or better grade.
  - AP Calculus with exam grade of 3 or better

### **Academic Level**

Undergraduate

## Online Programs

### **MAT223 - Applications of Calculus**

#### **Description**

Examine the applications of differential and integral calculus within the fields of STEM. Learn about limits, continuity, derivatives, differentiation, integration, and the Fundamental Theorem of Calculus. Develop in-depth knowledge of techniques of calculus used to solve application problems encountered in STEM studies.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MAT140 - Precalculus (3)

#### **Academic Level**

Undergraduate

### **MAT225 - Calculus I: Single-Variable Calculus**

#### **Description**

Calculus is the mathematical study of change that has widespread applications in science, engineering, economics and business. This course provides a rigorous introduction to single-variable calculus. Topics include limits, continuity, differentiation and integration of algebraic, trigonometric, exponential, and logarithmic functions, applications of derivatives, and integration, including the Fundamental Theorem of Calculus. This course will encourage students to think beyond memorizing formulas and to work towards understanding concepts.

#### **Credits**

3

#### **Requisites**

- Complete 1 of the following
  - Complete:
    - MAT140 - Precalculus (3)
  - Passing Math Alignment Score

#### **Academic Level**

Undergraduate

### **MAT230 - Discrete Mathematics**

#### **Description**

Discrete mathematics is the study of mathematical structures that are fundamentally discrete rather than continuous. That is, in contrast to the real numbers that vary continuously, the objects of study in discrete mathematics take on distinct, separated values. Topics include operations on sets, logic, truth tables, counting, relations and digraphs, functions, trees and graph theory. A significant goal of this course is to improve students' critical-thinking and problem-solving skills.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **MAT240 - Applied Statistics**

### **Description**

This is a fundamental course in the application of statistics. In this course, students will learn to apply statistical techniques to a variety of applications in business and the social sciences. Students will learn how to solve statistical problems by hand and through the use of computer software. Topics include probability distribution functions, sampling distributions, estimation, hypothesis testing and linear regression.

### **Additional Information**

The goal name associated with this course is Applied Statistics

### **Credits**

3

### **Academic Level**

Undergraduate

## **MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM)**

### **Description**

Students will examine STEM applications of statistical inferential techniques. Students will learn how to solve statistical problems using a scripting language. Additionally, students will learn how to apply various statistical techniques such as probability distributions, sampling distributions, estimation, hypothesis testing, and linear regression.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - MAT136 - Introduction to Quantitative Analysis (3)
  - 1 of the following:
    - IT140 - Introduction to Scripting (3)
    - CS200 - Computer Science's Role in Industry (3)

### **Academic Level**

Undergraduate

# Online Programs

## **MAT260 - Cryptology**

### **Description**

Cryptology is a mathematically rich subject that includes both cryptography - the science of making secret codes - and cryptanalysis - the science of breaking secret codes. Historically, cryptology has played a central role in military and government covert actions and modern-day data security. In this course, we develop a number of mathematical topics including modular arithmetic, statistics, probability, permutation functions, algorithms, binary numbers, base twenty-six, primes, factorization, the Euclidean algorithm, and Fermat's Little Theorem as they pertain to classical cryptographic techniques, symmetric computer-based cryptography, and public key cryptography. We also examine the historical backdrop of cryptology and examine legal issues concerning cryptology.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - MAT140 - Precalculus (3)
    - MAT210 - Applied Calculus I (3)
    - MAT225 - Calculus I: Single-Variable Calculus (3)
    - MAT230 - Discrete Mathematics (3)
  - NOTE: Students must earn a grade of C or better.

### **Academic Level**

Undergraduate

## **MAT275 - Calculus II: Integration & Series**

### **Description**

This course is a continuation of MAT 225 that deepens a student's understanding of single-variable calculus. Students will learn new techniques of integration, including substitution, integration by parts, partial fractions, and integration tables. This course will also extend a student's knowledge of addition. That is, students already know how to add two, three, or  $n$  numbers together but, in this course they will learn how to add an infinitely many numbers together. This will enable students to represent differentiable functions-including exponential, trigonometric and logarithmic functions-as functions that look like polynomials with infinitely many terms. In doing so, students will enhance their abilities to evaluate and estimate integrals. Finally, students will also learn about parametric curves and polar coordinates-both useful tools for describing the motion of moving objects such as projectiles, planets, or satellites-in order to apply single-variable calculus skills in additional settings. Students may not take both MAT 211 and MAT 275 for credit.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT225 - Calculus I: Single-Variable Calculus (3)

### **Academic Level**

Undergraduate



# Online Programs

## **MAT299 - Mathematical Proof and Problem Solving**

### **Description**

This course introduces students to the language and methods used to create and write mathematical proofs and solve problems. Methods of proof will include: direct, contrapositive, contradiction, and induction. Methods of problem solving will be based on Polya's four steps for problem solving. Students will learn about and utilize the many functions of proof including: verification, explanation, communication, discovery, justification, and inquiry. The course will also explore the relationship between problem solving and the process of proving. Students will explore fundamental abstract concepts in mathematics including: functions and relations, set theory, number theory, and logic.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT230 - Discrete Mathematics (3)

### **Academic Level**

Undergraduate

## **MAT300 - Applied Statistics II: Regression Analysis**

### **Description**

This is a second course in statistics that builds upon knowledge gained in an introduction to statistics course. Students will learn to build statistical models and implement regression analysis in real-world problems from engineering, sociology, psychology, science, and business. Topics include multiple regression models (including first-order, second-order and interaction models with quantitative and qualitative variables), regression pitfalls, and residual analysis. Students will gain experience not only in the mechanics of regression analysis (often by means of a statistical software package) but also in deciding on appropriate models, selecting inferential techniques to answer a particular question, interpreting results, and diagnosing problems.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MAT240 - Applied Statistics (3)
  - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### **Academic Level**

Undergraduate

## **MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM)**

### **Description**

In this course, students will build upon the knowledge and skill gained in Applied Statistics for STEM. Students will learn to build statistical models and implement regression models with a scripting language for various authentic STEM applications. In addition, students will learn to apply quantitative and qualitative models for making estimations and predictions. Students will also gain experience conducting regression diagnostics to validate models utilized for statistical analysis.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### **Academic Level**

Undergraduate

## Online Programs

### **MAT325 - Calculus III: Multivariable Calculus**

#### **Description**

Many real-world applications of calculus in science, engineering, economics, and business employ functions with many variables. This course extends the basic concepts of single-variable calculus developed in MAT 225 and MAT 275 to functions of several variables. Topics include vectors, the geometry of space, vector-valued functions, motion in space, partial derivatives and multiple integrals.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MAT275 - Calculus II: Integration & Series (3)

#### **Academic Level**

Undergraduate

### **MAT330 - Differential Equations**

#### **Description**

Differential equations are useful in modeling real-world phenomenon involving rates of change such as the spread of disease, the change in a population, the free fall of an object, and the decay of a radioactive substance. This is a first course in differential equations. Topics include solving first- and higher-order differential equations and modeling with first- and higher-order differential equations.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MAT211 - Applied Calculus II (3)
  - MAT275 - Calculus II: Integration & Series (3)

#### **Academic Level**

Undergraduate

### **MAT350 - Applied Linear Algebra**

#### **Description**

This is a first course in linear algebra and matrices. Topics include systems of linear equations, linear independence, matrices of linear transformations, matrix algebra, determinants, vector spaces, eigenvalues and eigenvectors. After mastering the basic concepts and skills, students will use their knowledge of linear algebra to model a selection of applied mathematics problems in business, science, computer science and economics.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MAT210 - Applied Calculus I (3)
  - MAT225 - Calculus I: Single-Variable Calculus (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **MAT375 - Mathematical Modeling**

### **Description**

This course introduces students to the art of mathematical modeling. Using a scenario-based approach, students will examine model construction, analysis, interpretation, and evaluation in a wide variety of contexts. Graphical, numerical, and symbolic techniques are employed to investigate real world data and phenomena.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT325 - Calculus III: Multivariable Calculus (3)
  - MAT330 - Differential Equations (3)
  - MAT350 - Applied Linear Algebra (3)

### **Academic Level**

Undergraduate

## **MAT410 - Operations Research**

### **Description**

This course introduces students to deterministic modeling in the field of operations research. Using a scenario-based approach, students will explore linear, integer, and nonlinear programming as applied to classical and contemporary optimization problems.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT375 - Mathematical Modeling (3)

### **Academic Level**

Undergraduate

## **MAT415 - Abstract Algebra**

### **Description**

Algebra is concerned with sets of objects and operations on these sets. This course will take students beyond the real number and polynomials to groups and other algebraic structures. In a modern, or abstract algebra course, one assumes a small number of basic properties as axioms and then proves many other properties from the axioms. This will assist the student in becoming more proficient at proof-writing.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT299 - Mathematical Proof and Problem Solving (3)

### **Academic Level**

Undergraduate

# Online Programs

## **MAT420 - Dynamical Modeling**

### **Description**

This course introduces students to dynamical models within the field of science. Linear and nonlinear models and systems are explored through the lens of classical and contemporary science applications. Emphasis is placed on stability, bifurcations, and linearization.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT375 - Mathematical Modeling (3)

### **Academic Level**

Undergraduate

## **MAT430 - Seminar in Applied Mathematics**

### **Description**

In this culminating course, students apply mathematical and/or statistical skills to a particular focus area by completing a research project in applied mathematics. The topic of the project is selected from a list of topics in the applied sciences (economics, engineering, physics, chemistry, biology, epidemiology, pharmacology, physiology, music, or the social sciences) or may be chosen by the student with instructor approval. Application of technology tools is required to model the problem, obtain quantitative results, and complete the project.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - MAT375 - Mathematical Modeling (3)
  - 1 of the following:
    - MAT300 - Applied Statistics II: Regression Analysis (3)
    - MAT303 - Applied Statistics II for Science, Technology, Engineering, and Mathematics (STEM) (3)
    - MAT410 - Operations Research (3)
    - MAT420 - Dynamical Modeling (3)

### **Academic Level**

Undergraduate

## **MAT450 - History of Math and Math Education**

### **Description**

This course will look at the historical development of the disciplines of mathematics and mathematics education. Within the discipline of mathematics we will examine the development of number and number systems, geometry and measurement, algebra, probability and statistics, calculus, and discrete mathematics. Within the discipline of mathematics education we will examine the development of learning theories, theories of teaching mathematics, research trends, and mathematics curriculum. Throughout this course students will study the history of mathematics and mathematics education through readings, case studies, and problem sets.

### **Credits**

3

### **Requisites**

- 60 credit(s).

### **Academic Level**

Undergraduate

# Online Programs

## **MAT470 - Real Analysis**

### **Description**

This course provides a theoretical foundation for single-variable calculus concepts. Topics include the structure of the real numbers, sequences, continuity, differentiation and Riemann integration. This course will be run as a seminar that emphasize problem solving, proof writing and orally defending proofs.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT299 - Mathematical Proof and Problem Solving (3)

### **Academic Level**

Undergraduate

---

## **Mental Health Counseling**

### **MHC500 - Professional Issues, Ethics, and Laws in Clinical Mental Health Counseling**

#### **Description**

Focus on the role of the counseling profession in the variety of mental health systems, including community, state, and federal agencies, hospitals, and private-practice. Explore HIPAA and related laws, informed consent policies, internal procedures, populations served, relevant laws and state statutes, funding, and ethical considerations counselors' role in the legal system, consultation, operationalizing of a practice, grants and program evaluations. Consider questions such as, 'where do I fit in the profession?' and 'how does the counseling profession impose structure on the mental health system?'.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COU650 - Diagnosis of Emotional and Mental Disorders (3)

#### **Academic Level**

Graduate

### **MHC610 - Treatment Planning in Clinical Mental Health Counseling**

#### **Description**

Integrate the content learned throughout the program regarding evaluation, assessment, and diagnosis so that it may be utilized in practicum. Develop treatment plans that include risk assessment, goal setting, and treatment intervention strategies. Communicate treatment plans to clients.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COU680 - Prevention and Intervention of Crisis and Trauma (3)

#### **Academic Level**

Graduate

## Online Programs

### **MHC670 - Clinical Mental Health Counseling Practicum**

#### **Description**

Integrate skills and knowledge by working with actual clients under the supervision of a licensed clinician. Meet weekly in a required synchronous small group session in a seminar-style course led by a faculty supervisor. A minimum of 100 hours at an approved counseling site is required. Demonstrate success in field experience through a satisfactory/unsatisfactory grade evaluation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - COU690 - Advanced Individual and Group Helping Skills and Techniques: Residency II (3)
  - MHC610 - Treatment Planning in Clinical Mental Health Counseling (3)

#### **Academic Level**

Graduate

### **MHC680 - Clinical Mental Health Counseling Internship**

#### **Description**

Integrate skills and knowledge by working with actual clients under the supervision of a licensed clinician. Meet weekly in a required synchronous group session in a seminar-style course led by a faculty supervisor. A minimum of 600 hours of total internship time split between Internship and Advanced Internship at an approved counseling site is required. Demonstrate success in field experience through a satisfactory/unsatisfactory grade evaluation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MHC670 - Clinical Mental Health Counseling Practicum (3)

#### **Academic Level**

Graduate

### **MHC690 - Advanced Internship in Clinical Mental Health Counseling**

#### **Description**

Integrate skills and knowledge by working with actual clients under the supervision of a licensed clinician. Meet weekly in a required synchronous group session in a seminar-style course led by a faculty supervisor. A minimum of 600 hours of total internship time split between Internship and Advanced Internship at an approved counseling site is required. Demonstrate mastery of program outcomes and success in field experience through a satisfactory/unsatisfactory grade evaluation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MHC680 - Clinical Mental Health Counseling Internship (3)

#### **Academic Level**

Graduate

## Online Programs

### **MHC695 - Advanced Internship in Clinical Mental Health Counseling II**

#### **Description**

Integrate skills and knowledge by working with actual clients under the supervision of a licensed clinician. Meet weekly in a required synchronous group session in a seminar-style course led by a faculty supervisor. A minimum variable number of hours based on state and program requirements at an approved counseling site is required. Demonstrate success in field experience through a satisfactory/unsatisfactory grade evaluation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MHC690 - Advanced Internship in Clinical Mental Health Counseling (3)

#### **Academic Level**

Graduate

---

## Music

### **MUS223 - Appreciation and History of Music**

#### **Description**

This course introduces students to the scope and history of Western art music, with emphasis on music of the Baroque, Classical, Romantic and Modern periods. It provides vocabulary, concepts and aural skills that allow listeners to hear with greater discernment and appreciation. Topics include composers, styles, instrumentation, form, texture and cultural contexts.

#### **Credits**

3

#### **Academic Level**

Undergraduate

---

## Nursing

### **NUR300 - Scholarly Inquiry**

#### **Description**

This course is designed to introduce the licensed registered nurse to the role of the bachelor's prepared nurse in complex health care setting. The Transformational model of learning will be the foundation to develop scholarly inquiry in order to improve practice. Skill development in critical reflection, assessing evidence, professional writing, study habits, and work-life balance will be essential for success. The goal is to provide a knowledge base in nursing theory to improve nursing practice. The role of the Bachelor's prepared nurse as a patient advocate, clinical expert and a leader in evidence-based practice and transformation of health care will be emphasized. The course will discuss the capstone course and development of a project.

#### **Credits**

3

#### **Requisites**

- Must be enrolled in Nursing program

#### **Academic Level**

Undergraduate

## Online Programs

### **NUR305 - Information Management and Patient Care Technologies**

#### **Description**

This course explores patient care technologies, information systems, telecommunication technologies, and communication devices that support safe nursing practice. Topics covered include standardized terminology; electronic health record, patient portal, meaningful use, and pay for performance; data integrity, abstraction and mining; use of clinical decision support tools to promote patient safety, and ethical and legal issues related to information technology.

#### **Credits**

3

#### **Requisites**

- Must be enrolled in Nursing program

#### **Academic Level**

Undergraduate

### **NUR315 - Pathophysiology for Nurses**

#### **Description**

This course introduces the student to common health problems in individuals. Adult conditions will be reviewed. Cellular disruptions resulting from environmental, genetic, and stress conditions will be analyzed. The understanding of nursing process to assess, diagnose, plan and implement treatments for disease processes will serve as the foundation for decision-making and management. Diagnostic evaluations and holistic management of selected disease processes will be explored.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - BIO205 - Human Anatomy and Physiology I (3)
    - BIO211 - Human Anatomy and Physiology II (3)
    - BIO212 - Microbiology (3)
  - Placement in BSNII

#### **Academic Level**

Undergraduate



## Online Programs

### **NUR325 - Patient Assessment and Health Literacy**

#### **Description**

The student will analyze health assessment methods and communication strategies for diverse populations across the continuum of care in this course. An overview of assessment techniques and patient education will be explored in order to support informed health care decisions. Development of interpersonal effectiveness and cultural competence will be the focus of competency for the student. The goal of health literacy will be to develop verbal and written communication strategies that nurses can use to effectively meet the individualized needs of the patient to promote health and address illness. The student will review standards of care and regulations which oversee the provision of safe and effective care. This three-credit hour course will include 45 hours of practical application of the knowledge, skills, and attitudes acquired in the course.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Must be enrolled in Nursing Program
  - Complete:
    - NUR315 - Pathophysiology for Nurses (3)

#### **Academic Level**

Undergraduate

### **NUR350 - Community and Population Health**

#### **Description**

In this course, the student will develop the ability to assess, analyze, and recommend change for health issues for groups and in communities. Topics will include local and regional conditions that affect vulnerable populations through the lifespan. Case management and care coordination will be discussed. Application of community health principles will be the foundation for recommending interventions. The prevention will include diverse, environmental disease treatments and healthcare policy strategies. This three credit hour course will include 45 hours of practical application of the knowledge, skills, and attitudes acquired in the course.

#### **Additional Information**

The goal name associated with this course is Community Health

#### **Credits**

3

#### **Requisites**

- Must be enrolled in a Nursing program

#### **Academic Level**

Undergraduate

## Online Programs

### **NUR350AP - Community and Population Health AP**

#### **Description**

In this course, the student develops the ability to assess, analyze, and recommend change for health issues encountered in groups and communities. Topics include local, regional, and global conditions affecting vulnerable populations throughout the lifespan. Application of community health principles are the foundation for recommending interventions. Diverse environmental, disease treatments, and health care policy strategies are the goal for prevention. Focus is on the leadership role of the nurse in collaborating to improve and promote health. Students are expected to demonstrate competency in one Master's level program outcome. This course includes 45 hours of practical application of knowledge, skills, and attitudes required of the baccalaureate-prepared nurse.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Placement in BSN, or BSNII
  - Advanced Pathway Student

#### **Academic Level**

Undergraduate

### **NUR400 - Systems Leadership for Continuous Quality**

#### **Description**

This course will explore organizational and systems leadership within the complex clinical microsystems to promote high quality patient care utilizing the knowledge, skills and attitudes to promote care coordination, negotiation, change management, team building and collaboration within the interdisciplinary team. Topics will include quality improvement and safety concepts using structure, process and outcome measures, and performance improvement methodologies to promote quality outcomes for diverse populations. This three credit hour course will include 45 hours of practical application of knowledge, skills, and attitudes.

#### **Credits**

3

#### **Requisites**

- Must be enrolled in Nursing program

#### **Academic Level**

Undergraduate

### **NUR440 - Research & Evidence-Based Practice**

#### **Description**

Undergraduate students will be introduced to theory-guided and evidence-based nursing practice. Students will acquire the skills to become proficient consumers of nursing research. Focus is placed on understanding established research methodologies, ways of knowing in nursing, and developing the knowledge, attitudes, skills, and behaviors to retrieve and critique published studies for application to evidence-based nursing practice. This three credit course will include 45 hours of practical application of knowledge, skills, and attitudes required of the baccalaureate-prepared nurse.

#### **Credits**

3

#### **Requisites**

- Must be enrolled in Nursing program

#### **Academic Level**

Undergraduate

# Online Programs

## **NUR490 - Transformational Capstone**

### **Description**

The Transformational Capstone course will utilize a seminar process, portfolio development, and final project to illustrate achievement of all program outcomes. In keeping with the Transformational Learning Theory, the summative activities will provide evidence of the student's progression to a baccalaureate-professional nurse. This three credit hour course will include 90 hours of practicum experience to demonstrate synthesis of the knowledge, skills, and attitudes acquired in the program.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Must be enrolled in a Nursing Program
  - 111 credit(s).

### **Academic Level**

Undergraduate

## **NUR502 - Teaching and Learning in Nursing**

### **Description**

This course covers instructional frameworks, learning environments, and classroom and student management and motivation techniques. Learners explore theories associated with optimizing the teaching experience and student outcomes and gain an understanding of the teaching, learning, communication, and motivation strategies used for specific learning situations and student populations. Learners identify various learning barriers and formulate appropriate teaching strategies to address them, including acknowledging and using emotional intelligence. As part of this course, learners are required to teach in an online course room. Must be enrolled in MSN program.

### **Credits**

3

### **Requisites**

- Placement in MSN, MSN.CNL, MSN.NED, or MSN.PSQ

### **Academic Level**

Graduate

## **NUR506 - Evidence-Based Practice**

### **Description**

Graduate nursing students build upon previous learning of nursing research and evidence-based practice in order to become proficient in critiquing, generating, translating research evidence into practice, and disseminating results to advance nursing knowledge. Emphasis is placed on identifying a researchable practice question, analysis of research findings for evidence-based practice, and ethical issues in nursing research. Students demonstrate proficiency in selection of methodologies which may be used to generate research evidence for practice.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - NUR515 - Advanced Nursing Concepts (3)
  - 1 of the following:
    - IHP525 - Biostatistics (3)
    - MBA501 - Mathematics and Statistics for Business (3)

### **Academic Level**

Graduate

# Online Programs

## **NUR507 - Transition to Graduate Nursing Practice**

### **Description**

This course is designed to assist the registered nurse with a BSN degree to transition to graduate study in order to maximize their performance and opportunities for success. The course will cover such topics as the standards for scholarly writing, using evidence, study habits, and managing a graduate-level workload. The role of the Master's-prepared nurse as a clinical scholar, clinical expert and as leader in evidence-based practice and transformation of health care will be emphasized. The course will introduce the final capstone course and the development of a professional portfolio.

### **Credits**

3

### **Requisites**

- Must be enrolled in Nursing program

### **Academic Level**

Graduate

## **NUR515 - Advanced Nursing Concepts**

### **Description**

In this course, students will analyze the history and evolution of nursing conceptual models and theories. Students examine the linkages between empirical, aesthetic, ethical, personal, and sociopolitical patterns of knowing with the conceptual models and paradigms of nursing. Students will explore the components of conceptual-theoretical-empirical structures for theory-generating, theory-testing research, and application to practice. Students who successfully complete the course (B- or better, course work & projects) will receive 45 indirect practice hours.

### **Credits**

3

### **Requisites**

- Complete:
  - NUR507 - Transition to Graduate Nursing Practice (3)

### **Academic Level**

Graduate

## **NUR530 - Systems Leadership and Collaborative Practice**

### **Description**

This course provides students with the strategies and tools necessary for leadership roles in systems management and inter-professional practice. Ethical leadership concepts, analysis of diverse organizational systems across the healthcare continuum, change agency and communication skills are emphasized in the processes of coalition building, negotiating conflict, workforce planning and inter-professional team relationship building to produce quality patient outcomes. The course will enhance student ability to think systematically and develop comprehensive understanding of core competencies required to initiate and sustain change in organizations.

### **Credits**

3

### **Requisites**

- Must be enrolled in Nursing Program

### **Academic Level**

Graduate

## Online Programs

### **NUR540 - Advanced Pathophysiology Across the Life Span**

#### **Description**

Analyze the relationships between normal physiology and specific system alterations produced by injury and disease to foster clinical reasoning skills. Determine the developmental, genetic, environmental influences, and clinical manifestations of major health problems across the lifespan with a focus on etiology and pathogenesis. Utilize the nursing process as the foundation for decision-making and holistic management.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - BIO205 - Human Anatomy and Physiology I (3)
    - BIO211 - Human Anatomy and Physiology II (3)
    - BIO212 - Microbiology (3)
  - Earned a minimum cumulative GPA of 3.5
  - Requires dean approval.

#### **Academic Level**

Graduate

### **NUR545 - Advanced Health and Literacy Assessment**

#### **Description**

Build on knowledge of pathophysiology and clinical experience to master health assessment skills and communication strategies. Conduct comprehensive, evidence-based health assessments encompassing environmental, genetic, multicultural, ethnic, and socioeconomic factors. Explore ways of adapting their communication style to meet the specific needs of their clients. Examine the physical and mental health exam and formulate plans to ensure effective patient-centered care, including assessing health literacy when conducting care and education. Utilize simulations to practice knowledge and skill acquisition (additional costs for practice simulation software may occur).

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - NUR540 - Advanced Pathophysiology Across the Life Span (3)
  - Earned a minimum cumulative GPA of 3.5
  - Requires dean approval.

#### **Academic Level**

Graduate

### **NUR601 - Advanced Pathophysiology**

#### **Description**

Students build upon prior knowledge of physiology and pathophysiological processes to acquire advanced knowledge of the relationships between normal physiology and specific system alterations produced by injury and disease to foster clinical reasoning skills. Focus is placed on etiology, pathogenesis, developmental, genetic, environmental influences, and clinical manifestations of major health problems across the lifespan.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **NUR602 - Advanced Pharmacology Across the Life Span**

#### **Description**

Content focuses on current concepts in the pharmacologic therapies of common health care problems seen in primary and acute care health care. Basic pathophysiology, clinical pharmacology, modes of therapy, and monitoring parameters are explored. Diagnosis and management of health care problems and their treatment regimens are discussed. Case studies are utilized to clarify, reinforce, and correlate therapeutics with specific health care problems.

#### **Credits**

3

#### **Requisites**

- Complete:
  - NUR601 - Advanced Pathophysiology (3)

#### **Academic Level**

Graduate

### **NUR603 - Epidemiology**

#### **Description**

This course provides an in-depth exploration of the concepts and methods of epidemiological research. Students will critique the principles of epidemiology with an emphasis on health promotion and disease prevention research. Epidemiologic concepts, bio-statistical principles and research design strategies are emphasized. Students will critique current epidemiologic study designs and develop an epidemiologic proposal with implications for health promotion.

#### **Credits**

3

#### **Academic Level**

Graduate

### **NUR606 - Communications and Collaboration**

#### **Description**

This course introduces advanced communication strategies for patient safety success in the current healthcare environment. Course topics include: enhanced communication skills, individual and group design/presentation techniques, hand-off, chain of command, critical thinking strategies and skills, stress and time management, group process and group dynamics. This course challenges the students to use creative and critical thinking to become a creative patient safety/problem-solver and leader working within a complex healthcare environment.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **NUR607 - Advanced Health Assessment**

#### **Description**

In this course, students will build on previous clinical experience, as well as undergraduate course work to master health assessment skills and communication strategies. Students conduct comprehensive, evidence-based health assessments encompassing environmental, genetic, multicultural, ethnic, and socioeconomic factors. Students also explore ways of adapting their communication style to meet the specific needs of their audience. The course also focuses on mastering the physical and mental health exam and formulating plans to ensure effective patient-centered care. Periodic hands on simulation assignments will be utilized formatively to practice knowledge and skill acquisition. \*This course may incur additional costs for practice simulation software.

#### **Credits**

3

#### **Requisites**

- Complete:
  - NUR601 - Advanced Pathophysiology (3)

#### **Academic Level**

Graduate

### **NUR635 - Teaching and Learning for Nurse Educator**

#### **Description**

This course explores the process of teaching and learning in nursing education. Nurse educator roles and expectations are examined. Theories and philosophies of learning and different types of teaching strategies are evaluated for their application in a variety of nursing education settings and levels of education, and for their impact on diverse learners. Emphasis is placed on who the learner is and how they learn, who the faculty is and what the faculty role entails, and the use of appropriate evidence-based teaching strategies.

#### **Credits**

3

#### **Requisites**

- Placement in MSN, MSN.CNL, MSN.NED, or MSN.PSQ

#### **Academic Level**

Graduate

### **NUR640 - Assessment and Evaluation in Nursing Education**

#### **Description**

This course examines basic principles of assessment and evaluation of learning in academic, online, and clinical settings. Students will explore content about assessment versus evaluation; formative and summative assessments; test development, item analysis, developing and using grading rubrics; standardized testing in nursing - ATI, HESI, NCLEX - and evaluation of clinical performance. The course also explores legal and ethical issues related to evaluation and grading. Students who successfully complete the course (B- or better, course work & projects) will receive 45 indirect practice hours.

#### **Credits**

3

#### **Requisites**

- Complete:
  - IHP525 - Biostatistics (3)
  - NUR635 - Teaching and Learning for Nurse Educator (3)

#### **Academic Level**

Graduate

## Online Programs

### **NUR645 - Curriculum Design in Nursing**

#### **Description**

Explore strategies for the development of curricula in nursing education. Learn how to synthesize evidence from the science of nursing education with nursing professional standards and institutional missions and philosophies in developing nursing curricula. Students gain a comprehensive view of the nurse educator's responsibility in curriculum development, evaluation, and revision.

#### **Credits**

3

#### **Requisites**

- Complete:
  - NUR635 - Teaching and Learning for Nurse Educator (3)
  - NUR640 - Assessment and Evaluation in Nursing Education (3)

#### **Academic Level**

Graduate

### **NUR650 - Care Coordination and Outcomes Management**

#### **Description**

This course is designed to prepare CNL students to lead and collaborate with members of the healthcare team to deliver high quality, coordinated care to diverse populations of patients as they transition through a variety of healthcare settings. The course will focus on the relationship between care coordination, the patient experience, and the national quality outcomes that hospitals and nursing professionals should be meeting. Students will explore concepts related to transition management, team-based care, and quality improvement measures across healthcare settings, with care coordination as a central element of the patient-centered experience.

#### **Credits**

3

#### **Academic Level**

Graduate

### **NUR680 - Nursing Capstone Seminar**

#### **Description**

Students critical analyze proposals for healthcare quality and safety plans, or clinical problems as developed by student participants.

#### **Credits**

3

#### **Requisites**

- 30 credit(s).

#### **Academic Level**

Graduate



## Online Programs

### **NUR681 - Nursing Capstone Project**

#### **Description**

Students design and analyze a healthcare issue, proposal of policy options, recommendations for action or an evaluation strategy for a selected healthcare setting. Students are evaluated according to criteria, negotiated in advance, that demonstrate current industry best practices.

#### **Credits**

3

#### **Requisites**

- 33 credit(s).

#### **Academic Level**

Graduate

### **NUR682 - Generalist Nursing Capstone**

#### **Description**

Explore the MSN/Generalist role with an authentic demonstration of program outcomes and competencies. Students synthesize prior learning to implement a scholarly project to facilitate change in a healthcare setting of their choice. Analysis of the project's results and dissemination of findings in a comprehensive written summary and presentation complete the successful achievement of program outcomes.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - NUR607 - Advanced Health Assessment (3)
  - 1 of the following:
    - NUR530 - Systems Leadership and Collaborative Practice (3)
    - IHP505 - Leadership in Clinical Microsystems (3)
  - 36 credit(s).

#### **Academic Level**

Graduate

### **NUR683 - Patient Safety and Quality Capstone**

#### **Description**

Explore the MSN/Patient Safety & Quality role with an authentic demonstration of program outcomes and competencies. Students synthesize prior learning to implement a scholarly project to facilitate change in a healthcare setting of their choice. Analysis of the project's results and dissemination of findings in a comprehensive written summary and presentation complete the successful achievement of program outcomes.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 36 credit(s).
  - Complete:
    - IHP645 - Regulatory Compliance, Accreditation and Promoting a Patient Safety Culture (3)
    - IHP670 - Program Design, Planning and Evaluation (3)

#### **Academic Level**

Graduate

## Online Programs

### **NUR684 - Clinical Nurse Leader Capstone**

#### **Description**

Observe and explore the Clinical Nurse Leader (CNL) role under the guidance of a CNL preceptor during a 300 hour clinical immersion experience. Synthesize prior learning by implementing a scholarly project developed during your program of study. Students gain practical experience with a focus on an authentic demonstration of the CNL role and the AACN Clinical Nurse Leader certification exam competencies.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 33 credit(s).
  - Complete:
    - NUR607 - Advanced Health Assessment (3)
    - NUR650 - Care Coordination and Outcomes Management (3)

#### **Academic Level**

Graduate

### **NUR685 - Nurse Educator Capstone**

#### **Description**

Observe and explore the Nurse Educator role under the guidance of an experienced nurse educator preceptor during a 120 hour teaching immersion experience. Synthesize prior learning by implementing a scholarly project developed during your program of study. Students gain practical experience with a focus on an authentic demonstration of the nurse educator role and the NLN Certified Nurse Educator exam competencies.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 33 credit(s).
  - Complete:
    - NUR645 - Curriculum Design in Nursing (3)

#### **Academic Level**

Graduate

---

## Organizational Leadership

### **OL110 - Introduction to Business**

#### **Description**

This course introduces basic business functions and how businesses are owned, managed and controlled. Elements of a business are integrated to reflect how each interacts with the other to provide the concept of a systems background. A broad background in business practices, principles and economic concepts is discussed and provides the basis for use in more advanced courses. This course includes an introduction to international business.

#### **Additional Information**

The goal name associated with this course is Business Essentials. This course is currently available for direct assessment programs only.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **OL125 - Human Relations in Administration**

### **Description**

The human relations skills that managers need to develop interaction skills that contribute directly to effective human resource management and the development of higher productivity are studied. Skill areas include leadership, motivation, communications, group dynamics, organizational development, management by objectives, and stress and time management. Students learn techniques for becoming more effective managers, subordinates, peers and persons. Students are introduced to the international aspects of human relations.

### **Credits**

3

### **Academic Level**

Undergraduate

## **OL211 - Human Resource Management**

### **Description**

This course examines the fundamentals of policies and administration. Major tasks of procedures and developing, maintaining and utilizing an effective team are studied. Students are introduced to international human resource management.

### **Additional Information**

The goal name associated with this course is Human Resource Management

### **Credits**

3

### **Academic Level**

Undergraduate

## **OL215 - Principles of Management**

### **Description**

This course is designed to examine the fundamentals and principles of management in order to develop an understanding of management in any formal organization. Special attention is paid to planning and decision-making. International management is also covered. Writing Intensive Course.

### **Additional Information**

The goal name associated with this course is Foundations of Management

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - ENG122 - English Composition I (3)
  - 1 of the following:
    - BUS210 - Managing and Leading in Business (3)
    - OL125 - Human Relations in Administration (3)

### **Academic Level**

Undergraduate

# Online Programs

## **OL265 - Introduction to Managing Not-For-Profit Organizations**

### **Description**

This introduction course will examine the theory and practice of leadership and decision-making in the nonprofit sector. Students will be exposed to core classic and contemporary theories on leadership, management, governance and organizational effectiveness of nonprofit organizations.

### **Credits**

3

### **Academic Level**

Undergraduate

## **OL301 - Real Estate**

### **Description**

This comprehensive real estate course deals with all the aspects of real estate necessary to operate as a real estate salesperson or broker.

### **Credits**

3

### **Academic Level**

Undergraduate

## **OL317 - Small Business Management**

### **Description**

The problems involved in starting and operating a successful small business, selecting the location, determining how to borrow money, budgeting and credit are discussed. Junior standing or permission of instructor.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - ACC202 - Managerial Accounting (3)
    - OL215 - Principles of Management (3)
  - 1 of the following:
    - MKT113 - Introduction to Marketing (3)
    - MKT205 - Applied Marketing Strategies (3)
  - 60 credit(s).

### **Academic Level**

Undergraduate

## Online Programs

### **OL318 - Employee and Labor Relations**

#### **Description**

This course examines employee-management relationships in both the union and non-union environments with an emphasis on best practices. Junior standing or permission of instructor.

#### **Credits**

3

#### **Requisites**

- 60 credit(s).

#### **Academic Level**

Undergraduate

### **OL320 - Entrepreneurship**

#### **Description**

This course focuses on the factors that contribute to the personal success of entrepreneurs and affect successful entrepreneurship. Entrepreneurship is also studied. Case studies, contemporary readings and simulations are used. International considerations are included.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **OL321 - Business Plan Preparation**

#### **Description**

Students will prepare, either individually or in teams, a comprehensive business plan for a new venture. Junior standing or permission of instructor.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 1 of the following:
    - MKT113 - Introduction to Marketing (3)
    - MKT205 - Applied Marketing Strategies (3)
  - Complete:
    - ACC202 - Managerial Accounting (3)
    - OL215 - Principles of Management (3)
    - OL320 - Entrepreneurship (3)
  - 60 credit(s).

#### **Academic Level**

Undergraduate

# Online Programs

## **OL322 - Managing Organizational Change**

### **Description**

This course focuses on the effective management of human resources during the process of change. It emphasizes change management as a tool for survival, growth, increased productivity and conflict management in the complex and volatile business environment of today and the future. Change in an international environment also is discussed. Team intensive course.

### **Additional Information**

The goal name associated with this course is Change Management

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - OL215 - Principles of Management (3)
  - 60 credit(s).

### **Academic Level**

Undergraduate

## **OL324 - Managing Quality**

### **Description**

Students study total quality management (TQM), which is crucial to efficient resource allocation and effective human resource management. Major factors affecting quality and strategies for effective total quality management are covered through the use of contemporary texts, reading, cases, exercises and simulations. International considerations also are studied. Team intensive course.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - BUS210 - Managing and Leading in Business (3)
  - OL125 - Human Relations in Administration (3)

### **Academic Level**

Undergraduate

# Online Programs

## **OL325 - Total Rewards**

### **Description**

This course covers the development and administration of compensation and benefit programs for organizations. Wage theory, principles and practices, unemployment security, worker income security, group insurance, and disability and pension plans are investigated. Emphasis is placed on objectives, policies, organization, implementation and revision of compensation and benefit systems.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - OL211 - Human Resource Management (3)
  - 60 credit(s).

### **Academic Level**

Undergraduate

## **OL326 - Social Environment of Business**

### **Description**

This course examines the interrelationships among business, government and society and how these relationships evolve over time and shape our world. Through the use of readings, cases, and class discussions, students will examine a variety of important topics impacting the global business environment, including business power, corporate social responsibility, business ethics, regulation, multinational corporations, globalization, pollution and environmental quality. A key focus is on the historical origins of the tensions amongst wealth, virtue, and business and society in developed and developing nations and economies.

### **Credits**

3

### **Academic Level**

Undergraduate

## **OL328 - Leadership**

### **Description**

This course examines leadership as an inter-personal and intra-organizational phenomenon with an emphasis on student leadership development. It includes leadership assessment, leadership development, the leadership process, the contagious nature of leadership, leadership and productivity, motivation, and effective leadership styles and theories. An international perspective is included. Current readings, research, simulations and exercises are used. Team intensive course.

### **Additional Information**

The goal name associated with this course is Healthcare Leadership

### **Credits**

3

### **Requisites**

- 1 of the following:
  - BUS210 - Managing and Leading in Business (3)
  - OL125 - Human Relations in Administration (3)

### **Academic Level**

Undergraduate

# Online Programs

## **OL330 - Grant Writing**

### **Description**

The ability to secure funding through grant writing is essential for nonprofit organizations. This course covers strategy for aligning the needs of the nonprofit organization to available funding sources. Additionally, the course reviews how to identify a need for funding, source grant opportunities, mutual benefits between a nonprofit and a funder's mission, and the grant writing process.

### **Credits**

3

### **Academic Level**

Undergraduate

## **OL342 - Organizational Behavior**

### **Description**

This course focuses on the primary factors that influence behavior in organizations. Emphasis is placed on leadership, group dynamics, inter- group dynamics, organizational structure and design, change, culture, power and politics, environment and technology and organizational behavior in an international context. Offered every year. Writing and team intensive course. Junior standing or permission of instructor.

### **Additional Information**

The goal name associated with this course is Organizational Behavior

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - BUS210 - Managing and Leading in Business (3)
    - OL125 - Human Relations in Administration (3)
  - 60 credit(s).

### **Academic Level**

Undergraduate

## **OL421 - Strategic Management and Policy (Capstone)**

### **Description**

Business School Capstone Course. This interdisciplinary approach to the study of the process of strategic management includes strategic analysis planning, implementation, evaluation and control from the perspective of top management in profit-making U.S. and international corporations, and public and non-profit organizations. Text and case studies are used extensively. Writing and team intensive course. Experience with Microsoft Office or equivalent is required.

### **Additional Information**

The goal name associated with this course is Strategic Organizational Alignment

### **Credits**

3

### **Requisites**

- 111 credit(s).

### **Academic Level**

Undergraduate



# Online Programs

## **OL442 - Human Resource Strategy and Development**

### **Description**

This course provides an in-depth examination of human resource strategy and development. Students will gain an understanding of the importance of sound HR practices and the integral role they play in achieving organizational success. Students will examine the environment of HR management; the challenges of staffing organizations, locally and internationally; the relationship of a learning organization to training and development; the role compensation and benefit strategies play in motivating the developing employee; and the concerns and issues related to employee and labor relations. Senior standing or permission of instructor.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 90 credit(s).
  - Complete:
    - OL211 - Human Resource Management (3)
  - 1 of the following:
    - OL325 - Total Rewards (3)
    - OL318 - Employee and Labor Relations (3)

### **Academic Level**

Undergraduate

## **OL445 - Nonprofit Management Seminar**

### **Description**

The nonprofit management seminar provides students with an opportunity to apply knowledge toward identifying solutions and strategies for addressing challenges facing nonprofit leaders. Students will assume a leadership role of a nonprofit organization in a simulated experiential environment.

### **Credits**

3

### **Requisites**

- Complete:
  - OL265 - Introduction to Managing Not-For-Profit Organizations (3)
  - OL330 - Grant Writing (3)

### **Academic Level**

Undergraduate

## **OL500 - Human Behavior in Organizations**

### **Description**

This course is a study of individuals and groups and their interaction. Students examine theories of motivation, communication, leadership, power and change with practical relation to contemporary issues. They also study organizations for key design variables and reward systems aimed at improved performance and organizational efficiency through employee motivational programs, participative management and cooperative decision making.

### **Credits**

3

### **Academic Level**

Graduate

# Online Programs

## **OL501 - Business Foundations**

### **Description**

This course is a foundational survey of the principles, vocabularies, and mechanics of how business firms function. The course is designed to give students with little or no business background the exposure and acumen necessary for advanced coursework in business-related topics and to appreciate the complex interactions of markets and firms. Financial aspects of business including the accounting system, financial statements, and financial reporting are covered in addition to the major macro- and micro-economic theories and market concepts that influence business.

### **Credits**

3

### **Requisites**

- Placement in MS.CSE, MS.DSC, MS.HRM, MS.IT, MS.MAN, MS.MAR, MS.OL, or MS.SAD

### **Academic Level**

Graduate

## **OL600 - Strategic Human Resource Management**

### **Description**

Examine key regulatory procedures and human resource requirements as they relate to applications in organizations. Analyze the strategic role of the human resource manager in performing functions of recruitment, hiring, training, career development and other contemporary processes within the organizational setting. Study concepts aligned with the Society for Human Resource Management (SHRM) Body of Competency and Knowledge (BoCK).

### **Credits**

3

### **Academic Level**

Graduate

## **OL610 - Employee and Labor Relations**

### **Description**

This is a study of public and private labor relations and methods of dispute resolution that stresses labor agreement administration, grievance procedures and arbitration. It includes the examination of the history of union-management relations, bargaining and negotiation strategies. The limitations of the use of power also are studied.

### **Credits**

3

### **Requisites**

- Complete:
  - OL500 - Human Behavior in Organizations (3)
  - OL600 - Strategic Human Resource Management (3)

### **Academic Level**

Graduate

# Online Programs

## **OL620 - Total Rewards**

### **Description**

This course examines the compensation and benefits functions within the organizational structure and ways they impact the management function. Topics include job analysis, surveys, wage scales, incentives, benefits, HRIS systems and pay delivery administration. Students design a compensation and benefits program as a course outcome.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - OL500 - Human Behavior in Organizations (3)
    - OL501 - Business Foundations (3)
  - Complete:
    - OL600 - Strategic Human Resource Management (3)

### **Academic Level**

Graduate

## **OL630 - Entrepreneurship and Small Business Management**

### **Description**

This course is a study of entrepreneurship and small businesses from a management standpoint and includes the analysis of research, marketing, taxes, forms of business, capital and venture capital opportunities. Students complete a real-world project or Small Business Institute consultancy.

### **Credits**

3

### **Academic Level**

Graduate

## **OL635 - Consulting**

### **Description**

Students examine consulting, from defining what a consultant is to analyzing the problems and expenses involved in starting a consulting business. Topics include promotion, establishment of a client list, computers that support consulting and contracts.

### **Credits**

3

### **Academic Level**

Graduate

## **OL640 - Franchising**

### **Description**

Topics include research, analysis, evaluation, financing and legal requirements of existing and potential franchises. Also included are methodologies of the franchise agreement, the operating manual, the Uniform Franchise Offering Circular (UFOC), and research and marketing theory and practice. Students prepare a research paper based on a real or proposed franchise. The course also examines international franchising. Background preparation: 3 credit hours in marketing and business law or the equivalent.

### **Credits**

3

### **Academic Level**

Graduate

# Online Programs

## **OL645 - Law, Ethics, and Politics in HR**

### **Description**

This course contends with the question, "Is legal compliance synonymous with ethical behavior in HR" The interrelationship of legal governance, ethical practice, and political influence in human relations management are a central focus of the course. Students will develop relevant expertise in employment law and HR ethics by actively applying their knowledge to vexing issues facing HR professionals today. Topics related to employment law, workplace health, safety, and security, corporate social responsibility, and ethical guidelines and conduct for HR professionals will be addressed in the course.

### **Credits**

3

### **Requisites**

- Complete:
  - OL600 - Strategic Human Resource Management (3)

### **Academic Level**

Graduate

## **OL655 - Talent Development and Workforce Planning**

### **Description**

Organizations are engaged in continual and dynamic changes in today's business environment, increasing the demand for human resource professionals to leverage strategies to recruit, train, develop, and support a diverse workforce. This course integrates advanced talent management and development skills with strategic workforce planning, asking students to analyze gaps in employee competencies, plan strategic talent development strategies, and forecast workforce needs. Issues such as employee engagement, creating an employment brand, supporting talent through career development, and creating effective succession plans will be emphasized.

### **Credits**

3

### **Requisites**

- Complete:
  - OL600 - Strategic Human Resource Management (3)

### **Academic Level**

Graduate

## **OL663 - Leading Change**

### **Description**

This course focuses on transforming organizations by introducing Kotter's eight processes by which leaders effect change. Because organizations, leaders, and employees differ, various techniques and strategies are examined. The course integrates Kotter's processes for leading change, organizational development and transformation theory and practice, and analysis of an organization which has effected systematic change. The use of work teams as a key change factor will have special emphasis.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **OL665 - Leading/Managing Not-For-Profit Orgs**

#### **Description**

This course is a study of planning, budgeting, control and other management activities in the context of the not-for-profit institution.

#### **Credits**

3

#### **Academic Level**

Graduate

### **OL667 - Human Resource Information Systems**

#### **Description**

Information systems and data management are essential components of an effective human resource management plan. This course introduces students to the process for researching information systems technology, conducting needs assessments of the organization, selecting an appropriate HR information system (HRIS), and integrating the system effectively. Additionally, a large focus of the course is on the analysis, use, and protection of data in an HRIS. The goal of this course is to provide the necessary skills for students to effectively research, integrate, and leverage various HR information systems for a variety of purposes in and beyond the course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - OL600 - Strategic Human Resource Management (3)
  - OL620 - Total Rewards (3)

#### **Academic Level**

Graduate

### **OL668 - Human Resources in Global Contexts**

#### **Description**

Organizations increasingly rely on an international workforce and global markets to succeed. As the workforce has become increasingly diverse, cultural competence is a necessary component of any HR strategy. This course situates strategic human resource management in the global stage, focusing on a wide range of issues related to global markets, global security, managing an international workforce, effective cross-cultural management and communication, and diversity in the workplace. The emphasis is placed on how businesses can become more competitive by leveraging an effective HR plan for diversity and international business.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **OL670 - Organizational Leadership**

### **Description**

This course combines theory and practice by encouraging students to learn traditional and contemporary leadership theories and apply them to the analysis of the behavior of business managers, entrepreneurs and other recognized individuals. This course includes readings, cases, exercises and numerous examples of effective leadership models. Areas covered include the societal evolution of leadership; the leadership roles of strategy, vision and transformational change; the development of leaders; the leadership responsibilities of creating effective teams, organizations and cultures; the exploration of different leadership styles; and current popular approaches to leadership theory.

### **Credits**

3

### **Requisites**

- Complete:
  - OL500 - Human Behavior in Organizations (3)

### **Academic Level**

Graduate

## **OL675 - Leadership and Ethics**

### **Description**

Leadership and Ethics is a course that focuses on the ways current and emerging leaders assess the values that influence their actions. The course draws on the rich tradition of great thinkers as well as the extensive body of leadership literature to examine the critical role ethics plays in leadership. The course, conducted in seminar format, is a process course. It is only through thoughtful reading, reflections, writing, and discussion that students are able to recognize and shape the qualities they see valuable for their own leadership roles, both personally and professionally.

### **Credits**

3

### **Academic Level**

Graduate

## **OL676 - Women in Leadership**

### **Description**

This course is designed to create a supportive environment where both women and men can learn about challenges and opportunities facing women in the workplace. Historically, women have had less access to leadership positions; however, over the past fifty years they have made tremendous strides to succeed in all levels of organizations. Topics will include why women matter and reasons for inequities in the workforce, the historical context of women and leadership, do men and women lead differently, work/life/family balance issues, professional skill development (networking, mentoring, negotiation, risk-taking), entrepreneurship and executive leadership, advancing societies by advancing women and strategies and tactics for women to act as change agents.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **OL690 - Responsible Corporate Leadership**

#### **Description**

Students investigate the nature of the environments in which business enterprises conduct their operations in order to determine the actual and desirable levels of attentiveness and responsiveness of business managers to the relationship between the enterprise and society.

#### **Credits**

3

#### **Academic Level**

Graduate

### **OL750 - Organizational Leadership Capstone**

#### **Description**

This capstone course is the culminating experience for the M.S. in Organizational Leadership program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - OL600 - Strategic Human Resource Management (3)
    - OL663 - Leading Change (3)
    - OL670 - Organizational Leadership (3)
    - OL690 - Responsible Corporate Leadership (3)

#### **Academic Level**

Graduate

### **OL751 - Human Resource Management Capstone**

#### **Description**

This capstone course is the culminating experience for the M.S. in Human Resource Management program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - OL645 - Law, Ethics, and Politics in HR (3)
    - OL667 - Human Resource Information Systems (3)

#### **Academic Level**

Graduate

---

## Philosophy

## Online Programs

### **PHL111 - Introduction to Critical Thinking**

#### **Description**

What makes a good argument? Are some beliefs better than others? Why should we believe in a certain view? This course is an introduction to critical thinking and reasoning, and demonstrates philosophy's practical value for effectively solving problems, communicating ideas, achieving goals, and uncovering truth. Students will challenge assumptions, evaluate arguments from different perspectives, and articulate positions on contemporary issues. This course draws from students' own experience, asking them to examine real-world situations and case studies in order to apply critical thinking to actual practice. Critical thinking skills and strategies in this course are foundational and directly applicable to a variety of future professional or personal endeavors.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PHL210 - Introduction to Philosophy**

#### **Description**

This course provides a general introduction to the big questions of philosophy, including questions of existence, knowledge, freedom and meaning. The purpose of the course is to introduce students to great thinkers and theories while engaging them in the exploration of the same beginning questions applied to contemporary issues.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PHL212 - Introduction to Ethics**

#### **Description**

This course introduces students to ethical theory or the study of how people make decisions about how to treat one another. It emphasizes the historical and theoretical development of answers to such questions as: What kind of a person do I want to be and How do we figure out what the right thing to do is

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PHL214 - Formal Logic**

#### **Description**

This course is a study of the fundamental principles of correct and incorrect argument, historical forms of deductive logic, and the significance of language and clear verbalization.

#### **Credits**

3

#### **Academic Level**

Undergraduate



## Online Programs

### **PHL230 - Religions of the World**

#### **Description**

This course reviews the emergence of various belief systems and their differences and similarities. Students explore the role of religious belief in the course of human history. Whenever possible, speakers representing various religions are invited to the class. Special emphasis is given to the five major religions: Hinduism, Buddhism, Judaism, Christianity and Islam.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PHL246 - Understanding Non-Western Philosophy**

#### **Description**

This course, which focuses on classics from non-Western traditions, is meant to enrich students' understanding of philosophical works that have shaped entire cultures. Selections are drawn from the literary, religious and philosophical works of Africa and western, southern and eastern Asia, giving students a greater appreciation of the contemporary world and basic philosophical issues.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PHL316 - Business Ethics**

#### **Description**

This course is a philosophical study of moral issues in business. Topics include corporate responsibility, conflicts of interest, morality in advertising, preferential hiring (e.g., minorities and women), personal morality versus employer loyalty, and cultural theoretical issues and their impact on business decisions.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PHL363 - Environmental Ethics**

#### **Description**

This course analyzes the application of ethical theory to moral questions about the environment. A number of different traditions in environmental ethics will be discussed and their strengths and weaknesses evaluated by applying them to practical moral problems.

#### **Credits**

3

#### **Academic Level**

Undergraduate

---

## **Physics / Atomic Physics**

## Online Programs

### **PHY101 - Principles of Physics**

#### **Description**

Principles of Physics is an algebra based course that explores the major topics in physics, such as motion and forces, gravity and projectiles, energy and work, thermodynamics, vibrations and waves, electricity and magnetism, solids and fluids, light and optics, and atomic and nuclear physics.

#### **Credits**

3

#### **Requisites**

- Placement in BS.CSC, BS.ESC, or BS.GEO

#### **Academic Level**

Undergraduate

### **PHY101L - Principles of Physics Lab**

#### **Description**

This course will use laboratory techniques to study the fundamental principles of physics. Topics such as motion and forces, gravity and projectiles, and energy and work will be covered along with other topics important to physics.

#### **Credits**

1

#### **Requisites**

- Complete all of the following
  - Complete:
    - PHY101 - Principles of Physics (3)
  - Placement in BS.CSC, BS.ESC, or BS.GEO

#### **Academic Level**

Undergraduate

### **PHY103 - Earth System Science**

#### **Description**

Earth Science presents the basic dynamics of cycles and processes of the Earth, including an overview of the origin of the planet, its physical and chemical composition, and geological and chemical interactions. The course culminates in a discussion of the current health of the planet and examines related environmental issues and evidence.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **PHY105 - Geology**

#### **Description**

This course surveys the major themes in geology. Students will examine topics such as plate tectonics, the rock cycle, surface processes, and concept of geologic time.

#### **Credits**

3

#### **Requisites**

- Placement in BS.ESC, or BS.GEO

#### **Academic Level**

Undergraduate

### **PHY150 - Introductory Physics: Mechanics**

#### **Description**

In this algebra-based physics course, students will explore the major fundamental topics in physics as they relate to mechanics, such as motion and forces, gravity and projectiles, and energy and work. Through their exploration of these topics and embedded lab work, students will learn to describe the motion of objects in both one and two dimensions, and to solve problems through the application of Newton's Laws of Motion. Additionally, they will also apply the principles of the conservation of energy and momentum to analyze the behavior of interacting objects.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - MAT140 - Precalculus (3)
  - Must be enrolled in the BS Computer Science program.

#### **Academic Level**

Undergraduate

## Online Programs

### **PHY205 - Principles of Geology**

#### **Description**

This course will introduce students to the Earth's structure and composition, minerals and rocks, surface processes, elementary petrology, and the principle of plate tectonics. Additionally, historical geology, including paleontology, glaciation, earthquakes and seismology, rivers and drainage, and groundwater will be discussed.

#### **Credits**

3

#### **Requisites**

- Complete 1 of the following
  - Complete all of the following
    - Placement in BS.ESC, or BS.GEO
    - Complete:
      - PHY103 - Earth System Science (3)
    - Concurrently enroll in:
      - PHY205L - Principles of Geology Lab (1)
  - Complete all of the following
    - Complete:
      - PHY103 - Earth System Science (3)
    - If not enrolled in the ESC/GEO programs

#### **Academic Level**

Undergraduate

### **PHY205L - Principles of Geology Lab**

#### **Description**

This online laboratory course component will allow students to integrate and apply theory based knowledge related to the study of rocks, minerals, and geologic mapping.

#### **Credits**

1

#### **Requisites**

- Complete 1 of the following
  - Complete all of the following
    - Placement in BS.ESC, or BS.GEO
    - Complete:
      - PHY103 - Earth System Science (3)
    - Concurrently enroll in:
      - PHY205 - Principles of Geology (3)
  - Complete all of the following
    - Complete:
      - PHY103 - Earth System Science (3)
    - If not enrolled in the ESC/GEO programs

#### **Academic Level**

Undergraduate

---

## Political Science

# Online Programs

## **POL210 - American Politics**

### **Description**

This course offers a broad introduction to the structure and function of the American political system at the national level, including the roles played by the president, Congress, the courts, the bureaucracy, political parties, interest groups and the mass media in the policy- making and electoral processes. This course places special emphasis on how the efforts of the framers of the Constitution to solve what they saw as the political problems of their day continue to shape American national politics in ours.

### **Additional Information**

The goal name associated with this course is U.S. Politics

### **Credits**

3

### **Academic Level**

Undergraduate

## **POL211 - International Relations**

### **Description**

This course offers a broad introduction to the study and practice of international relations, including the roles played by states and nations, non-state actors, national interests, power, morality and international law. This course places special emphasis on realism and idealism as alternative approaches to the study and practice of international relations and on their implications for ongoing efforts to construct a peaceful and prosperous global political system in the aftermath of the Cold War.

### **Credits**

3

### **Academic Level**

Undergraduate

## **POL309 - American State and Local Government**

### **Description**

Many political issues in the United States, such as education, public safety, environmental protection, and transportation, are first handled and addressed by state and local governments. This course explores the structure, function, and distribution of power between state and local governments and the federal government of the United States. Particular emphasis is placed on the necessary collaboration of state and local governments and their roles as partners with the federal government in effecting improvements in policies and services as well as the exploration of the legal and constitutional relationships between state and local governments.

### **Credits**

3

### **Requisites**

- Complete:
  - POL210 - American Politics (3)

### **Academic Level**

Undergraduate

# Online Programs

## **POL313 - Political Theory and Applications**

### **Description**

This course covers the study of the conceptual foundations of political systems and behavior including the historical contributions of Western political theorists toward critically analyzing contemporary political institutions and ideas. Special emphasis is placed on exploring how the social and cultural contexts in which these theorists lived and worked helped to shape their political ideas.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - ENG123 - English Composition II (3)
  - 1 of the following:
    - POL210 - American Politics (3)
    - PHL210 - Introduction to Philosophy (3)

### **Academic Level**

Undergraduate

## **POL327 - US Government and Contemporary Issues**

### **Description**

This course extends upon the foundational American politics course. Special emphasis is placed on watershed moments in U.S. political history that have shaped policies and practices today. Students will be asked to focus a critical eye toward governing in today's world by assessing the current political climate and current policies in the interest of identifying and applying possible solutions.

### **Credits**

3

### **Requisites**

- Complete:
  - POL210 - American Politics (3)

### **Academic Level**

Undergraduate

## **POL328 - The Legal System in America**

### **Description**

This course is a foundational overview of the court and judicial systems, major laws in United States political history, and the lawmaking and amendment process. While an overview of major laws will be covered in the course, students will be asked to assess the legal system in general terms to recognize patterns in civil liberties, judicial interpretations, and judicial activism. A specific focus on how social movements and public opinion have influenced court decisions will also be included.

### **Credits**

3

### **Requisites**

- Complete:
  - POL210 - American Politics (3)

### **Academic Level**

Undergraduate

# Online Programs

## **POL360 - Introduction to Comparative Politics**

### **Description**

This course examines the development of different political systems including the relationship between factors (culture, economics, geography, etc.) that influence political development and national identity. Students will study key components of what separates political systems from one another, as well as differences within individual political systems and how they are applied by different nations. Special attention will be paid to understanding how democratic nations vary in their political institutions (legislative, judicial, executive) and how these applications influence public policy and how countries are viewed by one another.

### **Credits**

3

### **Requisites**

- Complete:
  - POL210 - American Politics (3)
  - POL211 - International Relations (3)

### **Academic Level**

Undergraduate

## **POL364 - Globalization and World Politics**

### **Description**

This course is an exploration of globalization and how it relates to political systems, economic systems, technology, culture, and participation/activism in government. Students will be introduced to concepts of war and peace, terrorism, nationalism, etc., and how these issues affect and intersect with policy regarding international relations. Contemporary issues in globalization will be explored and analyzed for efficacy.

### **Credits**

3

### **Requisites**

- Complete:
  - POL210 - American Politics (3)
  - POL211 - International Relations (3)

### **Academic Level**

Undergraduate

## **POL370 - Analysis and Research in Political Science**

### **Description**

In this course, students will examine applied aspects of research methods and statistical analysis that are commonly utilized in political science research. Through case studies utilizing contemporary issues, students will investigate procedures used to gather and analyze data, provide analysis and conclusions based on social scientific inquiry, and acquire real-world skills required to design and conduct research in the field of political science.

### **Credits**

3

### **Requisites**

- Complete:
  - POL210 - American Politics (3)
  - POL211 - International Relations (3)

### **Academic Level**

Undergraduate

## Online Programs

### **POL371 - Political Parties and Interest Groups**

#### **Description**

Political parties and interest groups play a critical function as mediators between citizens and government. The effectiveness of various groups in representing citizen interests and influencing voting behavior is a central question of this course. Students will examine political parties, interest groups, voting blocks, activist groups, and special interest mobilization from an applied approach, analyzing the ways these groups have influenced voting trends and participation with the goal of improving civic engagement.

#### **Credits**

3

#### **Requisites**

- Complete:
  - POL210 - American Politics (3)

#### **Academic Level**

Undergraduate

### **POL372 - Campaign Finance and Fundraising**

#### **Description**

Financing a successful campaign requires dedicated fundraising at the beginning, middle, end and every stage in between. It is increasingly important that all members of a campaign understand the importance of fundraising and the regulations around campaign finance. This course takes these topics head on and introduces students to successful fundraising tactics, the role money has played in campaigns, elections, and policy development, and the key laws and regulations around campaign finance.

#### **Credits**

3

#### **Requisites**

- Complete:
  - POL210 - American Politics (3)

#### **Academic Level**

Undergraduate

### **POL374 - Campaign Organizing and Mobilization**

#### **Description**

This course provides students with opportunities to both investigate successful strategies of historical and contemporary campaigns as well as pragmatically develop their own best practices for campaign leadership and management. The course introduces students to advanced concepts in campaign organizing such as mobilization, volunteer development, voter targeting, technology tools and systems for organizing, grassroots organizing, and messaging, among others.

#### **Credits**

3

#### **Requisites**

- Complete:
  - POL210 - American Politics (3)

#### **Academic Level**

Undergraduate



## Online Programs

### **POL491 - Political Science Capstone Experience**

#### **Description**

This capstone course is the culminating experience for the B.A. in Political Science program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- 111 credit(s).

#### **Academic Level**

Undergraduate

### **POL520 - American Governmental Institutions**

#### **Description**

This course focuses on the analysis of key actors in U.S. politics including the presidency, Congress, the judiciary, interest groups, and political parties. Emphasis is also placed on the interaction among the various institutional actors and the influence that internal and external processes, the electorate, and governmental and nongovernmental organizations have on the political system. The course takes a case-study approach to the study of American institutions by examining critical historical developments that have influenced and are reflected by modern governance in the United States.

#### **Credits**

3

#### **Academic Level**

Graduate

### **POL530 - Contemporary Political Thought**

#### **Description**

Contemporary political thought is heavily informed by specific philosophies and ideologies. In this course, students will discern how various political platforms and policies reflect specific political philosophies, as well as the effects of competing philosophies on public processes, policies, and dialogue. Topics covered include pluralism, the role of national and state government, the role of the individual in a democratic society, extremism, justice, and power.

#### **Credits**

3

#### **Academic Level**

Graduate

### **POL540 - Global Political Systems**

#### **Description**

This course examines the functions, behaviors, policies, and roles of various global political systems at the national, international, and transnational levels. Students will analyze the goals of foreign policies, internal conflicts and their reflection on national and international interests, geopolitics and environmental protections, the efficacy of international organizations and diplomacy, and the bearing of these elements on contemporary issues on the international stage.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **POL550 - Political Parties, Interest Groups, and Lobbying**

#### **Description**

Political parties, interest groups, and the mass media have been characterized as the "transmission belts" that connect politicians to the public, as well as a vehicle for achieving political objectives. In this course, students will examine how these groups differ in their role and approaches and how they affect public opinion and political decision making. Topics include the history and development of political parties and interest groups, their relationship with governmental and non-governmental institutions, and how they have influenced and are influenced by an ever-changing political landscape.

#### **Credits**

3

#### **Academic Level**

Graduate

### **POL612 - State, Local, and Urban Politics**

#### **Description**

State and local governments play an important role in the formation and implementation of public policies. In truth, state and local governments have a larger effect on the daily lives of most U.S. citizens than the Federal government. This course examines the politics, institutions, and policy processes of state and local governments. Topics covered include large urban settings where larger social, political, and economic demands and constraints lead to more complex and dynamic political systems in comparison to rural settings which have much different issues to contend with.

#### **Credits**

3

#### **Academic Level**

Graduate

### **POL614 - The Politics of Marginalization**

#### **Description**

This course is designed to familiarize students with the processes whereby individuals, groups, or communities may become disenfranchised from opportunities within society as well as the modes of power available for various minority communities. Topics include the study of political theory and policy regarding access to resources based on factors such as social class, education, race, and gender, among others. Specific focus will be made on developing strategies for avoiding exclusionary practices in the public realm.

#### **Credits**

3

#### **Academic Level**

Graduate

### **POL632 - Campaign Management**

#### **Description**

The campaign management course involves a study of the strategic processes by which campaign decisions are made including planning, development, roles and responsibilities of team members, execution, implementation, and analysis of field data. Students will take both a theoretical approach as well as develop action plans for hypothetical campaigns. This course prepares students to develop the strategic tools necessary for campaign leadership and management through an examination of lessons learned in effective and non-effective campaigns.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **POL634 - Campaigns, Elections, and Strategic Messaging**

#### **Description**

This course involves an integrated and advanced study in historical and contemporary theoretical approaches to campaigns and elections. Topics for investigation include fundraising, recruitment and capacity planning, use of various communication tools such as social media, long-term strategies of staying on message, and analyzing audience and public speaking scenarios, among others. Emphasis will be placed on the impact of these factors on how messages are interpreted through historical case studies. Students will also be engaged in recommending strategies for addressing these concerns.

#### **Credits**

3

#### **Academic Level**

Graduate

### **POL790 - Capstone in Political Science**

#### **Description**

This capstone course is the culminating experience for the M.S. in Political Science program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- 30 credit(s).

#### **Academic Level**

Graduate

---

## Psychology

### **PSY108 - Introduction to Psychology**

#### **Description**

In this course, learners will explore the complexities of the human mind by examining the science behind why we think, feel, and do. Learners will experience the evolution of psychology through the early schools of thought, major branches, and core theories that guide contemporary perspectives. As learners consider the broad influence of psychology on their perceptions, emotions, and everyday choices, they will acknowledge the idea that, in the human experience, "psychology is everywhere."

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **PSY200 - Foundations of Addictions**

#### **Description**

This course introduces students to various types of addictive behaviors as well as their causes and consequences in relation to the individual, family, community, and society. It includes an overview of theories on addiction and approaches to identification, prevention, and treatment.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PSY201 - Educational Psychology**

#### **Description**

This course emphasizes the nature of human learning, with a study of the concepts of readiness, motivation, retention, individual differences, development, reasoning and measurement in relation to the learning process. Consideration of the psychological principles of testing and learning technology are also emphasized. Writing intensive course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

#### **Academic Level**

Undergraduate

### **PSY205 - Forensic Psychology**

#### **Description**

Students will learn how psychology, as a science and a practice, applies to questions and issues relating to law and the legal system. Emphasis will be placed on witness testimony and the social psychology of the courtroom. Topics will include recovered memories, adolescent violence and murder, strategies for interviewing witnesses, expert testimony, and factors influencing the credibility of witnesses, victims and offenders.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **PSY211 - Lifespan Development**

#### **Description**

In this course, learners will explore the biological, sociological, and psychological influences that shape development between conception and death. Learners will analyze traditional and emerging theories of development that increase their knowledge of human development as it relates to the field of psychology.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

#### **Academic Level**

Undergraduate

### **PSY215 - Abnormal Psychology**

#### **Description**

In this course, learners explore the major diagnoses from a biopsychosocial perspective. Learners critically reflect on the basis of diagnoses, to appraise the benefits and costs of various assessment methods and understand the contributions of diverse treatment approaches. Ultimately, this course helps learners understand the importance of reducing the stigma of disorders and diagnoses in a variety of contexts.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

#### **Academic Level**

Undergraduate

### **PSY216 - Psychology of Personality**

#### **Description**

Personality is studied using theories, applications, and individual and group patterns of behavior formation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **PSY222 - Research Methods**

### **Description**

In this course, learners determine appropriate research methods through examining the strengths and weaknesses of various methods and their relationship to research questions. Learners will analyze current research and articulate the rationale of psychological studies while learning the process of developing research plans.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY223 - Research I: Statistics for Psychology**

### **Description**

How do psychologists organize, summarize, and interpret information? Students in this course study applications of statistical methods in psychological research and practice. The emphasis of the course is on the conceptual understanding of statistics so that students can read and conduct psychological research; those skills will be applied to students' original projects in PSY224 - Research II: Scientific Investigations. Computation of tests will be conducted on the computer. Students will build upon statistical knowledge and develop an in-depth conceptual and practical understanding of hypothesis testing, tests of significance, standardization, correlation, and analysis of variance in a wide variety of psychological uses. Students will learn the theory of statistical decisions, practical application of statistical software, and how to analyze journal articles. This course typically should be completed during the first semester of the sophomore year.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MAT133 - Introduction to Statistical Analysis (3)
  - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

## **PSY224 - Research II: Scientific Investigations**

### **Description**

Students in this course will develop an understanding of a variety of research methods, including experimental, survey, correlation and case-history techniques. They will become aware of the strengths and weaknesses of each method and understand when each method is best used. Writing intensive course.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)
  - PSY223 - Research I: Statistics for Psychology (3)

### **Academic Level**

Undergraduate

# Online Programs

## **PSY225 - Health Psychology**

### **Description**

This course introduces students to the field of health psychology through an exploration of ways in which the biopsychosocial (holistic) model is applied to promote health and improve coping with illness. Topics include health beliefs and behaviors, delay in seeking medical care, factors influencing individuals' responses to the health care system and practitioners, acute and chronic illness, treatment adherence, pain and pain management, stress and coping, social support and psychoneuroimmunology.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY226 - Sport Psychology**

### **Description**

The course offers an in-depth examination of the major psychological issues associated with athletic competition. Topics include motivation, anxiety, aggression, commitment, self-control, leadership and excellence. While using athletic competition as its focus, the course also established the relationship between athletic competition and the pursuit of excellence in any human endeavor. This course also has a significant research component designed to help students develop a sound understanding of the research methodology that supports theories of athletic competition.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY230 - Psychology of Individual Differences and Special Needs**

### **Description**

This course provides knowledge and understanding of exceptional children and adolescents. The approach is theoretical and practical.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

# Online Programs

## **PSY257 - Social Psychology**

### **Description**

Social psychology is an interesting, dynamic study of how people's thoughts, feelings and actions are affected by others. Issues discussed include prejudice, conformity, interpersonal attraction and violence. The scientific methods of studying such phenomena are emphasized.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY258 - Industrial Organizational Psychology**

### **Description**

Industrial/Organizational Psychology is an applied field in psychology focused to improve the effectiveness of the workplace through research, assessment and interventions allowing for enhancement of the office climate, improvement of group and individual performance and overall organizational goals. I/O psychologists work in a wide variety of organizational settings including human resource agencies, professional administration, marketing, consulting, training and development, and university teaching.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY260 - Statistical Literacy in Psychology**

### **Description**

In this course, learners will evaluate research by others and develop as consumers of information shared in the general public. Learners will explore how to identify interest in isolating a topic that can be tackled with statistics and gain practical experience with statistical methods. Learners summarize and analyze data using descriptive and inferential statistics with a focus on applications related to fields in psychology.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT240 - Applied Statistics (3)
  - PSY222 - Research Methods (3)

### **Academic Level**

Undergraduate



# Online Programs

## **PSY300 - Biopsychology**

### **Description**

This course explores how the brain influences our behaviors, thoughts, and feelings. Topics include: evolution, genetics, anatomy and function of the nervous system, psychopharmacology, brain dysfunction, neuropsychological testing, sleep and circadian rhythms, neuroplasticity, emotions, and mental illness.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY305 - Cognitive Psychology**

### **Description**

Cognitive psychology focuses on mental processes; we explore research and theory relating to memory, thinking, problem-solving, and language. Applied topics will include learning skills to help improve memory, accommodating memory/language disorders, such as Alzheimer's disease and dyslexia, and understanding how brain scanning techniques can be used to understand memory.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY307 - Sensation and Perception**

### **Description**

This course will be an exploration of how we come to know the world through our visual experiences and how those experiences are shaped by prior knowledge, context, and ideas. As such we will cover neurobiological aspects of sensation pertaining to the eye and the brain, and we will cover aspects of higher-order perceptual phenomena, such as object-perception, color, motion, illusions, and representation and art. Students should gain an appreciation for and conversance in the empirical and philosophical complexity of visual experience.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

# Online Programs

## **PSY310 - Criminal Psychology**

### **Description**

This course will provide the student with insights about crime from a psychological perspective. Specifically, the course will focus on how a criminal offender is influenced by multiple systems within the psychosocial environment. This course examines and evaluates the role of psychological factors in understanding the motives behind antisocial acts. Throughout the course, students will acquire knowledge and practice in the application of psychological methods to understanding criminal behavior.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

## **PSY314 - Disorders of Childhood and Adolescence**

### **Description**

This course focuses specifically on an introduction to the classification of disorders of childhood and adolescence and the treatment approaches that currently are available. Knowledge students obtain in PSY 314 is essential for understanding the etiology and manifestation of these disorders, as well as the impact on the individual, family and society. Current field research and case studies will be used.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)
  - PSY211 - Lifespan Development (3)

### **Academic Level**

Undergraduate

## **PSY315 - Counseling Process and Techniques**

### **Description**

This course examines the history and philosophy of specific helping professions in the fields of psychology, sociology and human services. Several broad theoretical perspectives will be studied and applied in role-play situations.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - PSY108 - Introduction to Psychology (3)
  - 3 credit(s) from the following:
    - PSY216 - Psychology of Personality (3)
    - PSY328 - Theories of Personality (3)

### **Academic Level**

Undergraduate

# Online Programs

## **PSY319 - Social Development: Child and Adolescent**

### **Description**

The purpose of this course is to expose students to theory and research concerning infants', children's, and adolescents' social and personality development. This course will focus on how individuals become members of their social world, including how we conceptualize the social world, interact with parents and caretakers, develop social relationships with peers, and interpret, analyze, and respond to cultural messages and ideologies. We will discuss these issues through analysis of the theoretical and research literature.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY211 - Lifespan Development (3)

### **Academic Level**

Undergraduate

## **PSY321 - Child Development**

### **Description**

This course focuses on psychological development from infancy through late childhood. Research and theoretical perspectives will be used to help students understand contemporary issues and themes central to childhood development, including: biological, cognitive, and social-emotional characteristics of development and the interplay between them.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)
  - PSY211 - Lifespan Development (3)

### **Academic Level**

Undergraduate

## **PSY322 - Adolescent Development**

### **Description**

Adolescence is a fascinating time of life because of the many psychological and physical changes that occur, as well as the cultural and historical issues surrounding these changes. This course focuses on psychological development from pre-adolescence through adolescence and into emerging adulthood. Research and theoretical perspectives will be used to help students understand contemporary issues and themes central to adolescent development, including: puberty, cognition, morality, identity, relationships, sexuality, school, work, culture, and challenges faced by adolescents and emerging adults. Adolescence will be discussed both as a distinct stage of life, and as an integral component of development across the life span.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)
  - PSY211 - Lifespan Development (3)

### **Academic Level**

Undergraduate

# Online Programs

## **PSY323 - Psychology of Gender**

### **Description**

This course explores gender differences from a social psychological perspective. Students will consider individual, interpersonal, and cultural influences on gender similarities and differences in behavior. The course includes a review of theory, research, and applications in the psychology of gender.

### **Credits**

3

### **Requisites**

- 3 credit(s) from the following:
  - PSY257 - Social Psychology (3)
  - PSY355 - Theories of Social Psychology (3)

### **Academic Level**

Undergraduate

## **PSY324 - Cross-Cultural Psychology**

### **Description**

This course examines psychological issues in various cultural contexts and explores how ethnic and cultural backgrounds influence patterns of human thought and behavior. The course includes a focus on the psychological dynamics involved in the formation and reduction of prejudices, discrimination, and stereotyping.

### **Credits**

3

### **Requisites**

- 3 credit(s) from the following:
  - PSY257 - Social Psychology (3)
  - PSY355 - Theories of Social Psychology (3)

### **Academic Level**

Undergraduate

## **PSY326 - Social Cognition and Perception**

### **Description**

This course investigates how people make sense of the social world. Students will examine how social factors influence how people perceive and interact with information collected from the environment and how these mental processes affect judgments and decision-making.

### **Credits**

3

### **Requisites**

- 3 credit(s) from the following:
  - PSY257 - Social Psychology (3)
  - PSY355 - Theories of Social Psychology (3)

### **Academic Level**

Undergraduate

# Online Programs

## **PSY327 - Social Influence**

### **Description**

This course explores the research and theories related to how people influence and are influenced by their social environment at the individual, interpersonal, and societal levels. Students will explore concepts including attitudes, conformity, obedience, attraction, social categories, and norms.

### **Credits**

3

### **Requisites**

- 3 credit(s) from the following:
  - PSY257 - Social Psychology (3)
  - PSY355 - Theories of Social Psychology (3)

### **Academic Level**

Undergraduate

## **PSY328 - Theories of Personality**

### **Description**

Learners will gain in-depth knowledge about personalities and examine theoretical explanations to understand personality development, personality states, and assessments. Learners also explore the relevance of personality theory and assessment in a variety of contexts.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY260 - Statistical Literacy in Psychology (3)

### **Academic Level**

Undergraduate

## **PSY331 - Human Sexuality**

### **Description**

This course deals with sex as it relates to the individual, family, group and society. While this is a psychology course, some techniques and knowledge from the biological and social sciences and the humanities are used. Academic achievement and the development of personal insights are the expected results of this course.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY108 - Introduction to Psychology (3)

### **Academic Level**

Undergraduate

# Online Programs

## **PSY335 - Assessment and Testing**

### **Description**

Students in this course will become aware of the use and abuse of psychometric techniques. Specific techniques that currently are used will be introduced and understood. While knowledge about specific tests may be somewhat limited, students will obtain knowledge and the types of tests and techniques available.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - PSY108 - Introduction to Psychology (3)
  - 1 of the following:
    - MAT133 - Introduction to Statistical Analysis (3)
    - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

## **PSY355 - Theories of Social Psychology**

### **Description**

Learners will explore the fundamental principles underlying social psychology and the connection between social interaction and social influence. Learners will analyze the differences in social pattern, study the dynamics of intergroup relationships, conflict, and cooperation, and learn the limits in generalizing psychological research to cultural, gender, ethnic, or age groups.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY260 - Statistical Literacy in Psychology (3)

### **Academic Level**

Undergraduate

## **PSY375 - Cognition**

### **Description**

In this course, learners explore the processes and structures of the human mind through a survey of historical and contemporary scientific studies. Learners use critical thinking skills to evaluate the strengths and limitations of theoretical models, as well as the models' contributions to fields like education, technology, innovation, and mental health care.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY260 - Statistical Literacy in Psychology (3)

### **Academic Level**

Undergraduate

## Online Programs

### **PSY405 - Contemporary Issues in Social Psychology**

#### **Description**

This course focuses on recent advances in both basic and applied research in social psychology. Students will apply their knowledge and skills to current issues in social psychology.

#### **Credits**

3

#### **Requisites**

- 3 credit(s) from the following:
  - PSY257 - Social Psychology (3)
  - PSY355 - Theories of Social Psychology (3)

#### **Academic Level**

Undergraduate

### **PSY406 - Contemporary Issues in Addictions**

#### **Description**

This course focuses on current research, issues, and trends related to addictive behaviors. Students will also examine ethical/moral issues to be anticipated within the addictions field.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY200 - Foundations of Addictions (3)

#### **Academic Level**

Undergraduate

### **PSY407 - Contemporary Issues in Applied Psychology**

#### **Description**

This course focuses on recent advances in applied psychology and ethical debates in the field. Students will apply their knowledge and skills toward current issues within their selected area of interest in psychology.

#### **Credits**

3

#### **Requisites**

- 2 of the following:
  - PSY201 - Educational Psychology (3)
  - PSY205 - Forensic Psychology (3)
  - PSY225 - Health Psychology (3)
  - PSY226 - Sport Psychology (3)
  - PSY258 - Industrial Organizational Psychology (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **PSY442 - Community Psychology**

#### **Description**

Community Psychology as a discipline and as professional practice is continually changing - it is the understanding that context matters. This course will encourage students to contribute to this body of applied knowledge. Social issues, community support systems, and policies and interventions that foster collective and individual wellness are the focus of this interactive and interdisciplinary subject.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - PSY108 - Introduction to Psychology (3)
  - 3 credit(s) from the following:
    - PSY222 - Research Methods (3)
    - PSY224 - Research II: Scientific Investigations (3)

#### **Academic Level**

Undergraduate

### **PSY444 - Senior Seminar in Psychology (Capstone)**

#### **Description**

This capstone course integrates previous classroom and practical experience with a focus on current issues in psychology. This course likely will include cross-cultural aspects of psychology, ethics, recent career trends in psychology and other topics dictated by current events in psychology. Coverage may change over time, but the basic focus on integrating the past and anticipating the future for psychology seniors will be the major concern. Writing Intensive Course.

#### **Credits**

3

#### **Requisites**

- 111 credit(s).

#### **Academic Level**

Undergraduate



# Online Programs

## **PSY491 - Psychology and Social Change**

### **Description**

In this culminating experience for the undergraduate psychology program, learners will apply their psychological knowledge base and skill set toward the discovery of their own unique roles as agents of social change. Learners will examine the dynamic shifts in human attitudes, beliefs, values, and relationships which transform social and cultural institutions over time. As learners internalize elements of advocacy, inclusion, and diversity, they will assess the ways in which they can inspire change — in both themselves and in the world around them.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - PSY108 - Introduction to Psychology (3)
    - PSY211 - Lifespan Development (3)
    - PSY215 - Abnormal Psychology (3)
    - PSY222 - Research Methods (3)
    - PSY260 - Statistical Literacy in Psychology (3)
    - PSY328 - Theories of Personality (3)
    - PSY355 - Theories of Social Psychology (3)
    - PSY375 - Cognition (3)

### **Academic Level**

Undergraduate

## **PSY500 - Foundations of Psychology**

### **Description**

This course prepares students for graduate study in psychology, with a focus on honing and applying writing, analytical thinking, and critical reading skills. It provides an overview of the field of psychology as a science and a profession. Students evaluate the key concepts and theoretical perspectives that have shaped the field, as well as contemporary issues.

### **Credits**

3

### **Academic Level**

Graduate

## **PSY510 - Research Methods in Psychology I**

### **Description**

In this course, students will learn methods commonly used in psychological research. As part of these methods, students learn how to gather and analyze data across a variety of settings. These newly acquired skills and techniques will be reinforced by application to a contemporary issue in psychology.

### **Credits**

3

### **Requisites**

- Complete:
  - SCS501 - Foundations in Statistics (3)
  - SCS502 - Foundations in Research Methods (3)
  - PSY500 - Foundations of Psychology (3)

### **Academic Level**

Graduate

## Online Programs

### **PSY520 - Research Methods in Psychology II**

#### **Description**

In this course, students will develop a deeper understanding of the research process and data analysis by applying skills learned in Research Methods in Psychology I and building on them with new skills and techniques including advanced research design and use/interpretation of higher-level statistical tests (ANOVA, regression, etc.). These newly acquired skills and techniques will be reinforced by application to a contemporary issue in psychology.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY510 - Research Methods in Psychology I (3)

#### **Academic Level**

Graduate

### **PSY530 - Social Psychology**

#### **Description**

The focus of this course is on contemporary social psychology issues and research related to people's interactions with the environment, technology, and society, as well as classic studies and theories in the field-including those related to conformity, obedience, identity, and attitudes that remain relevant. Students will evaluate the perspectives, relevancy, and usefulness of social psychology to real world issues and problems.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY520 - Research Methods in Psychology II (3)

#### **Academic Level**

Graduate

### **PSY540 - Cognitive Processes**

#### **Description**

Students will investigate topics in cognitive psychology, including memory, language, attention, learning, and decision-making. Students will evaluate the perspectives, relevancy, and usefulness of cognitive psychology to real world issues and problems.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY520 - Research Methods in Psychology II (3)

#### **Academic Level**

Graduate

# Online Programs

## **PSY545 - Forensic Psychology**

### **Description**

This course provides candidates with foundational knowledge of the forensic psychology field, including its historical roots and current trends with a focus on the evolution of practical and research based approaches in clinical settings. Candidates will also explore specific forensic psychology specialty areas and how the roles and responsibilities unfold related to legal, ethical, and diversity issues.

### **Credits**

3

### **Requisites**

- 18 credit(s).

### **Academic Level**

Graduate

## **PSY550 - Measurement and Assessment**

### **Description**

Learn and apply psychometric techniques commonly used in psychology. Explore measurement techniques and strategies used in the development and administration of psychological tests and assessments. Analyze and assess test and assessment results. Examine the ethical issues related to test and assessment administration and interpretation.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY510 - Research Methods in Psychology I (3)
  - PSY520 - Research Methods in Psychology II (3)

### **Academic Level**

Graduate

## **PSY560 - Theories of Personality**

### **Description**

This course will emphasize contemporary theories, research, and approaches in personality psychology, connecting these to classic theorists such as Freud as well as other historical traditions and perspectives. The past and present impact of these theories within the ever-changing field of psychology will be explored, as well as the impact they have on culturally diverse clients and special populations.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY520 - Research Methods in Psychology II (3)

### **Academic Level**

Graduate

## Online Programs

### **PSY570 - Ethical Practice in Psychology**

#### **Description**

This course provides a comprehensive overview of the principles of ethical practice within the field of psychology. Topics include experimentation, confidentiality, respect, resolving ethical dilemmas, professional standards of conduct, and the psychology of ethical behavior.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SCS501 - Foundations in Statistics (3)
  - SCS502 - Foundations in Research Methods (3)
  - PSY500 - Foundations of Psychology (3)

#### **Academic Level**

Graduate

### **PSY612 - Motivation in the Workplace**

#### **Description**

This course will cover the psychological theories of motivation and their relevance to the workplace and wider field of industrial-organizational psychology. Students will explore factors that motivate individuals in organizational settings, strategies to identify motivation problems, and ways to address those issues using psychological techniques. Emphasis will be placed on the practical application of motivational theories to affect change for diverse populations.

#### **Credits**

3

#### **Requisites**

- 18 credit(s).

#### **Academic Level**

Graduate

### **PSY614 - Psychology of Leadership**

#### **Description**

This course combines theory and practice to address contemporary issues and connects them to psychological theories in the field of organizational leadership. It will utilize research, case studies, and real-world situations to illustrate how psychological practices can be used in assessing and improving leadership in organizations. Students will construct a foundation for their personal leadership style with the understanding that it can and should evolve over time.

#### **Credits**

3

#### **Requisites**

- 18 credit(s).

#### **Academic Level**

Graduate

# Online Programs

## **PSY616 - Organizational Consulting**

### **Description**

This course will explore the relevant skills needed for a successful organizational consultation by an industrial organizational psychologist. Students will examine the process for diagnosing an organization using psychological methods (measurement), developing a strategy to address any issues (assessment), and practically carrying out that plan (application). Emphasis will be given to the need for ethical standards and the importance of professional responsibility in consulting.

### **Credits**

3

### **Requisites**

- 18 credit(s).

### **Academic Level**

Graduate

## **PSY618 - Seminar in Industrial & Organizational Psychology**

### **Description**

This course is a culmination of the student's work in industrial organizational psychology. It will bring together the skills learned in the previous courses and requires that students demonstrate their proficiency in the areas of motivation, organizational leadership, and consulting. Therefore, students will synthesize information to develop a more sophisticated and integrated approach to industrial-organizational issues and problems.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY612 - Motivation in the Workplace (3)
  - PSY614 - Psychology of Leadership (3)
  - PSY616 - Organizational Consulting (3)

### **Academic Level**

Graduate

## **PSY622 - Assessment for Forensic Psychology**

### **Description**

This course introduces candidates to topics in forensic assessment, including historical context, relevant theories, techniques, tools, and procedures. Candidates will analyze criminal justice, family and child custodial law, and pathology-based case study based data sets using contemporary assessment approaches to gain practical insights. Candidates will be required to consider ethical, multicultural, and age-based variables while interpreting case-based results.

### **Credits**

3

### **Requisites**

- Complete:
  - PSY545 - Forensic Psychology (3)

### **Academic Level**

Graduate

## Online Programs

### **PSY624 - Intersection of Law and Psychology**

#### **Description**

This course focuses on the crossroads at which the legal system and psychology meet. The forensic psychologist's roles and challenges within the legal system will be covered as well as ethical dilemmas. Candidates will explore how psychologists can impact court proceedings with respect to providing expert testimony and determining mental states of the witnesses or the accused. Candidates will also review U.S. Supreme Court cases that influence current policies that impact the mental and physical well-being of incarcerated persons.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY545 - Forensic Psychology (3)

#### **Academic Level**

Graduate

### **PSY626 - Psychology in the Courtroom**

#### **Description**

This course is a seminar in which candidates will synthesize their learning from the three previous concentration courses to gain a full understanding of the forensic psychologist's roles as trial consultant, jury selection, and assessing eyewitness account integrity in the courtroom. Students will demonstrate mastery of concentration content through a comprehensive project.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY545 - Forensic Psychology (3)
  - PSY622 - Assessment for Forensic Psychology (3)
  - PSY624 - Intersection of Law and Psychology (3)

#### **Academic Level**

Graduate

### **PSY632 - Developmental Psychology**

#### **Description**

Research and theoretical perspectives are used to help students understand contemporary topics central to childhood and adolescent development, including cognition, biology, social factors, and emotions. Students will evaluate the perspectives, relevancy, and usefulness of developmental psychology to real world issues and problems.

#### **Credits**

3

#### **Requisites**

- 18 credit(s).

#### **Academic Level**

Graduate

## Online Programs

### **PSY634 - Cognitive Neuropsychology**

#### **Description**

This course covers the neuropsychological approach in examining the connection between the brain and cognitive processes, as well as dysfunctions, from birth to adolescence. It will explore the techniques used to study the brain and behavior as well as contemporary research and issues in the field.

#### **Credits**

3

#### **Requisites**

- 18 credit(s).

#### **Academic Level**

Graduate

### **PSY636 - Intervention Strategies**

#### **Description**

This course introduces students to the major intervention strategies in child and adolescent development. Contemporary strategies will be covered, and traditional approaches and strategies of the field will be examined as needed. Students will also practice applications of the strategies to real-world scenarios.

#### **Credits**

3

#### **Requisites**

- 18 credit(s).

#### **Academic Level**

Graduate

### **PSY638 - Child and Developmental Psychology Seminar**

#### **Description**

This course is a culmination of the student's work in child and adolescent psychology. It will bring together the skills and knowledge learned in the previous courses and requires that students demonstrate their proficiency in the areas of developmental psychology, cognitive neuropsychology, and intervention strategies.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PSY632 - Developmental Psychology (3)
  - PSY634 - Cognitive Neuropsychology (3)
  - PSY636 - Intervention Strategies (3)

#### **Academic Level**

Graduate

## Online Programs

### **PSY790 - Capstone in Psychology**

#### **Description**

This capstone course is the culminating experience for the M.S. in Psychology program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - PSY550 - Measurement and Assessment (3)

#### **Academic Level**

Graduate

---

## Public Administration

### **PAD330 - Public Administration**

#### **Description**

Explore the field of public administration through the analysis of key theory and career possibilities. Examine the role of government and regulation in public policy development. Analyze how ethics drives conduct within the field.

#### **Additional Information**

The goal name associated with this course is Public Administration

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PAD331 - Public Administrative Ethics and Theory**

#### **Description**

This course will examine the underlying theories of public administration and their impact on community goal achievement. Students will examine supervisory and leadership behaviors in public administration and consider the ethical implications of public administration.

#### **Credits**

3

#### **Academic Level**

Undergraduate



## Online Programs

### **PAD332 - Municipal Government Operations**

#### **Description**

This course will examine the functions, hierarchy and management of various local government departments. Students will learn the interrelationship of various community departments as well as the roles of leadership and community boards within local government.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PAD340 - Public Fiscal Management**

#### **Description**

Analyze the processes and techniques used to secure and manage public funds. Examine considerations public administrators utilize when making fiscal decisions. Explore the role of oversight committees, audits, and other accountability measures to ensure accuracy of financial documents and processes.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PAD330 - Public Administration (3)

#### **Academic Level**

Undergraduate

### **PAD341 - Disaster Recovery and Response**

#### **Description**

This course will examine government and community behaviors, responses and recovery efforts following emergencies and disasters. Specific emphasis will be place of service delivery models and strategies, coordination of assistant services, and the dynamics of the recovery process.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **PAD345 - Policy Analysis and the Role of the Public**

### **Description**

Explore the role of policy in public administration, how the public influences policy, and the impact of policy on decision-making. Learn the stages of the public policy process and how the public's involvement in policy making has evolved. Develop techniques for managing and interacting with the public.

### **Additional Information**

The goal name associated with this course is Policy Analysis and the Role of the Public

### **Credits**

3

### **Requisites**

- Complete:
  - PAD330 - Public Administration (3)

### **Academic Level**

Undergraduate

## **PAD410 - Program Evaluation and Accountability**

### **Description**

Learn the six steps of program development and evaluation, including designing program evaluation processes to measure outcomes and analyzing data to assess program success. Create purpose-driven communications to gain support for programs, disseminate program information, and report to stakeholders.

### **Credits**

3

### **Requisites**

- Complete:
  - PAD330 - Public Administration (3)

### **Academic Level**

Undergraduate

## **PAD630 - Foundations of Public Administration**

### **Description**

This course is designed to introduce students to the foundations and constraints that form the environment of the public administration. It will encourage and enable the view of governance issues through the eyes of a public administrator. The course is structured to provide basic skills and set the context of contemporary political, social, economic, and administrative realities. It explores responsive, equitable, effective, efficient, and accountable governance processes, public policies, and institutional-based programs. It also examines, from a multidisciplinary perspective, those essential competencies, values, and issues important to public service organizations and the importance of public policy at the local, state, national and international levels.

### **Credits**

3

### **Academic Level**

Graduate

## Online Programs

### **PAD631 - Strategic Management in Public Service**

#### **Description**

This course is designed to provide an academic foundation to applied strategic management in public service. Identifying the factors that differentiate public service from the private sector, strategic planning and the implications those differences have for managers. Emphasis is placed on applied strategic planning and management including how to create a mission statement, conduct a SWOT analysis, conduct a stakeholder analysis, writing goals and objectives, and how to design and implement a performance measurement and management system. Current approaches to strategic management used by federal, state, local, and non-profit organizations are emphasized.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PAD632 - Foundations of Public Policy**

#### **Description**

This course is an introduction to the public policy process. Students will develop an understanding of what "political" and "public policy" mean. Topics discussed include why some problems reach the public agenda, why some solutions are adopted, why others are rejected, why some policies appear to succeed while others appear to fail. The course also examines the complexity of policymaking at the national, state, and local levels.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PAD633 - Intergovernmental Relations**

#### **Description**

This course is designed to demonstrate the challenges and strategies for governance and administration in an institutional environment of fragmented authority and dispersed power. It defines the balance of shared powers between the layers and institutions of government poses and the considerable challenges to policymakers and administrators. Major dimensions of intergovernmental relations: the vertical dimension of federal, states, and local governments, that cooperate, coordinate, and compete for shares of power, and the horizontal dimension in which sub-governments interact with one another. The course examines the structure of American political institutions, the nature of complex policymaking, governance by networks, and the consequences of competition between governments.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Public Health

# Online Programs

## **PHE101 - Fundamentals of Public Health**

### **Description**

This course introduces students to the field of public health: its historical evolution, fundamental theories, concepts and practice in the US, and its core values and ethical principles. The structure of the public health system, the ten essential services, and the core knowledge areas (epidemiology, biostatistics, social and behavioral sciences, environmental health, and healthcare policy and administration) are outlined in order for students to comprehend the breadth of complex factors impacting health and the tools available to protect and promote health.

### **Additional Information**

The goal name associated with this course is Global Healthcare Perspectives

### **Credits**

3

### **Academic Level**

Undergraduate

## **PHE321 - Biological Concepts for Public Health**

### **Description**

This course explores the major determinants of human disease from an integrated ecological perspective that brings together population-based approaches to the study of infectious disease and genetically determined diseases. Students learn about how infectious diseases are transmitted, risk factors and biological processes for common diseases, and the impact of these and control strategies on public health.

### **Credits**

3

### **Academic Level**

Undergraduate

## **PHE327 - Research and Assessment in Public Health**

### **Description**

Students in this class will develop the introductory knowledge and skills to apply assessment instruments, data collection, research designs, and statistical analysis to assess need, assets, and capacity for health education programs. Existing data sets will be introduced that will increase access to information to develop and implement health promotion projects that are fiscally feasible while meeting specific health promotion needs of a targeted population.

### **Credits**

3

### **Academic Level**

Undergraduate

## **PHE330 - Public Health Education and Communication**

### **Description**

The purpose of this course is to develop communication skills relevant to public health and examine the impact of mass media, social media, and the internet on health outcomes. Communications is a crucial tool in dealing with global public health challenges. Strong communication skills are necessary in the developing effective public health education, sound advocacy and successful policy development and implementation. In addition, the course explores how communication is currently being used by public health organizations and agencies.

### **Credits**

3

### **Academic Level**

Undergraduate

## Online Programs

### **PHE340 - Social and Behavioral Health**

#### **Description**

The course provides an overview of the contribution of the social and behavioral sciences to health behavior. Social and behavioral science fundamentals (principles, theories, research, and techniques) that are employed to address current and past public health problems are examined. Key concepts such culture, race/ethnicity, gender, poverty/disparities, factors related to behavior change, community, organizational climate, family are examined from a social and behavioral sciences perspective.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **PHE423 - Evaluation Methods in Public Health**

#### **Description**

This course will cover contextual issues surrounding evaluation, evaluation designs and methodological issues, steps involved in conducting an evaluation, communicating the results, and ensuring that evaluation findings are used by intended users.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PHE425 - Programming Planning in Public Health (3)

#### **Academic Level**

Undergraduate

### **PHE425 - Programming Planning in Public Health**

#### **Description**

The purpose of this course is to provide basic knowledge in public health sciences, and practical skills to effectively plan, implement, and manage programs that address public health problems in a variety of settings. The course explores key concepts, theories, and methods in planning and implementing successful health promotion programs and healthy public policy.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **PHE489 - Public Health Capstone Communication**

#### **Description**

Taken in the student's final term, the capstone course is the culminating experience for the Bachelor of Science in Public Health. This course builds on the theories and concepts of all courses students have taken within the program of study. The capstone course provides students with the opportunity to integrate and synthesize the knowledge and skills acquired throughout their coursework in an original comprehensive project/paper, while assessing their level of mastery of the stated outcomes of their degree program in public health. In addition, students present their capstone project and reflection on the experience to their instructor and their peers in the course. Students will also post their capstone project and presentation into their e-Portfolio.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - PHE423 - Evaluation Methods in Public Health (3)
    - PHE425 - Programming Planning in Public Health (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate

### **PHE500 - Principles of Public Health**

#### **Description**

This course is a required, foundational course. It acquaints the student with the history of public health, the structure of the public health system, the ten essentials services, and the core knowledge areas in order to gain an understanding of the complex factors impacting health behaviors in the community. This course is designed to introduce the students to the range of public health professions and to motivate their interests in public health courses. The course also will introduce the development of a professional portfolio.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PHE505 - Research Methods in Public Health**

#### **Description**

The course introduces students to the basics of research design and methodology in public health. It provides coverage of quantitative and qualitative methods. Topics include: development of a hypothesis, sampling, data collection and structure, survey design and administration, and analytic interpretation. In public health, carefully designed research studies and their results are critical in the development of evidence-based policies, programs, and interventions. Students apply their knowledge acquired in the course by developing a research proposal. Research skills are in high demand by public health employers.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **PHE510 - Public Health Biology**

#### **Description**

This course explores the biological basis of disease. It focuses on the impact of diseases on public health decision-making. The pathogenesis of various disease conditions are covered and how such pathogenesis could either be prevented or interrupted.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PHE525 - Social and Behavioral Sciences**

#### **Description**

The course provides a foundation in the application of social and behavioral sciences to public health. Social and behavior theories are examined in terms of understanding health-related behavior and applying these theories to health promotion. The course covers existing social inequalities in health status related to race, social class and gender and the critical intersection between social risk factors, behavioral risk factors and the development and implementation of public health interventions.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PHE540 - Principles of Environmental Health**

#### **Description**

This course offers students an overview of basic concepts in environmental sciences, an understanding of the health impact of various environmental exposures, and the public health approach to controlling and eliminating environmental health risks. The effects of agents on disease, water quality, air quality, food safety, and land resources are explored.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PHE550 - Principles of Global Health**

#### **Description**

Provides an overview of the history of global health, the diversity of determinants of health and disease, and the importance of ethics and human rights. Examines major global health challenges, contemporary issues, and policies. Topics include: health systems, health disparities, culture and health, nutrition, maternal and child health, infectious and chronic diseases, injuries, and natural disaster and humanitarian relief.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **PHE610 - Health Policy and Management**

#### **Description**

Students in this course examine the health services system in the U. S., the role of healthcare policy and management, and the health delivery system. The recent healthcare reform legislation and its implications are explored. Topics include: the origins of the US healthcare system, health behaviors and disease, the management of health service personnel and organizations.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PHE630 - Program Planning and Evaluation in Public Health**

#### **Description**

This course explores the key approaches used to conduct and evaluate effective public health programs. Topics include: collection of primary data, analysis of data, presentation of findings for the target audience, and information systems and technology in the planning and evaluation processes.

#### **Credits**

3

#### **Academic Level**

Graduate

### **PHE660 - Global Health Policy, Practice, and Partnerships**

#### **Description**

Explore the historical evolution of global health, policies that have shaped the field, and the international community's response to health determinants around the world. Critically analyze the roles and relationships of local, national, and international actors. Students synthesize policy, practice and partnerships, which are essential for improving health in low and middle income countries.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PHE550 - Principles of Global Health (3)

#### **Academic Level**

Graduate



## Online Programs

### **PHE665 - Case Studies in Global Health**

#### **Description**

Examine how people, organizations, companies and governments can work together to solve some of the most complex global health issues. Using real-world examples, students examine situations, programs and partnerships and analyze innovative solutions in each presented case. From reducing child mortality to improving health through multifaceted interventions that address multiple determinants of health, students learn how global public health efforts have improved the health of populations, even in the poorest countries, worldwide.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PHE550 - Principles of Global Health (3)

#### **Academic Level**

Graduate

### **PHE680 - Practical Experience in Public Health Part I**

#### **Description**

Succeed working on a real-world public health project under the supervision of the public health instructor, an approved preceptor, and a SNHU Career advisor. Refine developed competencies and skills sets that were introduced in the MPH courses. This course requires a minimum of 60 practical experience hours.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PHE610 - Health Policy and Management (3)
  - PHE630 - Program Planning and Evaluation in Public Health (3)

#### **Academic Level**

Graduate

### **PHE685 - Practical Experience in Public Health Part II**

#### **Description**

Successfully complete a real-world project initiated in PHE-680 Part I under the supervision of the public health instructor, an approved preceptor, and a career advisor. Refine developed competencies and skills sets that were introduced in the MPH courses. This course requires a minimum of 60 practical experience hours.

#### **Credits**

3

#### **Requisites**

- Complete:
  - PHE680 - Practical Experience in Public Health Part I (3)

#### **Academic Level**

Graduate

## Online Programs

### **PHE690 - Public Health Capstone**

#### **Description**

This is the synthesis course of the Master of Public Health program, which allows students the opportunity to apply the theory, principles and science of public health in a capstone project. This culminating experience requires students to synthesize and integrate knowledge and skills acquired throughout coursework in an original comprehensive project, and to assess their level of mastery of the stated outcomes of their degree program in public health. In addition, the students reflect on the experience to their instructor and peers.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - PHE610 - Health Policy and Management (3)
    - PHE630 - Program Planning and Evaluation in Public Health (3)
  - 30 credit(s).

#### **Academic Level**

Graduate

---

## Quantitative Studies & Operations Management

### **QSO300 - Operations Management**

#### **Description**

This course is an introduction to the operations function, which is responsible for the creation of goods and services of the organization. Students will learn the concepts and techniques used in managing operations in manufacturing and service organizations.

#### **Credits**

3

#### **Requisites**

- Complete 1 of the following
  - Online
    - 1 of the following:
      - MAT240 - Applied Statistics (3)
      - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)
      - IHP340 - Statistics for Healthcare Professionals (3)
  - BS Aviation Operations and Management
    - Complete:
      - MAT225 - Calculus I: Single-Variable Calculus (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **QS0310 - Management of Service Operations**

### **Description**

This course is an introduction to the concepts, principles, problems, and practices of successful service operations management. Emphasis is focused on preparing students to identify and apply appropriate management processes to ensure efficient, effective, and quality oriented service operations, while achieving operational excellence. Topics covered include: the role of services in the economy, strategic positioning and internet strategies, environmental strategies, new service development process, managing service expectations, front-office and back-office interface, service quality, yield management, waiting time management, and site selection.

### **Additional Information**

The goal name associated with this course is Serve Customers Effectively

### **Credits**

3

### **Requisites**

- Complete:
  - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

## **QS0320 - Management Science through Spreadsheets**

### **Description**

Apply management science techniques to analyze data to inform business decisions that align to strategic organizational objectives.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MAT240 - Applied Statistics (3)
  - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### **Academic Level**

Undergraduate

## **QS0321 - People, Planet, and Profit**

### **Description**

Students will evaluate business operations for their efficiency, effectiveness, and quality. Through learning to balance operations decisions, students will be able to support the long-term sustainability and maintain ethical standards of the organization. Students will also learn to make recommendations on operations that increase value to the organization and customer.

### **Additional Information**

The goal title associated with this course is People, Planet, and Profit.

### **Credits**

3

### **Requisites**

- Complete:
  - INT220 - Global Dimensions in Business (3)

### **Academic Level**

Undergraduate

# Online Programs

## **QS0322 - Logistics Management**

### **Description**

This course provides an overview of the field of logistics including its nature, scope, and process, including logistics management functions and the interrelationships among strategic support and operational logistics. Students examine the logistics functions of business involved in the movement and storage of supplies, work-in-progress, and finished goods. Additionally, it explores the trade-offs between cost and service and the purchase and supply of raw materials.

### **Additional Information**

The goal name associated with this course is Oversee Logistics

### **Credits**

3

### **Requisites**

- 1 of the following:
  - QS0300 - Operations Management (3)
  - QS0321 - People, Planet, and Profit (3)

### **Academic Level**

Undergraduate

## **QS0325 - Continuous Improvement Tools and Techniques**

### **Description**

This course examines continuous improvement tools and techniques used in problem solving supporting sustainable operations. Topics include lean techniques, quality management, TQM, JIT, and product experimental design.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - QS0320 - Management Science through Spreadsheets (3)
  - 1 of the following:
    - QS0300 - Operations Management (3)
    - QS0321 - People, Planet, and Profit (3)

### **Academic Level**

Undergraduate

## **QS0328 - Sustainable Operations**

### **Description**

This course focuses on manufacturing and service operations control and the importance of making operations decisions that support the long-term sustainability of organizations while meeting the needs of the customers. Students explore topics such as brand management, closed loop supply chains, competition, environmental management, safety and compliance, and social responsibility.

### **Credits**

3

### **Requisites**

- Complete:
  - QS0330 - Supply Chain Management (3)

### **Academic Level**

Undergraduate

# Online Programs

## **QS0330 - Supply Chain Management**

### **Description**

This course focuses on effective supply chain strategies for companies that operate globally with emphasis on how to plan and integrate supply chain components into a coordinated system. Students are exposed to concepts and models important in supply chain planning with emphasis on key tradeoffs and phenomena. The course introduces and utilizes key tactics such as risk pooling and inventory placement, integrated planning and collaboration, and information sharing.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

## **QS0340 - Project Management**

### **Description**

As modern organizations have become more complex, they have also become more project-driven. This course uses a basic project management framework in which the project life-cycle is broken into organizing, planning, monitoring and controlling the project. You will learn the methodologies and tools necessary at each stage for managing the projects effectively in terms of time, cost, quality, risk and resources.

### **Additional Information**

The goal name associated with this course is Project Management in Healthcare

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MAT240 - Applied Statistics (3)
  - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### **Academic Level**

Undergraduate

## **QS0345 - Project Management for CAPM® Certification**

### **Description**

This course teaches the five process groups and nine knowledge areas described in the Project Management Body of Knowledge (PMBOK®) of the Project Management Institute (PMI®). The course is designed to help students prepare for the Certified Associate in Project Management (CAPM®) certification exam. However, it neither guarantees to help satisfy the eligibility requirements for taking the CAPM® certification exam nor ensures success on the CAPM® certification exam.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MAT240 - Applied Statistics (3)
  - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### **Academic Level**

Undergraduate

# Online Programs

## **QS0349 - Project Contracting and Procurement**

### **Description**

This course addresses the process of acquiring products, resources, services, or results from outside the project team. How to plan procurement management, conduct procurements, control procurements, and close procurements is covered.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - QS0340 - Project Management (3)
  - QS0345 - Project Management for CAPM® Certification (3)

### **Academic Level**

Undergraduate

## **QS0355 - Resource Estimating and Scheduling**

### **Description**

Project managers are responsible for keeping projects on time, on budget, and within scope. This course reviews the critical processes of activity definition, resource estimating, and scheduling.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - QS0340 - Project Management (3)
  - QS0345 - Project Management for CAPM® Certification (3)

### **Academic Level**

Undergraduate

## **QS0360 - Six Sigma Quality Management**

### **Description**

This course teaches the fundamental tools and techniques used to improve service and manufacturing processes through the Define-Measure-Analyze-Improve-Control (DMAIC) methodology of Six Sigma quality management. Statistical process control, design and analysis of statistical experiments, process mapping, cause-and-effect diagram, 5S methodology, and process waste identification via lean techniques, are the major topics of this course.

### **Credits**

3

### **Requisites**

- Complete:
  - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

# Online Programs

## **QSO415 - Trends in Operations Management**

### **Description**

This course focuses on contemporary topics in operations management. Examples of topics that will be explored included assessing and managing disruptive change, agile project management, automation, innovation, and technology trends.

### **Additional Information**

The goal name associated with this course is Automation and System Integration

### **Credits**

3

### **Requisites**

- Complete:
  - QSO325 - Continuous Improvement Tools and Techniques (3)
  - QSO330 - Supply Chain Management (3)

### **Academic Level**

Undergraduate

## **QSO420 - Integrated Cost and Schedule Control**

### **Description**

This course reviews cost and schedule control techniques that are integrated with project scope as well as overseeing a cost and schedule plan aligned to that scope. The importance of measuring a project's performance using Earned Value Management (EVM) is reviewed.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - QSO340 - Project Management (3)
  - QSO345 - Project Management for CAPM® Certification (3)

### **Academic Level**

Undergraduate

## **QSO425 - Reverse Logistics**

### **Description**

This course provides students with an overview of today's best practices in reverse logistics. An application perspective is examined in manufacturing, retail and in the military. Students examine the nature, scope, practices, procedures, and processes of adding a reverse logistics operations center to a forward logistics supply chain.

### **Credits**

3

### **Requisites**

- Complete:
  - QSO322 - Logistics Management (3)

### **Academic Level**

Undergraduate

# Online Programs

## **QSO435 - Adaptive Project Management**

### **Description**

Adaptive project management recognizes the nature of changing business processes and goals and the need for iterative techniques to ensure business results are achieved. Agile frameworks including Scrum are reviewed.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - 1 of the following:
    - QSO300 - Operations Management (3)
    - QSO321 - People, Planet, and Profit (3)
  - 1 of the following:
    - QSO340 - Project Management (3)
    - QSO345 - Project Management for CAPM® Certification (3)

### **Academic Level**

Undergraduate

## **QSO440 - Topics in Project Management**

### **Description**

This course covers advanced topics in project management such as project risk, project integration, project quality, and project procurement. Advanced project selection, planning, and control methods of project management are taught with hands-on-applications of MS Project. Students will learn the knowledge and skills of an experienced project manager by creating a detailed project plan for a real-world project.

### **Credits**

3

### **Requisites**

- Complete:
  - QSO340 - Project Management (3)

### **Academic Level**

Undergraduate

## **QSO450 - Transportation Management**

### **Description**

This course provides an overview of the transportation industry to include providers, users, and government agencies. It examines contemporary public policy issues, along with managerial strategies in transportation. Additional focus will be given to micro and macroeconomic issues in the transportation industry. Topics include the economic aspects of rail, water, air, ground, and other transport modes, inventory, and supply.

### **Credits**

3

### **Requisites**

- Complete:
  - QSO322 - Logistics Management (3)

### **Academic Level**

Undergraduate



## Online Programs

### **QSO455 - Integrated Supply Chain Management**

#### **Description**

This course examines key issues associated with the design and management of supply chains. Students examine modern supply chain management practices. Emphasis is placed on the exploration of how to integrate suppliers, factories, warehouses and stores so that products are distributed to customers in the right quantity and at the right time. A key topic area is the service logistics and distribution component of the supply chain.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QSO425 - Reverse Logistics (3)
  - QSO450 - Transportation Management (3)

#### **Academic Level**

Undergraduate

### **QSO489 - Capstone in Operations Management**

#### **Description**

This capstone course is the culminating experience for the B.S. in Operations Management program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - QSO328 - Sustainable Operations (3)
    - QSO415 - Trends in Operations Management (3)
  - 111 credit(s).

#### **Academic Level**

Undergraduate

### **QSO500 - Business Research**

#### **Description**

This course presents an overview of the various primary and secondary research methodologies used in the business world and the application of statistical techniques to those strategies. The focus of this course is the design and execution of a practical, primary research. It is recommended that this course be one of the first three taken in degree programs in which it is required.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **QS0510 - Quantitative Analysis for Decision Making**

#### **Description**

This is a survey of the mathematical, probabilistic and statistical tools available for assisting in the operation and management of industrial organizations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)

#### **Academic Level**

Graduate

### **QS0520 - Management Science through Spreadsheets**

#### **Description**

Gain a working knowledge of the most commonly used Management Science/Operations Research techniques for their use in business. Learn how to combine the power of the management science and spreadsheets to recommend solutions for a wide variety of business problems.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QS0510 - Quantitative Analysis for Decision Making (3)

#### **Academic Level**

Graduate

### **QS0530 - Applied Statistics for Managers**

#### **Description**

This course will provide the students with statistical tools and techniques that will enable them to make an immediate impact in their careers. This course will be realistically oriented and numerous business examples and cases will be analyzed.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)

#### **Academic Level**

Graduate

# Online Programs

## **QSO600 - Operations Management**

### **Description**

This is a study of the concepts of production and operations and of a variety of methods and techniques used in their management. Background preparation: 6 credit hours in economics.

### **Credits**

3

### **Requisites**

- Complete:
  - QSO510 - Quantitative Analysis for Decision Making (3)

### **Academic Level**

Graduate

## **QSO610 - Management of Service Operations**

### **Description**

This course is intended to help students prepare for management opportunities in service firms that represent the fastest-growing sector of the economy. The material focuses on the role and nature of service operations, and the relationship of operations to other business functions. The students will develop skills and learn techniques for effective management of service operations.

### **Credits**

3

### **Requisites**

- Complete:
  - QSO510 - Quantitative Analysis for Decision Making (3)

### **Academic Level**

Graduate

## **QSO620 - Six Sigma Quality Management**

### **Description**

This course is designed to provide an understanding of the design and implementation of quality control and improvement systems. It is an introduction to current quality management approaches, statistical quality control and quality improvement techniques. ISO-9000 also will be discussed. Case studies and the use of computer technology will be integral to the course.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - QSO510 - Quantitative Analysis for Decision Making (3)
  - QSO530 - Applied Statistics for Managers (3)

### **Academic Level**

Graduate

## Online Programs

### **QSO625 - Six Sigma for Black Belt Certification**

#### **Description**

This course teaches advanced concepts in Six Sigma while incorporating Lean Management tools. Students learn waste elimination, value stream mapping, Six Sigma roles and responsibilities, team management, and the various elements of the Define-Measure-Analyze-Improve-Control (DMAIC) phases of a Six Sigma project. The Design for Six Sigma (SFSS) approach to design a new process is also reviewed. The course is designed to help students prepare for a Six Sigma Black Belt certification exam. However, it neither guarantees to help satisfy the eligibility requirements for taking a Six Sigma Black Belt certification exam nor ensures success on a Six Sigma Black Belt certification exam.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QSO620 - Six Sigma Quality Management (3)

#### **Academic Level**

Graduate

### **QSO630 - Supply Chain Management**

#### **Description**

This course analyses the role and activities of those involved in supply chain management decision making. It emphasizes the importance of transportation planning, inventory control, warehouse management, development of customer service standards, and procurement in the design and operation of supply and distribution systems. The importance of information systems and the internet in supporting such activities is also discussed. Special attention is given to the close working relationships with managers in other functional areas including information systems, marketing, and international operations.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QSO510 - Quantitative Analysis for Decision Making (3)

#### **Academic Level**

Graduate

### **QSO635 - International Supply Chain Management**

#### **Description**

The U.S. economy is becoming increasingly global in nature. We are marketing and distributing more products in foreign nations, locating plants and other facilities internationally, and are buying from foreign companies. This course provides a comprehensive understanding of the supply chain management function related to the international environment in terms of business/cultural customs, legal considerations, purchasing strategies, financial aspects, and international distribution.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA501 - Mathematics and Statistics for Business (3)

#### **Academic Level**

Graduate

## Online Programs

### **QSO640 - Project Management**

#### **Description**

This course includes the study of concepts, tools, and practices of project management. The course adopts a managerial process approach to Project Management, which consists of initiating, planning, executing, controlling and closing the project. Major topics will include project scope, project time, project cost, project quality, project risk, project resources, project communications and how to be an effective project manager. Cases are utilized to integrate the learning in the course and provide decision- making experience for the student.

#### **Credits**

3

#### **Academic Level**

Graduate

### **QSO645 - Project Management for PMP® Certification**

#### **Description**

Learn the five process groups and ten knowledge areas that guide project management using A Guide to the Project Management Body of Knowledge, (PMBOK Guide) - Sixth Edition, Project Management Institute, Inc., 2017. Utilize process inputs and outputs, as well as tools and techniques, to effectively plan and manage projects. Explore the professional and social responsibilities of project management. The course is designed to help students prepare for the Project Management Professional (PMP) exam. The course satisfies the educational requirement of 35 hours of project management education for the PMP exam. However, it does not guarantee success on the PMP exam (PMP and PMBOK are registered marks of the Project Management Institute, Inc.)

#### **Credits**

3

#### **Academic Level**

Graduate

### **QSO680 - Seminar in Project Management**

#### **Description**

Project management is a core skill in today's fast-moving business environment. Project managers are required to manage complex, time- pressured projects and programs using advanced tools and techniques for maximum effect. Through this course, the students will learn advanced methods to initiate, plan and control projects. They will gain experience planning complex projects using both manual and PC-based tools.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QSO640 - Project Management (3)

#### **Academic Level**

Graduate

## Online Programs

### **QSO690 - Topics in Operations Management**

#### **Description**

This course is designed to prepare students to function as high-impact manufacturing and/or service managers. The course theme is Total Quality Management and focuses on manufacturing systems, quality controls and inventory management with the goal of finding constant approaches to productivity improvement through in-depth investigation of JIT and OPT and their adaptability to manufacturing and service systems.

#### **Credits**

3

#### **Requisites**

- Complete:
  - QSO600 - Operations Management (3)

#### **Academic Level**

Graduate

### **QSO700 - Project Management and Operations Capstone**

#### **Description**

This capstone course is the culminating experience for the MS in Project Management and Operations program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Complete:
    - QSO680 - Seminar in Project Management (3)
    - QSO690 - Topics in Operations Management (3)

#### **Academic Level**

Graduate

### **QSO710 - Internship in Operations/Project Management**

#### **Description**

This course will enable the School of Business graduate students to gain valuable work experience within the operations or project environment. The objective is to give the students an opportunity for practical application of operations/project management concepts and techniques learned in the classes and complement the course work.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Reading

## Online Programs

### **RDG503NC - Emerging and Early Literacy Development K-4**

#### **Description**

This course will examine several major theoretical perspectives on literacy development from Kindergarten through 4th grade. Students will explore literacy environments that encourage the development of reading, writing, listening and speaking in the early elementary classroom. Students will also learn a variety of effective strategies for the instruction and assessment of reading and writing in the early elementary classroom. Differentiating instruction to meet the needs of students from diverse backgrounds will be integrated into the course content.

#### **Credits**

3

#### **Academic Level**

Graduate

### **RDG504NC - Content Area Literacy Grades 4-8**

#### **Description**

In this course, students study effective practices that support the development of reading comprehension and writing strategies for content area subjects in grades 4-8. The course focuses on the strategies that enable students read and write about non-fiction. Students will also examine ways to address the particular needs of students with diverse language, cultural and learning requirements.

#### **Credits**

3

#### **Academic Level**

Graduate

### **RDG532 - Young Adult Literature**

#### **Description**

This course is a focus on literature designed for the adolescent reader. Students read examples of adolescent fiction, interview adolescents about their selections, study criteria for selection and evaluation of writing done for or by adolescents, and learn strategies for teaching adolescents.

#### **Credits**

3

#### **Academic Level**

Graduate

### **RDG582 - Assessing and Instructing Students with Literacy Difficulty**

#### **Description**

This course presents methods and materials to assess the needs and plan instructional interventions for students with literacy difficulties. Students will learn to analyze and interpret formal and informal literacy assessments and use instructional techniques to improve literacy in students with a range of literacy difficulties (K-12). This course includes an examination of literacy development among diverse learners.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - RDG503 - Emerging and Early Literacy Development K-4 (3)
  - EDU501 - Methods of Teaching Reading (3)

#### **Academic Level**

Graduate

## Online Programs

### **RDG701 - Reading Internship: K-4**

#### **Description**

Students will complete a one credit reading internship that covers field-based literacy experiences at the elementary level at the conclusion of all course work. This course of study is designed for students to observe, interview, and experience literacy program planning, operation, and management in grades K-4.

#### **Credits**

1

#### **Academic Level**

Graduate

### **RDG702 - Reading Internship: 5-8**

#### **Description**

Students will complete a one credit reading internship that covers field-based literacy experiences at the middle school level at the conclusion of all coursework. This course of study is designed for students to observe, interview, and experience literacy program planning, operation, and management in grades 5-8.

#### **Credits**

1

#### **Academic Level**

Graduate

### **RDG703 - Reading Internship: 9-12**

#### **Description**

Students will complete a one credit reading internship that covers field-based literacy experiences at the high school level at the conclusion of all course work. This course of study is designed for students to observe, interview, and experience literacy program planning, operation, and management in grades 9-12.

#### **Credits**

1

#### **Academic Level**

Graduate

---

## Science

### **SCI100 - Perspectives in the Natural Sciences**

#### **Description**

This introductory course serves as an entry point into the natural sciences which concentrates on the natural world that both surrounds us and includes us. Students explore the big ideas in natural science as well as the methods that the field employs to solve problems. The course emphasizes and explores empirical modes of study as a way of looking at the world and aims to foster science literate citizens.

#### **Credits**

3

#### **Academic Level**

Undergraduate



## Online Programs

### **SCI101 - Problem-Solving for Complex Challenges**

#### **Description**

Draw upon research skills, analytical thinking, and your creativity to devise possible approaches to solving a complex challenge. Use math and logic to generate evidence that will inform your decisions, and integrate a variety of problem-solving methods to prepare thoughtfully researched recommendations. This course is currently available for direct assessment programs only.

#### **Additional Information**

The goal name associated with this course is Preparing Recommendations for Complex Challenges

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SCI200 - Applied Natural Sciences**

#### **Description**

This applied course actively involves students in the process of science and builds upon foundational natural science concepts in introductory survey courses. Students have the opportunity to engage in inquiry based learning which utilizes natural science methodologies and apply these toward problem solving skills in contemporary topics.

#### **Additional Information**

The goal name associated with this course is Issues of the Information Age

#### **Credits**

3

#### **Requisites**

- 3 credit(s) from subject(s): BIO CHM, ENV, GEO, GRA, IHP, IT, MAT, SCI, or PHY

#### **Academic Level**

Undergraduate

### **SCI207 - Atmospheric Science**

#### **Description**

This course will focus on the fundamental principles of the physics, chemistry, and fluid dynamics underlying weather and climate. Additionally, the continual movement of weather and its associated elements, and the development of climate change will be addressed.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Online Programs

### **SCI212 - Principles of Physical Science I**

#### **Description**

Various concepts within the physical sciences are discussed ranging from the teachings of Aristotle to the theories of Einstein. Topics include the influence of the scientific method in generating knowledge, the contributions of Galileo, Copernicus, Newton, Kepler and others concerning energy, forces, and motion, gravity, the solar system, and cosmology and relativity.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SCI215 - Contemporary Health**

#### **Description**

This course exposes students to the three major dimensions of health -- physical, emotional and social. Health, nutrition, substance abuse, infectious diseases and stress management are among the issues that will be discussed. Students will learn to intelligently relate health knowledge to the social issues of our day. For students on program plans/catalogs prior to 2012-13; this course does not satisfy the university core science requirement.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SCI218 - Natural Resources**

#### **Description**

This class will introduce the concept of natural resources by studying topics such as land, soil, rangeland, forest, water, atmosphere, minerals, and energy. The management, use, and environmental impacts associated with these resources will also be studied. Emphasis will be placed on the United States within the context of the global environment.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SCI219 - Environmental Issues**

#### **Description**

This course covers a variety of environmental topics in a manner specifically designed for the non-science major. It provides a fundamental understanding of the various processes necessary to support life on Earth and examines how human activities and attitudes (individual, traditional, cultural and others) generate environmental issues that threaten these processes. Topics include ecology, populations, agriculture, desertification and deforestation, water and ocean pollution, air pollution including ozone depletion and acid rain, global climate change, natural resource depletion, solid and hazardous wastes, energy including fossil fuels and nuclear power, economics and sustainability.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **SCI220 - Energy and Society**

### **Description**

This course surveys the various forms of energy available to our industrial society. The environmental impact and depletion of each energy form is discussed with emphasis on the development of clean and inexhaustible alternative sources for the home and business. Topics include traditional and renewable energy sources, greenhouse effects, transpiration, nuclear power, and economies.

### **Credits**

3

### **Academic Level**

Undergraduate

## **SCI225 - Spatial Awareness**

### **Description**

This course will examine the study, use, and design of map formats and specialized products such as fence-diagrams and cross-sections, as well as symbology, coordinate systems, and how maps record the historical patterns of human behavior. The course will also review maps as a tool to analyze human activity and societal development, and include important aspects of map data collection, processing, the Global Positioning System (GPS), quantitative mapping, and GIS-based mapmaking techniques. Additionally, students will review how humans process the concept of space.

### **Credits**

3

### **Academic Level**

Undergraduate

## **SCI310 - Geostatistics and Data Analysis**

### **Description**

This course will review geostatistical methods for their use in the spatial analysis of geological and environmental data. Students will explore the application of geostatistics for the description of spatial patterns and identification of scales of variability, spatial interpolation, and stochastic modeling of environmental attributes, and the creation of risk maps and their use in geoscientific decision making.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - PHY205 - Principles of Geology (3)
  - 1 of the following:
    - MAT240 - Applied Statistics (3)
    - MAT243 - Applied Statistics for Science, Technology, Engineering, and Mathematics (STEM) (3)

### **Academic Level**

Undergraduate

## Online Programs

### **SCI320 - Geosciences Methodologies**

#### **Description**

This course will explore the scientific methodology, empirical reasoning, and specific application of research methods in the geosciences. Students will explore key instrumentation and their application in laboratory settings, as well as survey techniques, sample collection, and elementary modeling.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SCI310 - Geostatistics and Data Analysis (3)

#### **Academic Level**

Undergraduate

### **SCI333 - Waste: Sources, Reduction, & Remediation**

#### **Description**

Waste is a major issue in nearly all aspects of society and understanding it is essential when considering the environment and sustainability. This class will focus on how waste is produced, how to reduce this pollution and how to clean it up once it is released. In addition to the physical science, we will examine the impact of waste on the economy, society and public health.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENV101 - Environmental Science (3)
  - SCI219 - Environmental Issues (3)

#### **Academic Level**

Undergraduate

### **SCI350 - Leadership and Ethics in the Geosciences**

#### **Description**

As professionals, students will be expected to use their knowledge and skills to enhance understanding of Earth for the well-being of society and the environment. As such, this course will focus on leadership and ethics as it relates to the practice of the geosciences. Topics will include project management techniques related to scheduling and budgeting projects, group dynamics, organizational behavior, and compliance.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SCI320 - Geosciences Methodologies (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **SCI360 - Environmental Science Experiential Learning**

#### **Description**

Participate in an experiential learning elective course that focuses on professional development, certification preparation or professional practice opportunities. Explore and learn new tools and technologies that help you hone your real-world technical knowledge, skills and abilities. This course requires a minimum of 60 hours in the learning experience and may be taken for credit a maximum of two times.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SCI425 - Geoscientific Research Methods**

#### **Description**

This is the pre-capstone course for Geosciences majors. Through the emphasis in this course on the acquisition and integration of geoscientific research, students will learn to synthesize knowledge and skills from prior program coursework to develop a research project in a chosen area of specialization. This course focuses on helping students propose a topic for research, conduct preliminary research, and develop a capstone research proposal. This course prepares students for the formal capstone submission in the following course, Geosciences Capstone.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SCI320 - Geosciences Methodologies (3)

#### **Academic Level**

Undergraduate

### **SCI489 - Geosciences Capstone**

#### **Description**

This capstone course is the culminating experience for the B.S. in Geosciences program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course extends students' research proposals created in Geoscientific Research Methods into a formal capstone project and is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 111 credit(s).
  - Complete:
    - SCI425 - Geoscientific Research Methods (3)

#### **Academic Level**

Undergraduate

---

## Social Science

# Online Programs

## **SCS100 - Perspectives in the Social Sciences**

### **Description**

How do social scientists examine issues impacting human behavior This course will focus on the questions social scientists ask in their research of individuals, families, and larger society, as well as how social scientific inquiry has developed over time. This exploration of social science will focus on the ways in which researchers consider behavioral phenomenon and use research to study various concepts. Students will examine the relevance of social science to current issues, develop evidence-based questions about human behavior, and explore basic social scientific research approaches.

### **Credits**

3

### **Academic Level**

Undergraduate

## **SCS101 - Leadership and Group Dynamics**

### **Description**

Apply research about group dynamics to address common challenges within groups and teams. Identify leadership skills for engaging in teamwork in your career, home, and community, and practice interpersonal communication strategies for effectively addressing feedback in collaborative settings. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Leadership and Group Dynamics

### **Credits**

3

### **Academic Level**

Undergraduate

## **SCS200 - Applied Social Sciences**

### **Description**

Social scientists consider a number of factors when deciding to invest time and resources into investigating a problem. Students engage in inquiry based learning by selecting a current issue and exploring it from the perspective of social scientists (psychologist, sociologist, anthropologist, etc.). Students use a systematic approach to engage in an evidence-informed investigation pertaining to a current issue.

### **Credits**

3

### **Requisites**

- 3 credit(s) from subject(s): ATH ECO, HSE, POL, PSY, SCS, or SOC

### **Academic Level**

Undergraduate

# Online Programs

## **SCS201 - Global Challenges**

### **Description**

Investigate diverse perspectives on global challenges that impact people and the planet. Discover how scientific evidence can help inform decision-making, and examine the ethical considerations of pursuing scientific advancement. This course is currently available for direct assessment programs only.

### **Additional Information**

The goal name associated with this course is Science, Technology, and Society

### **Credits**

3

### **Academic Level**

Undergraduate

## **SCS224 - Social Science Research Methods**

### **Description**

This course offers a broad introduction to research methods in the social sciences, including surveys, case studies, experiments, and quasi-experiments. Students learn to spot design flaws in research intended to generate scientifically sound conclusions about social phenomena, and to evaluate critically the interpretations of social science research results by third-party observers, such as reporters. Students also learn how to draft a research proposal that would satisfy the requirements of peer review within the community of professional social scientists.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - MAT133 - Introduction to Statistical Analysis (3)
  - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

## **SCS285 - Research Literacy in Social Sciences**

### **Description**

Learners will analyze the value of using various kinds of data and credible existing research to address professional problems. Essential research skills and strategies such as research question development, evaluating data sets for practical application, and applications of social science research methods will be covered, enabling learners to become effective consumers of research.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Complete:
    - ENG123 - English Composition II (3)
  - 1 of the following:
    - MAT133 - Introduction to Statistical Analysis (3)
    - MAT240 - Applied Statistics (3)

### **Academic Level**

Undergraduate

## Online Programs

### **SCS444 - Capstone Colloquium**

#### **Description**

This colloquium serves as the capstone course for students in the sociology, law and politics, and environmental management majors. Students learn from their instructor and from each other as they apply the knowledge and skills acquired in their other course work to a directed research project in the appropriate discipline or field. Prerequisite: Senior standing in the sociology, law and politics, or environmental management major.

#### **Credits**

3

#### **Requisites**

- 111 credit(s).

#### **Academic Level**

Undergraduate

### **SCS490 - Social Science Internship**

#### **Credits**

0 - 15

#### **Academic Level**

Undergraduate

### **SCS501 - Foundations in Statistics**

#### **Description**

The focus of this course is to enable students to develop a foundation of basic statistical literacy. Students will be able to assess the role of statistics in quantitative research and mixed methodologies, as well as develop the competency to perform basic statistical calculations. An awareness of the relationship between computation and interpretation will be addressed. Students will focus on the analysis of real-world data and research situations to illustrate the process of interpreting the meaning underlying the data, and how statistics can be utilized to address important questions.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SCS502 - Foundations in Research Methods**

#### **Description**

In this course, students will examine applied aspects of research methods and experimental design at the graduate level, which includes qualitative, quantitative, and mixed methods that are commonly utilized in social science research. Students will investigate procedures used to gather and analyze data and acquire real-world skills required to design and conduct research in future courses.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## **Society Human Resources Management**



## Online Programs

### **SHRM500 - Society for Human Resource Management Certification Preparation**

#### **Description**

Southern New Hampshire University, in partnership with the Society for Human Resource Management (SHRM), offers a non-credit SHRM Learning System Course designed to assist human resource professionals in preparing for the PHR and SPHR certification exams. Available online in an 8-week format as well as an executive on campus workshop series, HR executives and training professionals will be taught by faculty who are also human resource practitioners and subject matter experts. This course is appropriate for undergraduates as well as graduate students employed in the HR and Training fields seeking HR Management certification.

#### **Credits**

0

#### **Academic Level**

Graduate

---

## Sociology

### **SOC112 - Introduction to Sociology**

#### **Description**

Is one's identity individually or socially constructed? Are all stereotypes invalid or can there be value in generalizations? Is globalization widening the gaps or homogenizing the world? In this course, students will grapple with these essential questions in examining the world through the lens of a sociologist. Sociology offers an empirically-based methodology for critically evaluating society-from issues of individual agency to the roots of global institutions. Culture, norm stratification, systems, structure, social institutions, social change, the organization of social behavior and its relationship to society and social conditions are emphasized. Students will challenge their own preconceived notions and evaluate these constructs in terms of their relevancy to contemporary issues and problems.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SOC213 - Sociology of Social Problems**

#### **Description**

Students in this course analyze contemporary social problems in America and other societies. Issues include economic limitations, class and poverty, race and ethnic relations, sexism, ageism, and environmental and population concerns.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **SOC317 - Sociology of the Family**

### **Description**

This course is a sociological examination of the family institution in America and other societies. Traditional and nontraditional family patterns are studied to provide students with a structure for understanding sex, marriage, family and kinship systems.

### **Credits**

3

### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

### **Academic Level**

Undergraduate

## **SOC318 - Sustainable Communities**

### **Description**

How do we build a society fit for living This course looks to the field of environmentally sustainable community development (ESCD) for answers to this question. Students explore the principles and practices of ESCD using pattern-mapping of community needs, site visits, and other experiential learning tools that turn communities into classrooms, and bring the challenge of building environmentally sustainable communities to life. In the process, students identify assumptions that lead to unsustainable social practices, and develop the skills necessary to help create livable local landscapes and sustainable local futures through individual and community action.

### **Credits**

3

### **Requisites**

- 1 of the following:
  - SCI219 - Environmental Issues (3)
  - SOC112 - Introduction to Sociology (3)

### **Academic Level**

Undergraduate

## **SOC320 - Sociology of Gender**

### **Description**

The examination of gender in society. Students will explore the social construction of gender, gender identity development, sexuality and power, and other aspects concerning the meanings and implications of being 'male', 'female', or 'transgender'.

### **Credits**

3

### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

### **Academic Level**

Undergraduate

## Online Programs

### **SOC324 - Sociology of Crime and Violence**

#### **Description**

The course examines the nature, causes, and consequences of crime and violence to a society. Applying a legal and sociological perspective, the course examines: 1) the structure of the law and the criminal justice system; 2) the nature and causation of criminal behavior; and 3) the various types of crime and criminality.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

#### **Academic Level**

Undergraduate

### **SOC325 - Sociological Perspectives**

#### **Description**

Sociology is the study of social life and behavior. Sociologists study societies by researching social groups, patterns, interactions, and institutions. We are interested in how they work, how they change, and their connection to people's lives. This course will build on what students learned in SOC-112 Introduction to Sociology. It will engage students in a discussion of what we know theoretically in the discipline of sociology through the work of key "voices" in the sociological tradition. The course intends to cultivate your ability to see social things with the hope that, as Peter Berger states, "things are not what they seem". In other words, in this class students will learn to rethink assumptions about social facets of society that are commonly taken for granted.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

#### **Academic Level**

Undergraduate

### **SOC326 - Sociology of Deviant Behavior**

#### **Description**

This course is a sociological analysis of the nature, cause, and societal reactions to deviant behavior, including mental illness, suicide, drug and alcohol addiction and sexual deviation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **SOC328 - Sociology of Aging**

#### **Description**

Students in this course examine the basic social processes and problems of aging. Social and psychological issues and issues involved with death and dying are discussed.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

#### **Academic Level**

Undergraduate

### **SOC330 - Sociology of Minority Relations**

#### **Description**

This course examines minority relations in America and other societies. It focuses on the nature of minority-dominated interaction, the sources and operation of prejudice and discrimination and the typical reactions of minorities to their disadvantaged positions.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SOC112 - Introduction to Sociology (3)

#### **Academic Level**

Undergraduate

---

## **Southern New Hampshire University**

### **SNHU100 - Pro Seminar**

#### **Description**

This course is for continuing education students re-entering the educational system. Topics covered in this seminar include self-knowledge, establishing personal goals, developing effective study skills, and practice in communications skills.

#### **Credits**

3

#### **Academic Level**

Undergraduate

# Online Programs

## **SNHU107 - Success Strategies for Online Learning**

### **Description**

This course focuses on student success strategies for students who are new to higher education or online learning. Skill areas include critical thinking, self-advocacy and support services, and the empowerment of students to utilize their strengths in order to improve the likelihood of academic success.

### **Additional Information**

The goal name associated with this course is Approaching Complex Challenges

### **Credits**

3

### **Requisites**

- Contact Academic Advisor to Register

### **Academic Level**

Undergraduate

## **SNHU290 - Experiential Learning**

### **Description**

Clarify career goals and enhance current skills through experiential learning. Develop real-world knowledge to be better prepared for the competitive job market This course requires a minimum of 60 hours in the learning experience and may be taken for credit a maximum of two times.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Earned a minimum cumulative GPA of 2.5
  - Must complete one required major course.

### **Academic Level**

Undergraduate

## **SNHU495 - Internship**

### **Description**

Enhance marketability through the application of field specific learning to practice. Examine shared experiences with students from multiple disciplines while applying coursework to real-world situations. This course requires a minimum of 150 internship hours and may be taken for credit a maximum of two times.

### **Credits**

3

### **Requisites**

- Complete all of the following
  - Earned a minimum cumulative GPA of 2.5
  - 60 credit(s).
  - Must complete 3 major courses. Bachelors students only.

### **Academic Level**

Undergraduate

## Online Programs

### **SNHU501 - Introduction to Graduate Studies**

#### **Description**

This course is designed as an introduction to the skills necessary for successfully addressing the scholarly challenges of graduate school and professional practice. Students will explore topics such as taking ownership of academic and professional success, goal setting, time management, critical thinking, studying in an online environment, techniques for developing a sound scholarly argument, and the use of evidence and resources to conduct and present research.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SNHU690 - Internship**

#### **Description**

Enhance marketability through the application of field-specific learning to practice. Examine shared experiences with students from multiple disciplines while applying coursework to real-world situations. This course requires a minimum of 150 internship hours.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - 18 credit(s).
  - Earned a minimum cumulative GPA of 3.00

#### **Academic Level**

Graduate

---

## Spanish

### **LSP111 - Beginning Spanish I**

#### **Description**

Designed for students with no previous knowledge of Spanish; acquisition of first-semester, first- year proficiency in speaking, understanding, reading and writing Spanish with use of appropriate cultural and social contexts.

#### **Additional Information**

This course is only offered through OCICU.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **LSP112 - Beginning Spanish II**

#### **Additional Information**

This course is only offered through OCICU.

#### **Credits**

3

#### **Academic Level**

Undergraduate

## Special Education

### **SPED501NC - Students with Exceptionalities**

#### **Description**

Students will be introduced to the issues related to children with disabilities and the educational implications for participation within the general education classroom will be examined. The course includes the history of Special Education, as well as current trends and research. Federal and state legislation will be reviewed as well as the NH State Standards for Children with Disabilities. Students will review the Individuals with Disabilities Act as it relates to the Elementary Secondary Education Act (ESEA) reauthorized as No Child Left Behind (NCLB), the Americans with Disabilities Act (ADA) including title II of the ADA and section 504 and The Rehabilitation Act Amendments of 1973, as amended.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPED520 - Assessment of Student Performance**

#### **Description**

This course is designed to provide an overview of practical performance assessments that can be used to measure student progress in the general education setting. Learners will become familiar with a repertoire of authentic assessments and knowledge of progress monitoring tools including but not limited to formative and summative assessments, diagnostic tools, performance tasks, criteria checklists, rubrics, student portfolios and the use of multiple sources of data in measuring student performance. The course will examine a variety of accountability measures including standardized tests, observation, curriculum based measures, utilization of Response to Intervention (RTI) as a system for planning, instruction, progress monitoring and interventions. The role Professional Learning Community Models (PLC's) in targeting both behavioral and academic achievement will be explored. The overall goal of the course is to prepare educators to utilize assessment data in the design of classroom instruction and monitoring of student progress for a broad range of students.

#### **Credits**

3

#### **Requisites**

- Complete:
  - RDG582 - Assessing and Instructing Students with Literacy Difficulty (3)
  - SPED501 - Students with Exceptionalities (3)

#### **Academic Level**

Graduate

### **SPED540NC - Classroom and Behavior Management**

#### **Description**

This course focuses on the principles and approaches that foster a positive learning environment and help to reduce the challenging behaviors that often confront teachers in the classroom. The course will provide both the theoretical foundations of behavior as well as the evidence-based strategies that have proved most effective for classroom management. The concept of positive behavioral interventions and supports will be explored, including the preventive steps that can be used to avert behaviors from escalating. Educators will also become knowledgeable about the federal requirements and guidelines for the discipline of students with disabilities under I.D.E.A. In addition, the course will emphasize the critical connection between student behavior, classroom management and well-designed instructional practices.

#### **Credits**

3

#### **Academic Level**

Graduate

# Online Programs

## **SPED610 - Executive Function and Study Skills**

### **Description**

Students with language-based learning disabilities often struggle with the cognitive and self-regulating tasks associated with executive function. These tasks range from organizing time, materials, information; preparing for work, managing frustration, accessing memory and self-monitoring one's progress and work. This course introduces educators to research-based strategies that increase and improve executive function through the use of effective study skills. While the course will explore relevant research on language-based learning disabilities and executive function, the emphasis will be placed on the practical teaching skills drawn from Landmark's Six Teaching Principles. These principles, which will be integrated throughout the course, encourage teachers to provide structured opportunities for students to achieve success, use multiple instructional modalities, create skill-based micro unit tasks, ensure student skill automatization through practice and review, provide models, and include the student in the learning process.

### **Credits**

3

### **Academic Level**

Graduate

## **SPED624NC - Professional Collaboration**

### **Description**

This course has been designed to assist special education teachers in examining their consultative roles and responsibilities when working in inclusive settings. Students will be introduced to, and examine the nature of collaboration, developing relationships between general and special educators, and paraprofessionals. The focus of the course will be on practical application and establishing strong relationships between general and special educators. The course also includes facilitating engagement of parents, and families as well as appropriate community agencies. The purpose of the course is to prepare special educators to interact and collaborate with a variety of stakeholders that are typically associated with students placed in inclusive settings. In order for special education teachers to be successful they must have the skills and ability to support students in the general education setting which means collaborative interaction, decision making, accountability and team work. Knowledge of general education curriculum requirements, related assessments, researched based interventions and use of data are all topics that will be covered as part of this course.

### **Credits**

3

### **Requisites**

- Complete:
  - SPED501NC - Students with Exceptionalities (3)

### **Academic Level**

Graduate

## **SPED630 - Expressive Language-Skills and Writing**

### **Description**

This course focuses on the strategies and skills for supporting expressive language skills for students with dyslexia and other language-based learning disabilities, primarily for writing. The course introduces the concepts of scaffolding the writing process, using a hierarchy of skills to build appropriate foundational skills sets, and understanding the hidden demands of writing for students with language-based learning disabilities. Students in this course will draw from relevant research on expressive language arts to develop practical teaching strategies for their own learning environments.

### **Credits**

3

### **Academic Level**

Graduate



## Online Programs

### **SPED635 - Reading Interventions for Students with LBLD**

#### **Description**

This course provides an overview of effective reading interventions drawn from research-based practice for students with dyslexia and other language-based learning disabilities. Students in the course will integrate appropriate assessment strategies, engage with the current research analyses on reading and language-based learning disabilities (LBLD), and develop practical strategies for supporting learners in developing the phonemic awareness, sound-symbol relationships, and decoding patterns that improve reading fluency.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPED640 - Language-Based Learning Environments**

#### **Description**

Creating a supportive, effective, and well-structured language-based classroom is a key strategy for supporting students with language-based learning disabilities, though the principles apply to effective instruction for a variety of learners. This course will provide an in-depth analysis of teaching principles and academic planning strategies implemented successfully as well as other K-12 language-based environments. Emphasis will be placed on the establishment of proper classroom resources as well as how to arrange them within the physical classroom space.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPED650 - Social-Emotional Competencies and Students with LBLD**

#### **Description**

Students with language-based learning disabilities often exhibit deficits in social skills, therefore a structured approach to developing proficiency in essential social and emotional competencies becomes an important part of a teachers' skill set. This course focuses on Social and Emotional Learning (SEL) as an essential piece in student development. This course will also provide an overview of the concept of Social and Emotional Learning (SEL) derived from evidenced based instruction and research. Emphasis will be placed on developing individual strategies for students and establishing a classroom culture based on SEL practices.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPED701 - Internship Grades K-6**

#### **Description**

Internship course for Special Education for grades K-6.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **SPED702 - Internship Grades 7-12**

#### **Description**

Internship course for Special Education for grades 7-12.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Sport Management

### **SPT111 - Introduction to Sport Management**

#### **Description**

This introductory course emphasizes the management principles related to the business of sports. It includes personnel, programs, marketing, media, financial management and an overview of career possibilities in this growing field.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SPT200 - Sport Business**

#### **Description**

This course educates students on the business of the sport industry, exposing students to functional areas such as sales, financing, funding, sponsorships, and human resources. Establishing distinctions between sport products across varying sports and levels within the management of the business is taught.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SPT201 - Governance/Management of Sport Organizations**

#### **Description**

This course is designed to provide students with a basic understanding of the role of governance structures and management in sport organizations. The primary aim is to familiarize students with a basic understanding of organizational structures used in the management and governance of sport. Topics and issues discussed will involve organizational theory, behavior, and governance structures used in amateur, professional, and international sport organizations; and to provide students with an overview of the sport industry, and the issues encountered by managers of sport organizations and how management techniques can be applied to effectively address these issues.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - SPT111 - Introduction to Sport Management (3)
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **SPT208 - Sport Marketing**

#### **Description**

Students study current sports marketing problems and apply marketing techniques to develop an effective sports marketing plan. Writing Intensive Course.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MKT205 - Applied Marketing Strategies (3)
  - MKT113 - Introduction to Marketing (3)

#### **Academic Level**

Undergraduate

### **SPT307 - Sport Law**

#### **Description**

This course examines the legal issues prominent in the world of sport. The legal liability and responsibilities of coaches, athletic administrators, and sport managers at the professional, college and community levels will be discussed.

#### **Credits**

3

#### **Requisites**

- Complete:
  - BUS206 - Business Law I (3)

#### **Academic Level**

Undergraduate

### **SPT319 - Sport Sales and Promotions**

#### **Description**

This course provides a cross-disciplinary approach to a variety of marketing, sales and promotions issues that confront sport managers.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SPT208 - Sport Marketing (3)
  - ENG123 - English Composition II (3)

#### **Academic Level**

Undergraduate

## Online Programs

### **SPT320 - Media/Public Relations in Sport**

#### **Description**

This course is designed to provide students with an understanding of the role of media and public relations in the sport industry. The primary aim is to familiarize students with media relations, public relations, and community relations in sport organizations and how these areas are integrated into the field of sport and the engagement of interdisciplinary thinking.

#### **Credits**

3

#### **Requisites**

- Complete 1 of the following
  - Complete:
    - ENG123 - English Composition II (3)
  - Permission of instructor

#### **Academic Level**

Undergraduate

### **SPT333 - Sport, Society, and Ethics**

#### **Description**

This course examines the major issues and controversies of sport in society. Students will develop an appreciation of the ways sport in society contributes to analyzing and understanding human behavior in sports contexts; and a basic understanding of the theories and principles related to socio-cultural issues and ethics and morality in the sport industry.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - ENG123 - English Composition II (3)
  - COM213 - Public Speaking and Presentation Skills (3)

#### **Academic Level**

Undergraduate

### **SPT340 - Practicum in Sport Management**

#### **Description**

This seminar combined with field experience will provide an opportunity to apply theories, concepts, and terminology into a practical experience in the field of sport management. Specifically, this experience will provide the student with a mentor and colleagues to learn about management, leadership, decision making, communication, customer service, and to develop as a future professional in the field. Students are required to complete satisfactory work under the direct supervision of a qualified professional and attend scheduled practicum seminars.

#### **Credits**

3 - 6

#### **Requisites**

- Complete all of the following
  - 30 credit(s).
  - Permission of instructor

#### **Academic Level**

Undergraduate

## Online Programs

### **SPT350 - Sales within Sport**

#### **Description**

Explore the critical skill of selling within the sport industry, including sales strategies, promotions, negotiating, communication and interpersonal skills, sales process, and creating sales pitches.

#### **Credits**

3

#### **Academic Level**

Undergraduate

### **SPT360 - Brand Management**

#### **Description**

Learn how to develop and drive a brand through social media, advertising, marketing, player recognition and the various verticals within a business, with a focus on gaining market share and increased customer loyalty through consumer insights, strategic thinking, and innovation.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SPT208 - Sport Marketing (3)

#### **Academic Level**

Undergraduate

### **SPT401 - Sport Facilities Management**

#### **Description**

The elements of managing sport facilities, including arenas, stadiums and athletic complexes, form the content of this course.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SPT111 - Introduction to Sport Management (3)

#### **Academic Level**

Undergraduate

# Online Programs

## **SPT402 - Sport Revenue**

### **Description**

This course provides students with a comprehensive understanding of the many traditional and innovative revenue acquisition methods available to sport organizations. Students will be exposed to conventional income sources, including tax support, ticket sales, concessions and fund raising, and will examine more recent innovations related to licensing sport products, media sales and corporate sponsorship.

### **Credits**

3

### **Requisites**

- Complete:
  - ECO201 - Microeconomics (3)
  - ECO202 - Macroeconomics (3)
  - FIN320 - Principles of Finance (3)

### **Academic Level**

Undergraduate

## **SPT404 - Sport Agency**

### **Description**

The basic goal of this course is to provide the student with an overview of the business of sport agencies. As the sport industry has become more diverse, generating hundreds of billions of dollars per year in economic activity, the need has grown for player and brand representation to navigate the complexities and nuances of specific properties and contracts. This class is designed to highlight some of the challenges in representing athletes and assist students in developing negotiating, marketing, and business strategy.

### **Credits**

3

### **Academic Level**

Undergraduate

## **SPT425 - Sport Licensing/Strategic Alliances**

### **Description**

This course will explore why and how sport licensing is used effectively in the global business of sport. Both theoretical and applied perspectives will be used. The course will examine the strategic rational and different forms of sports licensing and how sport managers can use sport licensing to lead their companies to achieve growth and other key objectives. Course content will include examining US and international sport leagues and how they administer their licensing programs. The course will cover the process of identification of licensing opportunities, selection of business partners, process of establishing a license agreement, international licensing and the management of licensing relationships. In addition, students will be introduced to strategic alliances with an emphasis on why and how domestic and international alliances may be used to achieve sport enterprise objectives.

### **Credits**

3

### **Requisites**

- Complete:
  - SPT208 - Sport Marketing (3)

### **Academic Level**

Undergraduate

## Online Programs

### **SPT461 - Seminar in Sport Management (Capstone)**

#### **Description**

This course serves as the capstone course for the sport management major and concentration. Students will apply the knowledge and skills obtained from courses in order to solve problems that a sport manager is likely to encounter. Instructor permission required.

#### **Credits**

3

#### **Requisites**

- 90 credit(s).

#### **Academic Level**

Undergraduate

### **SPT465 - Global Sport Business**

#### **Description**

This course develops a basic theoretical and applied understanding of international business principles as applied to the global sport industry. Several key areas of international business, as they relate to sport business, are explored including the scale, scope and organization of global sport, globalization, internationalization, cultural aspects, international marketing, financial/political/economic risk, human rights, ethical dimensions, role of media, technology/products, professional sport leagues and governance. The course will be delivered from an entrepreneurial and business development perspective encouraging students to think and act strategically when considering sport business in a global context. Class discussions and exercises will focus on assisting the student in establishing a conceptual and applied understanding of these major content areas using relevant text, multi-media. The outcomes will be to develop the skills necessary to function as a professional manager in the international sport business market place. In addition, the student will be exposed to a team working environment in order to foster authentic management interaction skills.

#### **Credits**

3

#### **Requisites**

- 1 of the following:
  - MKT113 - Introduction to Marketing (3)
  - MKT205 - Applied Marketing Strategies (3)

#### **Academic Level**

Undergraduate

### **SPT491 - Sport Management Internship**

#### **Description**

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where sport management practices and principles can be learned firsthand.

#### **Credits**

0 - 15

#### **Academic Level**

Undergraduate

## Online Programs

### **SPT492 - Sport Management Internship II**

#### **Description**

Internship continuation course for online students.

#### **Credits**

3

#### **Requisites**

- Complete:
  - SPT491 - Sport Management Internship (0 - 15)

#### **Academic Level**

Undergraduate

### **SPT501 - Research Methods in Sport Management**

#### **Description**

This course examines the methods and techniques used in research in sport management and the sport industry. Including the basic aspects of reading, evaluating, and writing research; this course will explore the concepts developed in relevant literature as they apply to sport management. Topics include problem selection, literature review, instrumentation, methodology, statistical issues, and types of research in physical activity.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT510 - Sport and Society**

#### **Description**

Students investigate the interrelationships between sport, culture and society in an attempt to better understand the role and function of sport in contemporary society. Students receive a broad overview of selected socio-cultural factors that influence participation in sports. Major ethical issues of sport in society will be explored.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT512 - Principles in Athletic Administration**

#### **Description**

This course provides the graduate student with an overview of the role and responsibilities of intercollegiate athletics; human resources; finance; governance; operations and the management, planning, organization and administration of interscholastic and recreational athletics.

#### **Credits**

3

#### **Academic Level**

Graduate



## Online Programs

### **SPT525 - Sport Licensing and Strategic Alliances**

#### **Description**

The goal of this course is to develop a deep, working knowledge of sports licensing and strategic alliances and how they relate to the business of sports. We will fully explore the process of identifying and developing a sports licensing and/or strategic alliance strategy so the student will be enabled to apply this knowledge in a real business setting. By doing so a student as a future manager will better recognize opportunities that sports licensing and strategic alliances can potentially offer to their sport business. By developing this in an international context, a student will engender a global view of how sports licensing and strategic alliances are developed and implemented in harmony with overall firm strategy leading to increased shareholder value.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT565 - Internationalization of Sport Business**

#### **Description**

The Internationalization of Sport Business course will help to prepare the sport business manager for the exciting world of global sports. The course is designed to thoroughly introduce the graduate student to the many facets of conducting sport business in the international marketplace. By using real life international sport business examples, students will garner a deeper understanding of the various complexities associated with conducting sport business in an international context. Some of the key areas include culture, international marketing, financial/political/economic risk, ethical dimensions, role of media, technology/products, professional sport leagues and governance.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT600 - Management of Sport Organizations**

#### **Description**

This course focuses on the application of management concepts and theories to sports organizations and the sports industry. It includes issues of organizational design, public policy, labor relations, collective bargaining, ethical issues in sport and the globalization of the sports industry.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT601 - Sport Facility Management and Operations**

#### **Description**

This course is designed to provide students with an understanding of the business of sport facilities and operations. Elements of managing sport facilities, including arenas, stadiums, and athletic complexes will form the content of this course. As well, students will focus on facility management and administration considerations, systematically moving through planning and design, organizational and operational concerns, personnel planning, financial management, program development and scheduling, risk management, and marketing. Also covered will be the operations of specific facility areas including maintenance, crowd control and security, box office management and concessions.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **SPT608 - Sport Marketing and Media**

#### **Description**

This course examines the concepts and processes used in marketing and communications of a sport organization, at the college, professional or community level. Students will utilize the case study approach to analyze current marketing problems and techniques to develop an effective sport marketing and communications plan; with special emphasis placed on the unique aspect of sport products, markets, consumers, and media relations.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT610 - Sport Law**

#### **Description**

Students learn about the law as it applies to professional and amateur sport organizations. The course includes the analysis of contracts, tort law, antitrust law, labor law and collective bargaining.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT612 - Advanced Topics/Athletic Administration**

#### **Description**

This course is designed to examine the current issues facing interscholastic athletic administrators. Information regarding the various components and activities in the organization and administration of athletic programs for prospective athletic administrators will be covered; including: recruitment, governance, compliance, and current research literature and research methods appropriate for administration athletics.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SPT620 - Finance and Economics of Sport**

#### **Description**

This course will provide students with an understanding of financial and economic theories and principles utilized in the sport industry. Topics will include the preparation of financial plans, strategic budgeting, capital and operating budgets, sources of revenue, economic theories, supply and demand concepts in the sport industry; economic impact, and other financial and economic theories pertinent to sport industry professionals.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **SPT700 - Sport Management Capstone**

#### **Description**

This capstone course is the culminating experience for the M.S. in Sport Management program. The aim of the capstone is to assess students' ability to synthesize and integrate the knowledge and skills they have developed throughout their coursework, rather than introducing new concepts. This course is structured to support student success in fulfilling program requirements.

#### **Credits**

3

#### **Requisites**

- Complete all of the following
  - Complete:
    - SPT501 - Research Methods in Sport Management (3)
    - SPT565 - Internationalization of Sport Business (3)
    - SPT600 - Management of Sport Organizations (3)
    - SPT608 - Sport Marketing and Media (3)
  - 30 credit(s).

#### **Academic Level**

Graduate

### **SPT710 - Internship**

#### **Description**

Internships are available for graduate students to enhance their educational experiences through appropriate, work-oriented activities in selected environments.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Sustainability & Environmental Compliance

### **SEC510 - Environmental Issues**

#### **Description**

A fundamental understanding of the various processes necessary to support life on Earth. Examine how human activities and philosophies (individual, business, cultural, and others) generate environmental issues and threaten these processes, and offers sustainable alternatives to these activities. Topics include ecology; populations; agriculture; desertification and deforestation; water and ocean pollution; air pollution, including ozone depletion and acid rain; global warming; natural resource depletion; solid and hazardous wastes; energy, including fossil fuels and nuclear power; economic implications; and sustainability.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **SEC610 - Energy and Society**

#### **Description**

This course surveys the various forms of energy available to our industrial society. The environmental impact and depletion of each energy form is discussed, with emphasis on the development of clean and inexhaustible alternative sources for the home and business. Topics include traditional and renewable energy sources; electricity; the atmosphere, including greenhouse effects; transportation; nuclear power; and economic implications.

#### **Credits**

3

#### **Academic Level**

Graduate

### **SEC620 - Environment Compliance/Sustainability**

#### **Description**

This course introduces students to a broad range of strategies used by both large and small businesses to achieve and maintain compliance with environmental laws and sustainability goals, with an emphasis on companies doing business in the United States. Students learn the importance of environmental due diligence as a tool for minimizing acquired liabilities in business mergers and acquisitions; the value of environmental auditing as a means of identifying compliance and sustainability issues in ongoing business operations; and the power of both environmental management systems and environmental certification programs as strategies for achieving and maintaining environmental compliance and sustainability, and for securing a competitive advantage in a marketplace increasingly populated by sustainability-conscious consumers.

#### **Credits**

3

#### **Academic Level**

Graduate

---

## Taxation

### **TAX650 - Federal Taxation of Individuals**

#### **Description**

This course studies the theory and practice of federal income taxation of individuals.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **TAX655 - Federal Income Tax of Corporations and Partnerships**

#### **Description**

This course studies the theories and practices of income taxation of corporations and partnerships and excise tax on estates and gifts.

#### **Credits**

3

#### **Requisites**

- Complete:
  - TAX650 - Federal Taxation of Individuals (3)

#### **Academic Level**

Graduate

### **TAX660 - Tax Factors in Business Decisions**

#### **Description**

This course is an introduction to tax factors that are relevant in business and personal financial planning decisions. This includes regular and S corporations, partnerships, fiduciaries, tax shelters and tax research. This course is open only to non-accounting students. Background preparation: 6 credit hours in accounting or the equivalent.

#### **Credits**

3

#### **Requisites**

- Complete:
  - MBA503 - Financial Reporting and Analysis (3)

#### **Academic Level**

Graduate

### **TAX665 - Estate and Gift Taxation**

#### **Description**

This course deals with the federal taxation of gratuitous transfers during a taxpayer's lifetime and property transfers at death. After gaining knowledge of the relevant statutes, regulations and case law, the student will develop estate and gift planning strategies to address estate and gift planning aspects of business and life events.

#### **Credits**

3

#### **Requisites**

- Complete:
  - TAX650 - Federal Taxation of Individuals (3)

#### **Academic Level**

Graduate

## Online Programs

### **TAX670 - Tax Research Methodology**

#### **Description**

Explore the methods and techniques of federal tax research. Learn the rules and procedures for representing clients before the Internal Revenue Service.

#### **Credits**

3

#### **Academic Level**

Graduate

### **TAX700 - Special Topics in Taxation**

#### **Description**

This course offers an in-depth study of special topics in federal taxation. Major, contemporary problem areas of taxation are explored.

#### **Credits**

3

#### **Requisites**

- Complete:
  - TAX670 - Tax Research Methodology (3)

#### **Academic Level**

Graduate

---

## Workplace Conflict Management

### **WCM510 - Negotiation/Advocacy in the Workplace**

#### **Description**

This course introduces the processes and practice of negotiating and advocating effectively in settings where continuation and strengthening of the relationship matter. Course content will include the uses, strengths, and weaknesses of distributive and integrative bargaining; the sources and uses of power in negotiation; and gender and cultural influences on negotiation style and practice.

#### **Credits**

3

#### **Academic Level**

Graduate

### **WCM610 - Introduction to Organizational Conflict Management**

#### **Description**

This survey course introduces the analysis, interpretation, and management of conflict in contemporary organizational settings. Using interdisciplinary lenses, the course explores systemic, interpersonal, and other causes of conflict; conflict's influence on workplace communication and decision-making; and the relationship between conflict, leadership, and career advancement.

#### **Credits**

3

#### **Academic Level**

Graduate

## Online Programs

### **WCM620 - Managing Difficult Conversations at Work**

#### **Description**

The art and practice of dialogue building is the act of engaging conflict effectively and transforming difficult conversations into better decisions, healthier work relationships, and stronger organizations. This course examines approaches for de-escalating conflict conversations, choosing if and when to intervene, tapping the creative potential in conflict, and creating workplace environments that foster constructive conflict engagement.

#### **Credits**

3

#### **Academic Level**

Graduate

---