



Benedictine University

MESA BRANCH CAMPUS

Undergraduate Catalog → 2014-2015

Mesa Branch Campus Undergraduate Catalog Table of Contents

Accreditation and Memberships	5
University Mission	5
University Vision	5
University Character	5
Academic Requirements and Policies	
Rationale	6
Inquiry General Education Curriculum	7
Degree Status	8
Student-at-Large	9
Second Baccalaureate Degree Program	9
Dual Credit Policy	9
Summer Sessions	10
Majors and Degrees	
Bachelor of Arts	10
Bachelor of Business Administration	10
Bachelor of Fine Arts	10
Bachelor of Science	10
Graduation Requirements	
Bachelor's Degrees	10
Transfer Students	
Credits Transferred From Other Institutions	14
Inquiry General Education Curriculum Baccalaureate Requirements for Transfer Students	15
Degree Completion Program	
Degree Completion Program	17
Adult Accelerated Undergraduate Program	17
Inquiry General Education Requirements for Adult Undergraduates	17
Second Major Program	18
Institutional Requirements for Pre-Baccalaureate Certificate	19
General Policies	
Semester Credit Hours	19
Student Classification	20
Course Loads	20
Advising	20
Repetition of Courses	21
Grades and Reports	21
A grade of "I"	22

A grade of "W"	22
A grade of "IP"	22
Add/Drop Policy	23
Grade Appeal Policy	23
Academic Accommodation for Religious Observance	24
Academic Honesty Policy	24
Administrative Drop Policy	24
Quality Point System	24
Dean's List and Dean's Recognition List	24
Student Academic Standing	25
Probation and Dismissal	25
Academic Amnesty Policy	25
Withdrawal from the University	26
Student Leave of Absence	26
Student Deactivation Policy	27
Application for Graduation	27
Graduation Honors	27
Student Records and Disclosures	27
University Promotional Photos/Videos	29
Student Right-To-Know Act	29
Campus Security Policy and Campus Crime Statistics Act	29
General Admission Information	
Non-Discrimination Policy	29
Tuition Deposit	30
Readmission	30
General Admissions Policy	30
Admissions Deadline	30
Language Proficiency	30
Freshman Admission	
Freshman Candidates	31
Freshman Admission	31
High School Academic Preparation	32
How To Apply to the Mesa Branch Campus (Freshman Candidates)	32
Mesa Branch Campus Freshman Admission Requirements	32
Transfer Admission	
Transfer Candidates	33
Transfer Admission	33
How To Apply to the Mesa Branch Campus (Transfer Candidates)	33
Mesa Branch Campus Transfer Admission Requirements	34
International Admission	34
Adult Accelerated Undergraduate Admission	
National Moser Center for Adult Learning Application Materials	35

National Moser Center for Adult Learning Undergraduate Admissions Requirements	35
Adult Advising	36
Financial Policies	
Tuition.....	36
Mesa Branch Campus 2014-2015	37
Payment Options.....	38
Student Refund Policy	39
Financial Appeal	41
Fees	42
Other Policies	42
Financial Aid	42
Federal Grants.....	43
State Aid.....	44
Scholarships.....	44
Loans	47
Employment	47
Satisfactory Academic Progress Policy for Financial Aid Recipients.....	47
Program Formats	
Traditional Undergraduate Programs	49
Adult Accelerated Undergraduate Learning Team Programs	49
Online Adult Accelerated Undergraduate Programs.....	50
Academic Calendar	51
Library	53
Student Life	54
Student Complaint Process	56
Acknowledgements	57
Academic Programs	
Accounting.....	58
Communication Arts	60
Computer Science	63
Criminal Justice.....	65
Fine Arts	67
Management and Organizational Behavior	70
Nutrition	74
Psychology.....	78
Religious Studies (Minor Only).....	80
Theology.....	81

Course Descriptions	84
Mesa Branch Campus Faculty Directory	131
Board of Trustees.....	132
Administration.....	133

ACCREDITATION AND MEMBERSHIPS

Benedictine University is accredited by The Higher Learning Commission - A Commission of the North Central Association of Colleges and Schools, the Commission of Collegiate Nursing Education, the Commission on Accreditation for Dietetic Education of the Academy of Nutrition and Dietetics, Illinois State Board of Education Teacher Certification Section and the Organizational Development Institute. The University's chemistry program is approved to grant American Chemical Society accredited degrees.

The University is a member of the American Council on Education, Council for Independent Colleges, Association of Governing Boards, National Association of Independent Colleges and Universities, Association of Catholic Colleges and Universities, National Catholic Education Association, Association of Benedictine Colleges and Universities, North Central Association, College Entrance Examination Board, National Association of College and University Business Officers, Federation of Independent Illinois Colleges and Universities, Associated Colleges of Illinois, Associated Colleges of the Chicago Area, Illinois Council on Continuing Higher Education, National Collegiate Athletic Association, Illinois Association of College Admissions Counselors, National Association of College Admissions Counselors, Association for Gerontology in Higher Education, and the Institute of International Education, Inc.

UNIVERSITY MISSION

Benedictine University dedicates itself to the education of undergraduate and graduate students from diverse ethnic, racial and religious backgrounds. As an academic community committed to liberal arts and professional education, distinguished and guided by its Roman Catholic tradition and Benedictine heritage, the University prepares its students for a lifetime as active, informed and responsible citizens and leaders in the world community.

UNIVERSITY VISION

Benedictine University is a Catholic University in the Benedictine Tradition that Provides a Values-Centered Liberal Arts Education Enriched by Our Excellence in Science.

UNIVERSITY CHARACTER

The Educational Program

The University fulfills its commitment to the liberal arts, teacher education and professional programs through excellence in teaching and interaction between students and faculty members. A liberal arts core prepares all undergraduate students to participate fully in a diverse and dynamic society, balancing their rights and duties as individuals with the demands of the common good. Professional education at the undergraduate, graduate and adult certificate levels builds on the liberal arts background of students, is multidisciplinary in nature, and prepares graduates for roles of leadership and social responsibility.

The Catholic Tradition

The University is guided by the Roman Catholic tradition that fosters a dialogue between religious and secular cultures, while promoting ecumenical and multicultural understanding. This type of education is designed to broaden and deepen a person's vision of reality, to help all understand the dignity and uniqueness of each human person, and at the same time to place an emphasis upon the demands of freedom and social responsibility. In this environment religious faith and science are both directed toward the pursuit of truth and are strengthened through research and study. Central to the University's educational tradition is the rigorous investigation of questions that deal with the ultimate purpose of life.

The Benedictine Heritage

The University is grounded in the spirit of the founders who based their lives and work on St. Benedict's Rule for Monks, written in the early sixth century. The University builds its educational life and efforts on the same values which Benedictine men and women espouse:

- a search for God by oneself and with others;
- a tradition of hospitality;
- an appreciation for living and working in community;
- a concern for the development of each person;
- an emphasis on a life lived in balance;
- a dedication to responsible stewardship of the earth;
- and a commitment to academic excellence.

Central to the Benedictine tradition is the celebration of community as a gathering of people who share a commitment to a common mission. The University strives to develop an academic community that supports each person in the pursuit of knowledge and personal development. This undertaking will be achieved through a life enriched by the collegiate community in which the individual's interest is tempered by concern for the common good.

ACADEMIC REQUIREMENTS AND POLICIES

Rationale

The purpose of the following academic requirements, regulations and policies of Benedictine University is twofold:

1. To establish and secure an academic standard for all students that determines the value and quality of the bachelor's degrees for all graduates; and
2. To protect both the student's and the University's interests by ensuring maximum accuracy in all academic records.

Advisors are provided to assist in planning students' academic programs. They are not authorized to change established policy of the University. The final responsibility for satisfying University and major requirements rests with the student.

Inquiry General Education Curriculum

At Benedictine University, our Inquiry General Education Curriculum is at the heart of all undergraduate degree programs. Required courses include two Interdisciplinary Seminars: IDS 201 Catholic and Benedictine Intellectual Traditions; and IDS 301 Human Dignity/The Common Good. Topics for these seminars will vary depending on faculty areas of expertise, but all sections of the seminars involve exploration of the relationships between areas of knowledge and of real-world ethical and intellectual challenges. IDS 201 is informed by the resources of the Catholic and Benedictine intellectual traditions and their hallmarks, which include valuing community, extending hospitality to all persons and promoting the exchange of ideas. IDS 301 is informed by the ideals related to these and other humanistic traditions that emphasize mutual responsibility, cooperation and respect. The seminars are designed and staffed by Benedictine University faculty across disciplines and curricula, ensuring that all undergraduates have the opportunity to learn and practice integrative skills that promote professional success and career flexibility.

The Inquiry Curriculum also requires all undergraduates to complete a Liberal Arts-based system of curricular and co-curricular electives in areas representing multiple disciplinary approaches and modes of problem-solving. These Modes of Inquiry courses are designated by programs and departments as representing critical skill and knowledge areas for active and responsible citizenship and stewardship of the earth, lifelong learning, global awareness, integrative knowledge and effective interpersonal communication. The curriculum includes coursework in the Arts and Humanities, Sciences and Social Sciences, as well as designated Global and Sustainability courses or other experiences.

Goals of the Inquiry Curriculum

1. Critical Thinking and Problem Solving
 - a. Demonstrate critical thinking and analysis
 - b. Identify, study and solve problems
 - c. Achieve computational skills and an ability to understand and interpret numerical data
 - d. Work cooperatively as a member of a team
2. Communication
 - a. Express concepts and ideas clearly, creatively and effectively in oral and written forms
 - b. Understand and interpret written, oral, visual and aural forms of communication
 - c. Demonstrate interpersonal communication skills consistent with effective academic discourse
3. Information Fluency
 - a. Navigate different information formats and media technologies to find pertinent information
 - b. Evaluate sources of information critically to conduct responsible research
 - c. Become an active, informed and creative user of established and emerging technologies

4. Global Perspective
 - a. Recognize the interdependence of peoples and nations, and understand the forces that connect and divide them
 - b. Understand the benefits of diversity of perspectives, abilities and cultures
 - c. Understand the relationship between language and culture, and communicate effectively and respectfully across cultural boundaries
 - d. Relate the person to community and the local to the global
5. Social Responsibility
 - a. Engage ethical problems thoughtfully and actively, and contribute to the work of peace and social justice
 - b. Understand conflict resolution processes
 - c. Practice stewardship of self and the environment, and understand the principles of wellness and sustainability
 - d. Develop the traits of good citizenship, and gain knowledge and skills necessary for civic engagement
6. Personal Growth
 - a. Develop intellectual curiosity and a desire for lifelong learning
 - b. Strive for a life lived in balance
 - c. Cultivate leadership skills
 - d. Nurture the capacity for creative and artistic expression
7. Breadth of Knowledge and Integrative Learning
 - a. Use knowledge, theories and methods from the arts, humanities, natural sciences, and social sciences to raise and address questions germane to those areas of study
 - b. Recognize relationships among different disciplinary approaches to the study of human cultures and the natural world
 - c. Integrate learning from different disciplines to illuminate intersecting topics of investigation
 - d. Explore connections between classroom knowledge and real-world experiences
8. Catholic and Benedictine Traditions
 - a. Understand the Catholic intellectual tradition: its philosophy, theology, practice, history and engagement with questions of our time
 - b. Understand the *Rule of St. Benedict* and the contributions of Benedictine monasticism to history, culture, spirituality and education
 - c. Show knowledge of how different religions and philosophies view the human person, spirituality and the divine

Degree Status

Degree status is the recognition accorded a student who is formally admitted through the admissions process described in the section, "Admission to Benedictine University." Any student who does not have degree status is designated a student-at-large. A student may receive only one bachelor's degree from Benedictine University but other majors for which requirements have been completed may be listed on the transcript.

Student-at-Large

A student-at-large (SAL) is either a full- or part-time student who does not have degree status and is ineligible for any financial assistance. The SAL is taking courses for his or her own enrichment and is not working toward a degree. Interested persons may contact the Registrar. All academic policies and institutional regulations apply to the SAL, except that the student is not identified with any class year. The SAL may later request admission to degree status through the formal admission process. Admission and acceptance of credits completed is subject to the discretionary approval of the University.

Courses taken as an SAL do not count toward the residency requirement if the SAL is later admitted to degree status. SAL credit may fulfill other graduation requirements, with the approval of the program chair. Regardless of status, all courses taken for credit will become part of the student's official record at Benedictine University. The graduation requirements a student must meet are those in effect at the time of admission to degree status, which may be different from those in effect during the SAL period. SAL status is not available to students denied regular admission to Benedictine, those who have recently been dropped by the University for poor scholarship, or those who have been dismissed from the last institution of attendance within the previous 12 months.

Second Baccalaureate Degree Program

This program is designed for persons who already have a bachelor's degree in one area and would like to gain expertise in another. Students with a Benedictine University degree will not be eligible for this program.

Students interested in this program must apply for admission to the University and submit official transcripts from all colleges and universities in which they were previously enrolled. Students must complete all coursework on the second degree within seven years of admission to the program. Students must be enrolled in at least one course per term. Life experience credit, transfer and College Level Examination Program (CLEP) exam credit may be counted toward the program requirements, if appropriate, as determined by each department. However, at least 12 hours of 200-/300-level classroom courses must be completed at Benedictine University. Applicability of courses taken as a student-at-large prior to admission to the Second Baccalaureate Degree Program will be determined upon initial evaluation.

Dual Credit Policy

Benedictine University will articulate, with limitations, coursework completed in a dual credit or dual enrollment program while enrolled in high school if the course is transcribed as college level on a college transcript and meets the criteria set by the Transfer Credit Policy. Coursework with a potential to count towards basic skills or major requirements is subject to review by the appropriate department chair/program director and might not be considered transferable. Coursework completed in this manner and deemed transferable will be posted on the transcript indicating completion prior to high school graduation.

Summer Sessions

These sessions are offered to current Benedictine and visiting students. Interested visiting students should contact the Registrar to facilitate registration.

MAJORS AND DEGREES

Students may earn the following degrees by choosing a major program (see below).

Majors

Bachelor of Arts:

Communication Arts
Criminal Justice*
Psychology
Theology

Bachelor of Fine Arts:

Fine Arts

Bachelor of Science:

Nutrition
Computer Science

Bachelor of Business Administration:

Management and Organizational Behavior
Accounting*

**Offered in traditional and undergraduate adult accelerated undergraduate formats.*

GRADUATION REQUIREMENTS

Bachelor's Degrees

1. Inquiry General Education baccalaureate requirements:

a. Skills Requirements:

- i. WRIT 101 Writing Colloquium: Academic Writing; WRIT 102 Research Writing; or by passing HRNS 190 and 191. If WRIT 101 is satisfied by AP Credit, credit in WRIT 104 is required.
- ii. Speech Communication
- iii. Quantitative Reasoning/Numeracy: MATH 105, 108 or 110

b. Interdisciplinary Seminars: 6 credit hours:

The interdisciplinary seminars sequence consists of two courses, both of which are required of all undergraduates:

IDS 201 WI Catholic and Benedictine Intellectual Traditions
IDS 301 Human Dignity/Common Good

The interdisciplinary seminars provide an integrated, coherent experience to prepare students for a life of flexible learning and responsible inquiry. These courses require students to collaborate on assignments and activities that allow them to bridge

disciplines, widen perspectives, discover connections and integrate knowledge. The interdisciplinary seminars devised as part of the Inquiry General Education Curriculum address important general questions and unstructured problems that engage the following themes: Catholic and Benedictine Intellectual Traditions (IDS 201) and Human Dignity or the Common Good (IDS 301). IDS 201 WI and IDS 301 provide students with an integrative liberal arts learning experience, advance the University's essential learning goals and engage students in a better understanding of the Benedictine and Catholic Hallmarks.

c. Mode of Inquiry electives (as designated in this catalog):

Arts and Humanities: 15 credit hours as follows

3 credit hours designated Theological/Religious Mode of Inquiry (QRT)

3 credit hours designated Philosophical Mode of Inquiry (QPL)

3 credit hours designated Historical Mode of Inquiry (QHT)

3 credit hours designated Literary and Rhetorical Mode of Inquiry (QLR)

3 credit hours designated as Artistic and Creative Mode of Inquiry (QCA)

Natural Sciences: 9 credit hours as follows:

3 credit hours designated Life-Scientific Mode of Inquiry (QLS)

3 credit hours designated Physical-Scientific Mode of Inquiry (QPS)

3 credit hours designated Computational, Mathematical and Analytical Mode of Inquiry (QCM)

Social Sciences: 6 credit hours as follows:

3 credit hours designated Social-Scientific I: Individuals, Organizations and Societies Mode of Inquiry (QIO)

3 credit hours designated Social-Scientific II: Political, Global and Economic Systems Mode of Inquiry (QPE)

Mode of Inquiry electives must be chosen from the courses so designated in this catalog by Q codes as above. Departmental and disciplinary subjects (i.e. BIOL, ECON) do not necessarily correspond to Modes of Inquiry.

Courses required to meet state or national accreditation requirements may supersede institutional policies as approved by the Registrar.

Note: Transfer and Adult Program Students see below for exceptions to the above requirements.

d. Writing Intensive (WI) Courses:

WI courses are designed to emphasize writing process and writing development thorough a sequence of designated classes taken at different points in a student's career at Benedictine University. All undergraduates are required to take three designated WI courses as follows:

i. IDS 201 WI Catholic and Benedictine Intellectual Traditions

- ii. WI designated course in the major
- iii. One additional WI designated course

Transfer students who have completed all of the Mode of Inquiry requirements may be exempted from taking the third (non-major) WI course. Transfers who have already taken the course in their major that is designated WI may be exempted from taking the corresponding MI course in the major.

- e. Co-Curricular requirements: G and S designated courses (one of each required)

Global (G designated) and Sustainability (S designated) courses and co-curricular experiences are designed to prepare students for active and responsible participation in global citizenship and stewardship of the earth and its resources. G designated courses promote "an openness to being transformed by the other — be it an idea, a person or an experience." People from disparate regions are recognized as having agency in a globalized world. The characteristically Benedictine openness to "the other" does not only mean openness to persons of different cultures, but to the cultures themselves. S designated courses seek to foster awareness that we are part of a larger ecology and that the environment is a precious gift to be respected for the sake of all life forms.

All undergraduates are required to complete one course or graded co-curricular experience that carries a G designation and one that carries an S designation. These courses may also fulfill other requirements as designated by the catalog. Some courses, especially the IDS Seminars, may be designated S or G by class section rather than at the catalog level, so students should consult advisors and terms schedules as well.

Some transfer courses are approved as meeting the S and G designation criteria. Transfer students should consult with their academic advisor for details. Transfer S and G courses must be approved as such by Benedictine University according to Transfer Articulation rules and guidelines.

- 2. A student must earn 120 credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.
 - Courses with a number below 100 do not count toward the 120 credit hours required for graduation.
 - University-level courses completed to fulfill a condition of admission count toward the 120 hour graduation requirement, but do not satisfy University Core requirements.
- 3. Majors and minors:
 - a. A student must select a major field of study before completing 60 credit hours, and must complete the requirements set forth in the Catalog under the heading for the selected major. Only courses in which a student has received a "C" or better may be applied to the major requirement.

- b. A major field of study requires at least 36 credit hours, of which a minimum of 24 credit hours must be completed at the 200-level or above, of which at least nine credit hours must be at the 300-level or above.
 - c. Students are encouraged to supplement their major and Mode of Inquiry programs with appropriate minors. The minor can be used to round out a program of study by complementing the required major. For example, a student who selects a major in a technical or professional area might select a minor in the liberal arts to gain additional analytical and communication skills and vice versa.
 - d. A minor consists of at least 21 and no more than 30 credit hours of courses completed from the specified list for the minor program. At least 12 credit hours at the 200-level or above, including at least three credit hours at Benedictine at the 300-level, must also be completed. Only courses in which a student has received a grade of "C" or better may be applied to the minor. Any credit hours completed for a minor may be used to fulfill Mode of Inquiry or major requirements. Successfully completed minors are designated on the transcript following graduation.
 - e. A concentration is a grouping of courses within a student's major. This grouping consists of at least 12 semester hours of required or recommended courses designed to focus on a particular aspect of a major, and/or to focus on a particular career opportunity for graduates of that major.
4. At least 55 of the 120 credit hours for graduation must be completed at a four-year regionally accredited college (of which 45 credit hours must be completed at Benedictine University) and at least 30 of the final 45 credit hours must be completed at Benedictine University, including at least 12 credit hours at the 200-level or above in the major. Courses completed at Benedictine prior to formal admission to degree status may not be used to fulfill this academic residency requirement. Such credit may fulfill other graduation requirements with the approval of the department and division chairpersons.
- Note: Students who qualify for the Degree Completion Program and the Adult Undergraduate Program are exempted from the 45 credit hour academic residency requirement. See Degree Completion Program.*
5. A maximum of 30 credit hours earned through any one or combination of external credit programs may be applied with the approval of the University toward the 120 credit hours required for the bachelor's degree. These credits will not normally satisfy the academic residency requirement. Applications may be obtained from the Registrar.
- a. The Advanced Placement Program — Educational Testing Service (ETS) tests are offered to high school sophomores, juniors or seniors once a year and the scores are sent to Benedictine. Students who score three, four or five are given credit in the appropriate course area.
 - b. CLEP Tests — The College Level Examination Program (CLEP) gives students the opportunity to show that they have the knowledge necessary to gain course credit without actually taking the course. CLEP credits are not

acceptable as transfer credits from other institutions, but evidence of CLEP scores will be evaluated for credit toward the Benedictine University degree. The applicant must submit an official copy of the grade report sent by ETS. CLEP tests should be taken in the freshman or sophomore year. Students may not receive CLEP credit in a subject area in which they have completed course work. CLEP credit in major courses must be approved in advance by the department chair.

- c. **Work/Life Experience Credit** — Work/Life experience credit represents attainment through work or other non-academic experiences, of the same degree of competence in a subject (of at least a "C" level) that University undergraduates obtain in the classroom. Application for life experience credit must be for a course specifically described in the University Catalog.
 - d. **Other External Credit** — Benedictine University allows students to apply, toward the 120 credit hours required for the bachelor's degree, acceptable hours which have been earned through military experience and/or courses.
- 6. A student may apply internship credit toward graduation credit as follows:
Humanities, 12 hours; Business Programs, 12 hours; Nutrition, 12 hours;
Sociology/Psychology, 6 hours; Computer Science, 12 hours.
 - 7. Waivers of University or program requirements may be made for sound cause acceptable to the University when extenuating circumstances arise. Three graduation requirements which are never waived are the 120 credit hour minimum, the minimum grade point average of 2.00, and the minimum credit hour residency. The student begins a request for a waiver by seeking the approval of his/her academic advisor. The number of additional approvals depends on the nature of the waiver.
 - 8. A student must earn the recommendation of the faculty of his or her major program for graduation. Normally this recommendation is based upon fulfilling the program requirements, including a comprehensive examination or other integrating experience.
 - 9. One must be in good standing and have settled all financial accounts with the University to qualify for graduation.

TRANSFER STUDENTS

Credits Transferred from Other Institutions

Credits to be transferred from other institutions are evaluated on the basis of their equivalent at Benedictine University. This determination is made by the Transfer Credit Evaluation and Articulation staff and, if needed, the appropriate department chair or program. Transfer grades are not counted in the cumulative grade point average earned at Benedictine University.

Quarter credit hours transferring from other institutions are converted to semester credit hours:

5 quarter hours = 3.33 semester hours

4 quarter hours = 2.67 semester hours

3 quarter hours = 2 semester hours

2 quarter hours = 1.33 semester hours

1 quarter hour = 0.67 semester hours

Transfer Credit Policy/Practice

Benedictine University accepts course credit in transfer from regionally accredited colleges and universities, if the courses are comparable in scope and level of difficulty to courses offered at Benedictine University. Other transfer courses that are commonly regarded as a study in the liberal arts are evaluated on an individual basis. Credit identified as developmental or pre-college in level of study may be used as a basis for placement and advising purposes but will not be accepted in transfer.

To be accepted in the major or minor area, or in Basic Skills, courses must have a grade of "C" or better. A grade of "D" or better is required in all other areas, except where program requirements specify otherwise. Grades earned at other schools are used to determine transferability of credit, but are not included in the Benedictine University cumulative grade point average. Students cannot earn duplicate credit for repeated courses.

Acceptance of transfer credit to be applied to the major area or minor area is determined by the appropriate academic department chair or program director. Requirements designated mission-specific or institutionally unique must be taken at Benedictine University. Courses taken prior to specific dates may be unacceptable as transfer credit because of substantial subsequent developments.

Benedictine University is a participant in the Illinois Articulation Initiative (IAI), a statewide agreement that allows transfer of completed Illinois transferable General Education Core Curriculum courses, and selected major courses, between participating institutions.

Credit for non-traditional experiences, including military education, will be considered based upon American Council on Education recommendations. Military education credit is considered as an external credit program (see page 17).

Credit from international institutions must be evaluated by Educational Perspectives, Chicago, IL or Educational Credential Evaluators, Inc., Milwaukee, WI, before submitting to Benedictine University for review. Credit is subject to Benedictine University's transfer credit evaluation criteria.

Inquiry General Education Curriculum Baccalaureate Requirements for Transfer Students

1. Transfer students with more than 20 transferable hours:
 - a. WRIT 101, 102; SPCH 110 or equivalent, or proficiency; MATH 105, 108 or 110 or proficiency [a student must receive a "C" or better in each course to meet the requirement]

- b. 15 hours in at least four of the following Modes of Inquiry as designated: Theological/Religious (QRT), Philosophical (QPL), Historical (QHT), Literary and Rhetorical (QLR) and Artistic and Creative (QCA), of which one course must be designated Theological/Religious Mode of Inquiry (QRT)
- c. 9 hours in at least two of the following Modes of Inquiry as designated: Life-Scientific (QLS), Physical-Scientific (QPS), and Computational, Mathematical and Analytical (QCM)
- d. 3 hours in the Social-Scientific I Mode of Inquiry (QIO)
- e. 3 hours in the Social-Scientific II Mode of Inquiry (QPE)
- f. One G-designated course or experience and one S-designated course or experience
- g. Writing Intensive (WI) Courses:
WI courses are designed to emphasize writing process and writing development thorough a sequence of designated classes taken at different points in a student's career at Benedictine University. All undergraduates are required to take three designated WI courses as follows:
 - i. IDS 201 WI Catholic and Benedictine Intellectual Traditions
 - ii. WI designated course in the major
 - iii. One additional WI designated course

Equivalent approved transfer courses, if taken prior to admission, may meet the above requirements. Any course taken to meet these requirements after admission to Benedictine University must be an Inquiry course (Skills or Mode of Inquiry) as designated in this catalog.

- 2. IDS 201 WI Catholic and Benedictine Intellectual Traditions, and IDS 301 Human Dignity/Common Good must both be taken at Benedictine University.
- 3. Transfer students who have completed all of the Mode of Inquiry requirements may be exempted from taking the third (non-major) WI course. Transfers who have already taken the course in their major that is designated WI may be exempted from taking the corresponding MI course in the major.
- 4. Transfer students with 20 or fewer transferable hours or the equivalent of less than one full semester of transferable work will be responsible for taking or transferring all of the courses described on the Benedictine University Inquiry General Education Curriculum. IDS 201 WI Catholic and Benedictine Intellectual Traditions, and IDS 301 Human Dignity/Common Good must both be taken at Benedictine University.

DEGREE COMPLETION PROGRAM

Degree Completion Program

The University provides an exception to the normal academic residency requirement of 45 semester hours for students who are eligible for the Degree Completion Program (DCP).

A minimum of 15 of the 75+ transferable semester hours required for DCP status must be from a four-year regionally accredited college or university earned prior to the start of BenU coursework. The determination of DCP status is made prior to entry. Credit earned later will not be used to reclassify a student to DCP status.

Degree Completion Program students must:

1. Satisfy general entrance requirements;
2. Complete at least the last 30 credit hours of their undergraduate degree through coursework at Benedictine University as a degree-seeking status student; and
3. Complete at least 12 credit hours of coursework at the 200-level or above in their major field at Benedictine University.

Degree Completion Program students may receive credit and/or waiver of course requirements through examination and experiential learning assessment, but these credits will not normally be part of the final 30 credit hours.

Adult Accelerated Undergraduate Program

The University provides an exception to the normal academic residency requirement of 45 semester hours for students who are enrolled in the Adult Accelerated Undergraduate Program.

Adult Accelerated Undergraduate Program students must:

1. Satisfy general entrance requirements;
2. Complete at least the last 30 credit hours of their undergraduate degree through coursework at Benedictine University as a degree seeking student; and
3. Complete at least 12 credit hours of coursework at the 200 level or above in their major field at Benedictine University.

Adult Program students may receive credit and/or waiver of course requirements through examination and experiential learning assessment, but these credits will not normally be part of the final 30 credit hours.

Inquiry General Education Requirements for Adult Undergraduates

1. Adult Undergraduate Students:
 - a. WRIT 101, 102; SPCH 110 or equivalent, or proficiency; MATH 105, 108 or 110, or proficiency (a student must receive a "C" or better in each course to meet the requirement)

- b. 15 hours in at least four of the following Modes of Inquiry as designated: Theological/Religious (QRT), Philosophical (QPL), Historical (QHT), Literary and Rhetorical (QLR) and Artistic and Creative (QCA)
- c. 9 hours in at least two of the following Modes of Inquiry as designated: Life-Scientific (QLS), Physical-Scientific (QPS), and Computational, Mathematical and Analytical (QCM)
- d. 3 hours in the Social-Scientific I Mode of Inquiry (QIO)
- e. 3 hours in the Social-Scientific II Mode of Inquiry (QPE)
- f. One G-designated course or experience and one S-designated course or experience
- g. Writing Intensive (WI) Courses:
WI courses are designed to emphasize writing process and writing development thorough a sequence of designated classes taken at different points in a student's career at Benedictine University. All undergraduates are required to take three designated WI courses as follows:
 - i. IDS 201 WI Catholic and Benedictine Intellectual Traditions
 - ii. WI designated course in the major
 - iii. One additional WI designated course

Equivalent approved transfer courses, if taken prior to admission, may meet the above requirements. Any course taken to meet these requirements after admission to Benedictine University must be an Inquiry course (Skills or Mode of Inquiry) as designated in this catalog.

- 2. IDS 201 WI Catholic and Benedictine Intellectual Traditions, and IDS 301 Human Dignity/Common Good must both be taken at Benedictine University.

Second Major Program

This program is designed for people who already have a baccalaureate degree in one area and would like to gain expertise in another. The primary benefit of this program is that the focus is on the requirements of the major, allowing students to concentrate on courses that will be most beneficial. The entrance requirement is a bachelor's degree from an accredited four-year university. Please note that financial aid is not available to students who are completing a second major. A certificate will be awarded upon completion. For those who have earned a degree from Benedictine University, some stipulations may apply.

Second Major Program students must:

- 1. Submit an application and official transcript indicating completion of a bachelor's degree from an accredited four year college, in a major different from the new one being sought;
- 2. Select one of the University's major programs and complete all requirements for that major (all major coursework must be completed with a grade of "C" or better) as listed in

the Catalog which is in effect at the time of admission to the program. (If a student enters the program the first semester after graduation from Benedictine University, then the requirements in effect will be those in the Catalog of the original term of entry);

3. Enroll for at least one course in the major each semester, or have a valid Leave of Absence form on file; and
4. Complete all work on the Second Major within seven years of admission to the program.

Life experience credit, transfer and CLEP exam credit may be counted toward the program requirements, if appropriate, as determined by each department. However, at least 12 hours of 200-/300-level classroom courses must be completed at Benedictine University.

Applicability of courses taken as a student-at-large prior to admission to the Second Major Program will be determined upon initial evaluation.

Courses taken in the Second Major Program are applicable to a second bachelor's degree for graduates of other colleges. Those courses will also be counted toward the second degree's residency requirement.

Upon completion of required coursework of the program, a notation on the transcript will be made that all requirements for a second major have been met.

Institutional Requirements for Pre-Baccalaureate Certificate

A certificate consists of at least 12 semester credit hours of designated coursework completed at Benedictine University. Additional requirements may exist at the discretion of the hosting department or program. Only courses in which a student has received a grade of "C" or better may be applied to a certificate. Any credit completed for a certificate may be applied to fulfill core, major or minor requirements.

GENERAL POLICIES

Semester Credit Hours

The academic year is divided into two semesters from September through December and January through May.

Courses taught in the standard delivery method

One semester credit hour is counted for each clock hour of class or lecture time – or each two or three clock hours of Laboratory or studio work – per week during the semester. A three semester credit hour lecture course, for example, meets three hours per week over 15 weeks.

Courses taught in the accelerated delivery, online/blended delivery or other non-standard format

One semester credit hour consists of not less than 38 hours of instruction, individual learning activities (such as pre-course assignments, course assignments, preparation time) and team-based collaborative learning activities. Completion of graded outcomes that measure student

achievement of learning objectives are comparable to those achieved via the standard delivery method.

Student Classification

The classification of students is determined at the beginning of each semester according to the number of credit hours completed, as follows:

Freshmen: Less than 30 credit hours

Sophomores: 30 to 59.99 credit hours

Juniors: 60 to 89.99 credit hours

Seniors: 90 or more credit hours

Since students progress toward the completion of degree requirements at different rates, the classification will not necessarily coincide with a student's class year.

Course Loads

A full-time student is registered for a minimum of 12 credit hours. The normal course load is 15 credit hours per semester. No student may register for more than 18 hours of credit per semester without the permission of the faculty advisor, as follows:

Part-time academic status: 1-11.99 credit hours

Full-time academic status: 12-18 credit hours

Full-time academic status + Overload: 18.01 or greater credit hours (additional tuition fee is assessed)

IMPORTANT NOTE: Above are BenU policies for academic status. The Office of Financial Aid may use different status levels based on specific financial aid policies.

Advising

At Benedictine University academic advising is grounded in Benedictine values and the University mission. It is an interactive process between the advisor and student and is supported by technology. The goal is to promote each student's academic, career and personal development.

Faculty and staff are committed to creating a decision-making framework through which students can identify and realize their educational goals. Although academic advising is a collaborative function of both student and advisor, the final responsibility for satisfying University and major requirements rests with the student.

The student actively participates in the educational decision-making process.

Students will:

- Become knowledgeable of all the University's academic requirements, policies and procedures
- Develop and maintain a plan for a course of study
- Keep an accurate record of academic activities and documents
- Value the role of the advisor by preparing for and keeping advising appointments

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

- Initiate and maintain open and honest communication with the advisor
- Access additional University resources to facilitate the decision making process

The advisor listens to and guides the student through the educational decision making process.

Advisors will:

- Foster the student's sense of responsibility for his/her academic progress
- Help the student obtain accurate information about educational and career options, academic requirements, policies and procedures
- Help the student plan and monitor an educational program consistent with individual interests and abilities
- Assist the student in maintaining an accurate record of course registrations and completions
- Be available on a scheduled basis for academic consultation and advice
- Refer the student to appropriate University resources

Approval to withdraw from a course or to change registration in any way can be processed through MyBenU. Not attending class does not constitute a legitimate withdrawal. A student may withdraw from a course before completion of four-fifths of the course by using MyBenU. For reasons of a compelling personal nature, a student may request a course withdrawal after the completion of four-fifths of the course. A written statement from the student, including supporting documentation, must be submitted to the Registrar to justify this late course withdrawal.

Repetition of Courses

For courses taken at Benedictine University, undergraduate students, both degree seeking and students-at-large, may repeat a course in which they received grades of "W," "D" or "F" no more than two times. Students may not repeat any course in which they receive a grade of "C" or better. When a course is repeated for credit, the earlier earned grade remains on the student's permanent record and will appear on all transcripts. Only the last enrollment and earned grade will be used in computing the cumulative grade point average and awarding of credit. If a student wishes to repeat a course originally taken at Benedictine University and in which an earned grade was received, the repeat must be a course at Benedictine University. A repeat may not be by independent study or by study at another institution. The Academic Standing Committee may provide exceptions to this policy. An earned grade is a grade of "A," "B," "C," "D" and "F."

Students who have graduated may not repeat a course for credit in which they earned a grade of "A," "B," "C" or "D" previously. A student who has graduated may only audit a course in which they previously earned credit.

Grades and Reports

The student's final grade is determined by the instructor. The system of grading is as follows (quality points are in parenthesis):

A — Excellent (4.000)

B — Good (3.000)

C — Satisfactory (2.000)

D — Passing (1.000)

F — Failure (0.000)

I — Incomplete*

W — Withdrawal*

P — Pass*

X — Deferred*

IP — In Progress*

AUD — Audit*

**Note: The grades are not calculated in academic GPA.*

Academic grade reports for all students are available upon completion of each course through [MyBenU](#). A change of grade is permitted only for clerical errors. Grade appeals must be initiated before the end of one semester after the course in question has been completed. The final grade is recorded on the permanent record.

A course is considered to be successfully completed if a grade of "A," "B" or "C" is achieved. The grade point average used for all purposes at Benedictine University, including graduation honors, the Dean's List and the Dean's Recognition List is based only upon courses taken at Benedictine University.

A grade of "I" may be requested by a student for a course in which he or she is doing satisfactory work, but, for illness or other circumstances beyond the student's control as determined by the instructor, the required work cannot be completed by the end of the semester. To qualify for the grade, a student must have satisfactory academic standing, be doing at least "C" work in the class, and submit a written request with a plan for completion approved by the instructor stating the reason for the delay in completing the work. Arrangements for this "I" grade must be made prior to the final examination. One may not receive an "Incomplete" in a semester in which he or she is already on academic probation.

An "I" is a temporary grade. Failure to complete the course work and obtain a final grade within 180 days from the end of the term in which the "I" was received will result in the "I" automatically becoming an "F" grade.

A grade of "W" is recorded to indicate that a student has withdrawn from a course. The student may continue to attend the class (without credit) to the end of the term, except for labs, with the instructor's approval.

A grade of "IP" is recorded to indicate that the course is in progress when the term in which the course has been scheduled ends. The "IP" grade will be replaced when the course ends and the permanent grade is earned.

The **Audit (AUD) grade designation** indicates that a student has registered for a course and was eligible to attend class sessions. Auditing a course does not necessarily reflect participation, nor does it indicate anything regarding completion of assignments. Auditors are entitled to participate in class activities to the extent the instructor permits.

Audit registration requires the approval of the instructor. **A student may not change from credit to audit or audit to credit after the end of the add/drop period.** If a course has stated enrollment limits, students taking the course for credit will be enrolled before students auditing the course. Lab courses may not be taken as an audit.

When an Audit (AUD) grade designation is posted on the transcript, it cannot be changed to a letter grade. Audited courses are not available for later credit or proficiency by examination.

Add/Drop Policy

For traditional program courses, students have until the end of the first week of classes to add or drop a course. After that point, a student can withdraw with a grade of "W" from a class up to the end of the 11th week of classes for a 14-week course (or the end of the seventh week for an 8-week class).

For fully online courses, a student has until Thursday (at 11:59 p.m.) of the first week of the class to add or drop a course.

For adult program courses, a student has until the day before the second class meeting to add or drop a course. After that period, a student can withdraw, with a grade of "W," up to the 80 percent point of the course. Please refer to the course syllabus for details.

Grade Appeal Policy

The purpose of the Grade Appeal Policy is to establish a consistent procedure by which students may seek review of final grades assigned in courses at Benedictine University. Grades other than final course grades may not be appealed. The policy recognizes the right and responsibility of faculty members to exercise their professional judgment in evaluating academic performance and the right of students to have their academic performance judged in a fair and impartial manner.

Grade Appeal Process

First, discuss the incident with the faculty member; bring forward any facts or circumstances that might be pertinent to the faculty member's evaluation and decision.

If not satisfied with the outcome, either the student or the faculty member may seek consultation with the Department Chair/Program Director, College Dean, and finally the Vice President for Academic Affairs, in that order.

Grounds for Appeal

A student may appeal a final course grade only on the grounds that:

1. The grade was assigned based on a miscalculation or clerical error;
2. The grading standards for the course were not clearly articulated by the instructor in the syllabus, or the grade was assigned in a manner inconsistent with articulated standards.

At all levels of review, the burden of demonstrating that a grade should be changed rests with the student. The deadline for submission of any grade appeal is the end of the semester following the term in which the grade was originally received.

Academic Accommodation for Religious Observance

A student whose religious obligation conflicts with a course requirement may request an academic accommodation from the instructor. Students must make such requests in writing by the end of the first week of the class. Upon receiving such a request, the instructor will offer reasonable academic accommodations, whenever feasible, and communicate this to the student. However, the course requirements listed in the syllabus remain in effect if accommodations cannot be offered.

Academic Honesty Policy

The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage.

Integrity and honesty are therefore expected of all University students. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation and misrepresentation are violations of these expectations and constitute unacceptable behavior in the University community.

To access the complete Academic Honesty Policy, which includes student responsibility, responsibility and authority of faculty, violations, reporting and communicating, responsibilities of the provost, appeals, composition of the academic appeals board, procedures of the academic appeals board, and records, please visit www.ben.edu/ahp.

Administrative Drop Policy

Drop for Non-Attendance: Undergraduate students may be dropped from a class for non-attendance by a departmental administrative drop by the end of the first week of the class.

The primary intent of the Administrative Drop Policy is to ensure full enrollment in classes in which demand for seats exceeds supply. The purpose is to free seats held by non-attending students in such classes so that students who wish to take the class may be able to do so.

Classes offered through the National Moser Center for Adult Learning are not impacted by the Administrative Drop Policy.

Quality Point System

Final grades in each course are converted to quality points according to the following schedule: A grade of "A" in a course is converted to four quality points for each credit hour. Thus in a three credit hour course, an "A" is worth 12 quality points; a grade of "B" is worth three quality points per credit hour; a grade of "C" is worth two quality points per credit hour; a grade of "D" is worth one quality point per credit hour; other grades receive no quality points. The quality point or grade point average is computed by dividing the total number of quality points earned, at Benedictine University, by the total number of credit hours attempted, at Benedictine University.

Dean's List and Dean's Recognition List

The Dean's List is computed and published once each semester. To qualify, a student must be enrolled full-time and must have at least a 3.5 semester average with a grade of at least "C" in each course and must not have received any "I" or "X" grades.

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The Dean's Recognition List is also computed and published once each semester. To qualify, a student must be enrolled for a minimum of three semester hours and must have at least a 3.500 semester average with a grade of at least "C" in each course and must not have received any "I" or "X" grades.

Note: The Dean's Recognition List is intended for students who are not enrolled full time.

Student Academic Standing

Satisfactory academic standing for all students is a 2.000 cumulative grade point average (GPA) as determined at the end of each semester (or other designated grading period). Students who do not achieve satisfactory academic standing will be placed on academic probation or dismissed for poor scholarship.

Probation and Dismissal

Students are required to maintain satisfactory academic standing during their University careers. If a student fails to achieve satisfactory academic standing at the end of a semester (a cumulative GPA of 2.000), that student will either be placed on academic probation during the following semester (if the term GPA was at least 1.000), or will be dismissed for poor scholarship (if the term GPA was below 1.000). If a student fails to achieve satisfactory academic standing at the end of the probationary period, the student is dismissed from enrollment because of poor scholarship.

Any student dismissed for poor scholarship may submit an appeal to the Committee on Academic Standing seeking a one semester reinstatement. Criteria that the Committee on Academic Standing will consider include:

- Current semester grade point average (GPA)
- Cumulative GPA
- Likelihood that the student is capable of achieving "satisfactory academic standing" before graduation
- Recommendation from the Associate Vice President of Student Life
- Student's explanation for prior GPA and plan to remedy the situation

In the event that the Committee on Academic Standing is unable to approve the appeal for extension of the probationary period, the student's enrollment will be terminated for poor scholarship. Such a student may be readmitted at a later time for enrollment, provided evidence is presented which in the judgment of the University indicates that there is improved potential for academic success. The period of dismissal will be for a minimum of two academic semesters. Academic semesters are fall or spring semesters and do not include summer school or interim sessions.

All probation and dismissal policies apply in the same way to part-time and full-time students.

Academic Amnesty Policy

Students who have left the University with a cumulative GPA less than 2.000 may have the option to reenter under the academic amnesty policy. The conditions for readmission under amnesty include:

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1. An absence of at least five years from the last term in attendance and
2. Approval by the Admissions Committee which will require an interview and a written personal history. Intervening transfer course work must be at least at the 2.000 GPA level.

The implications of readmission under academic amnesty are:

1. The new Benedictine University cumulative GPA will be calculated based only on courses taken subsequent to re-entry. All courses taken and grades earned previously will appear as a separate entity on the transcript;
2. Academic probation will be a condition of admission;
3. "Re-entry Under Amnesty" will appear in the Remarks section of the transcript;
4. Amnesty may be used only once by a student;
5. Students must earn a minimum of 30 semester hours after re-entry to be eligible for graduation;
6. Graduation honors eligibility will be based on grades after re-entry amnesty; and
7. The Catalog of reentry will be followed for graduation requirements.

Withdrawal from the University

A student who wishes to withdraw from the University during the semester begins by contacting the Associate Vice President of Student Life. A student who plans to return within two full academic years should complete the Leave of Absence Form. (See the Student Leave of Absence section.) A student who does not intend to return to Benedictine University must complete the Withdrawal Form. An exit interview is required as part of the withdrawal process.

If the student has not applied for a leave of absence and later decides to return, application must be made through Admissions. The student's record will be re-evaluated and the student is responsible for completing all new graduation requirements according to the University Catalog in effect at the time of readmission.

The amount of financial credit for withdrawal from all courses during the semester is determined by the date the student successfully completes the drop in MyBenU; or the date the completed Add/Drop or Withdrawal Form is received by the University. See the Tuition Refund Timetable for timeframes and refund percentages.

Students receiving financial aid of any kind must also consult the Office of Financial Aid.

Student Leave of Absence

Any full- or part-time traditional student in satisfactory academic standing who must interrupt a degree program may apply to the Associate Vice President of Student Life for a leave of absence for two full academic years or four consecutive semesters (not including summer terms). The student's files will remain active both in the Office of the Registrar and with the academic advisor for the period of time requested. At the end of the leave of absence period, the student must notify the registrar and/or academic advisor of his or her intention to register. (Application through Admissions is not required.) The student on leave may take advantage of early registration along with regularly enrolled students. *A student on leave does not qualify for special monetary loans or grants or other special arrangements which presuppose the status of a regular student.*

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Student Deactivation Policy

Any matriculated undergraduate student who fails to register for classes for any three full consecutive terms without executing a Leave of Absence will have his/her Benedictine academic record converted to "inactive" status. When/if a deactivated student plans to return to the University and continue academic study, s/he must first contact Admissions and apply for readmission. Once readmitted, the student record will be placed back in an "active" status.

Application for Graduation

Students must apply to the registrar for graduation by the following dates: by January for August graduation; by March for December graduation; by October for May graduation. See the current academic calendar for specific deadline dates.

Graduation Honors

Graduation honors are determined on the basis of course work completed only at Benedictine University. Eligibility for graduation honors is contingent upon completion of the following specified undergraduate credit hours (excluding external credit hours), and achieved cumulative GPAs.

With completion of 30-54.99 undergraduate credit hours, and achievement of the following cumulative GPA, this graduation honor is awarded:

- 3.500 to 4.000 With Honors

With completion of at least 55 undergraduate credit hours, and achievement of the following cumulative GPAs, these graduation honors are awarded:

- 3.900 to 4.000 Summa Cum Laude
- 3.750 to 3.899 Magna Cum Laude
- 3.500 to 3.749 Cum Laude

Student Records and Disclosures

Annual Notice to Students

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 your education records within a reasonable time after Benedictine University receives a request for access. If you wish to review your record, contact the Registrar or the University office that maintains the record to make arrangements. You are required to submit your requests in writing and identify the record(s) you wish to inspect.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a statement to the University official responsible for the record, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. This includes any University faculty or staff employee (including the University Police Department) acting within the scope of his or her University employment and with appropriate supervisory authority; any individual or entity with whom the University has contracted as its agent to provide a service to the University when acting within the scope of the contract or agency and who is subject to appropriate confidentiality requirements; any member of the University's Board of Trustees; any student serving on an official committee, such as a disciplinary or grievance committee; and any student assisting a University official in performing tasks for which the University official may have access. 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.
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.

Benedictine University's policy is to not release student record information without the expressed consent of the student. There are, however, some exceptions. For example, directory information may be released without the student's consent and includes the following: name, address, telephone number, major and minor fields of study; participation in officially recognized activities and sports, dates of attendance, degrees and awards received; most recent education institution attended; full-time/part-time enrollment status; and photo. The University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

In compliance with the Solomon Amendment, directory information is provided to the United States Department of Defense, upon request.

You may withhold disclosure of directory information by completing the "FERPA Non-Disclosure of Designated Directory Information" form available in the Registrar's office, within ten (10) calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

The University may also disclose student account and financial aid information without the student's consent to the student's parents if the parent requests the information in writing; completes the Parent Certification section of the Authorization For Release of Confidential Information to Parents; and provides evidence that the student is his or her dependent for federal income tax purposes. The University may also disclose information to a parent if there is a health or safety emergency involving their son or daughter, or if their son or daughter is under the age of 21 and has violated a federal, state or local law or any University rule or policy concerning the use or possession of alcohol or a controlled substance.

Upon written request, the University will disclose, to the alleged victim of a crime of violence or a non-forcible sex offense, or to the alleged victim's next of kin (if the victim dies as a result of the crime or offense), the final results of any institutional disciplinary proceeding dealing with that crime or offense.

University Promotional Photos/Videos

Benedictine University and its representatives on occasion, take photographs/videos for the University's use in print and electronic materials. This serves as public notice of the University's intent to do so and as a release to the University giving permission to use such images as it deems fit.

If you should object to the use of your photograph, you have the right to withhold its release by contacting the Office of Marketing and Communications.

Student Right-To-Know Act

The University provides data on retention and graduation rates through the Office of Institutional Research and at the Compliance Web page. Information on financial assistance, including descriptions of application procedures and forms, may be obtained from the Office of Financial Aid Lisle Campus (Lownik Hall) and on pages 36-49 of this undergraduate catalog. Information concerning athletic program participation may be obtained from the Athletics Department located in the Rice Center on the main campus in Lisle and the Athletics Department on the Springfield branch campus. Other institutional information including the cost of attendance, accreditation and academic program data, facilities and services available to disabled students, and withdrawal and refund policies are located elsewhere in this undergraduate catalog.

Campus Security Policy and Campus Crime Statistics Act

Benedictine University's Annual Security Report and Annual Fire Safety Report are available online. These reports meet the requirements of the Jeanne Clery Disclosure of Campus Security Policies and Campus Crime Statistics Act for the reporting of crime statistics, fire safety information, and other relevant University policies. The electronic versions of these reports are available on the Benedictine University website at <http://www.ben.edu/police/>.

GENERAL ADMISSION INFORMATION

Non-Discrimination Policy

Benedictine University does not discriminate in its admissions or educational policies, programs or activities; scholarship and loan programs; athletic and other University administered programs or employment practices on the basis of race, creed, color, national origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to Benedictine University include constitutional and statutory protections of the University's rights as a religiously sponsored institution.

Tuition Deposit

To complete the admissions process, incoming freshmen are required to submit a \$100 tuition deposit. Students are required to submit their deposit before registration. All deposits should be submitted to: Benedictine University at Mesa, Gillett Hall, 225 E. Main St., Mesa, AZ 85201. Payment may also be submitted online at www.ben.edu/deposit.

Readmission

Former Benedictine University students, not currently enrolled as degree-seeking students, may apply for readmission. An application must be submitted and will be reviewed for an admissions decision. Applicants who experienced academic problems should be prepared to demonstrate to the committee sufficient reasons for reconsideration. A student's previous scholarship eligibility will be reevaluated under the transfer scholarship rules. If a student's enrollment has been terminated for poor scholarship, such a student may be readmitted after a minimum of two academic semesters, provided evidence is presented which, in the judgment of the University, indicates that there is improved potential for academic success. All college courses for which the student registered in his/her absence from Benedictine University must be presented in the form of official transcripts. For readmission under amnesty, see the Academic Policies section.

General Admissions Policy

Benedictine University reserves the right to deny admission, continued enrollment or re-enrollment to any applicant or student whose personal history and background indicate that his or her presence at the University would endanger the health, safety, welfare or property of the members of the academic community or interfere with the orderly and effective performance of the University's functions. Some programs have special admissions standards. If you are considering a particular program, you need to determine the admissions standards for that program by reviewing the descriptions contained later in the Catalog or by contacting the faculty responsible for the program. Failure to provide Benedictine University with a correct and complete academic history will result in revoking of acceptance and/or administrative withdrawal.

Admissions Deadline

The first day of semester classes is the final deadline for reviewing and accepting new or current outstanding applications for both fall and spring semesters. After the first day of the semester classes outstanding applications will be automatically withdrawn or have their term of entry changed to the next available semester. At any point during the admissions process an application may be withdrawn due to lack of communication from student.

Language Proficiency

All international students must demonstrate they have met the English proficiency requirements for the Mesa branch campus degree program to which they are applying. Students applying to the Mesa branch campus for traditional freshmen or transfer programs must meet the following TOEFL or IELTS requirements:

- TOEFL Paper Based Test: 550
- TOEFL Internet Based Test: 79
- IELTS Exam: 6.0

Test scores must be no more than one year old at the time of application and must be official documents in their original, unopened envelopes or sent directly from the testing service. Electronic verification is not guaranteed. Under certain circumstances, the English Proficiency requirement may be met without the official TOEFL or IELTS. These circumstances may include:

- Studying at an accredited institution where the official language of instruction is English, consideration given for length of program, cumulative grade point average and overall academic performance
- Completing one year or more of academic coursework at a United States institution, pending review of transcripts
- Completing an in house English Assessment with the Languages and Literature department per the recommendation of International Programs and Services
- Submitting an ACT or SAT
- Submitting official transcripts from ELS Language Centers with a score of 112; scores below 112 require a formal in house English Assessment

A TOEFL/IELTS waiver will not be considered until all other documents required for admission have been received. Students may need to meet additional requirements such as the GPA or testing requirement, or they may be required to submit official confirmation of their language instruction. *At any time the office of Admissions, International Programs and Services, or the Languages and Literature department can require further documentation or request the student submit an official TOEFL/IELTS or complete a formal assessment through the Languages and Literature department.* Once all required documents have been received, the TOEFL/IELTS may be waived if it is determined English proficiency has been met. Those students who do not demonstrate English proficiency have the option to attend the Intensive English Program.

Benedictine University reserves the right to test the English writing and speaking skills of all incoming undergraduate and graduate students if circumstances warrant it. Students may be placed in courses which will help them improve their academic English proficiency.

FRESHMAN ADMISSION

Freshman Candidates

Freshman candidates are defined as individuals who have earned a high school diploma, completed a home schooling program, or earned a General Educational Development (GED) certificate within six months of enrolling at Benedictine University.

Freshman Admission

Admission is based on a review of each student's total academic and extracurricular record. It is necessary for some applicants to complete additional materials or come to the University for further assessment. Benedictine's philosophy is to select students who will perform successfully in our academic programs and become active members of the University community. Requests for admission are considered without regard to the applicant's race, religion, gender, age, national origin or disability.

High School Academic Preparation

In conjunction with the Arizona State Board of Education, Benedictine University requires its students to complete the following high school curriculum. If a student enrolls at Benedictine University not having satisfied the requirements, the student will be required to do so while enrolled at the University. Courses with a number less than 100 do not count toward the 120 credit hours required for graduation. University-level courses (100 level or above) completed to fulfill a condition of admission will count toward the 120-hour graduation requirement, but do not satisfy the University Core requirements. NOTE: a credit, as identified below, is equivalent to one full year of study in a given subject area.

1. Four credits of English (emphasizing written and oral communication and literature);
2. Three credits of social studies (emphasizing history and government);
3. Four credits of mathematics (Algebra I, Geometry, Algebra II [or equivalent] and an additional course with significant math content as determined by District or Charter schools);
4. Three credits of science (laboratory science); and
5. One credit of fine arts

How To Apply to the Mesa Branch Campus (Freshman Candidates)

Send all materials to: Benedictine University at Mesa, Gillett Hall, 225 E. Main St., Mesa, AZ 85201. A personal interview with an Admissions Counselor is generally advisable and occasionally required. Official transcripts bearing the signature of the Registrar and the institutional seal must be issued by mail from the institution to Benedictine. Consideration for admission will take place when all the necessary information is received. Applications should be submitted as early as possible during the senior year of high school. Admission can be granted on the basis of six semesters of high school credit. Admission can be revoked if satisfactory completion of senior year coursework is not obtained and restrictions can also be added should academic portfolio change post admission and prior to course enrollment.

1. Submit a completed application form and non-refundable, one-time application fee of \$40.
 - a. Apply or download an application online.
 - b. Request a hard copy application by contacting us at (602) 888-5533.
2. Submit official high school transcript. Home school transcripts should include letter grades, length of courses and texts used.
3. Submit official copy of ACT, SAT, TOEFL or IELTS test scores.
4. Submit High School Guidance Recommendation form (available online) to be completed by high school guidance counselor.
5. Written personal statement (may be required of some candidates).

Mesa Branch Campus Freshmen Admission Requirements

Benedictine University has rolling admissions up to the first day of classes each term. We encourage traditional undergraduate students to apply within their first semester of their senior year of high school. The application review process takes approximately one week. You will be notified of your admission status as soon as possible. Prospective freshmen should accept the offer of admission and pay the tuition deposit no later than May 1 to secure their spot for the incoming Freshman class.

Benedictine University requirements for Freshmen Admission:

- High School Diploma or GED
- 2.5/4.0 GPA

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- 21 ACT/980-1010 SAT
- Top 50 percent of graduating class
- Letter of recommendation from high school guidance counselor
- Satisfactory arrangements for the payment of tuition and fees.

Personal Statement: If students do not meet the above minimum requirements, they are encouraged to submit a **minimum one page** personal statement. The topic of this personal statement is "What are your academic strengths and how will they help you at Benedictine?" The personal statement is meant to be a reflection of past academic coursework as well as your writing ability. It is necessary that you provide all relevant information about your academic performance and high school experience.

Admission Committee: The Admission Committee meets regularly to review applications for prospective students who do not meet the minimum admission requirements. The Admission Committee looks for well-rounded students who will be successful and contribute to the Benedictine University community.

If you have any specific questions about admission requirements, your personal statement or the Admission Committee, please contact your Admissions Counselor.

TRANSFER ADMISSION

Transfer Candidates

Transfer candidates are defined as individuals with college credit or students whose high school graduation or GED completion date is six months prior to the academic year of enrolling at Benedictine University who intend to enroll in the traditional daytime program. Transfer candidates with less than 20 transferrable hours will be evaluated under the freshman checklist. Credits taken prior to high school graduation are not used to determine transfer student status.

Transfer Admission

Admission is based on a review of each student's total academic and extracurricular record. It is necessary for some applicants to complete additional materials or come to the University for further assessment. Benedictine's philosophy is to select students who will perform successfully in our academic programs and become active members of the University community. Requests for admission are considered without regard to the applicant's race, religion, gender, age, national origin or disability.

How To Apply to the Mesa Branch Campus (Transfer Candidates)

Send all materials to: Benedictine University at Mesa, Gillett Hall, 225 E. Main St., Mesa, AZ 85201. A personal interview with an admissions counselor is generally advisable and occasionally required. Official transcripts bearing the signature of the registrar and the institutional seal must be issued by mail from the institution to Benedictine. Consideration for admission will take place when all the necessary information is received. If an applicant has 20 or more transferable semester hours:

1. Submit a completed application form and non-refundable, one-time application fee of \$40.
 - a. Apply or download an application online.
 - b. Request a hard copy application by contacting us at (602) 888-5533.
2. Submit official transcripts directly from each college or university attended.
3. Written personal statement (may be required of some candidates).

If the applicant has less than 20 transferable semester hours:

1. Steps one, two and three above;
2. Submit official high school transcript;
3. Submit official copy of ACT, SAT, TOEFL or IELTS test scores.

Mesa Branch Campus Transfer Admission Requirements

Benedictine University's admission philosophy is to select students who will perform successfully in the University's academic programs and actively participate in University life. We offer a rolling admission into all of our traditional undergraduate programs up until the first day of classes each term.

Students transferring into Benedictine University's traditional undergraduate programs must have:

- A minimum of 20 transferable semester hours (If a student has fewer than 20 semester hours of transfer credit, freshman requirements apply)
- A cumulative grade point average of 2.0 on a 4.0 scale or better from all colleges and universities previously attended
- No previous academic probation or academic dismissal

Students who do not meet the above minimum requirements are encouraged to contact their Admissions Counselor to set up an appointment to discuss the Admissions Committee review process and next steps.

INTERNATIONAL ADMISSION

At this time Benedictine University at Mesa is not authorized to issue Form I-20s or Form DS-2019s for the purpose of international students applying for F or J visas to study at our branch campus. Students not requiring an F or J visa status for study in the U.S. are encouraged to contact our Admissions staff.

ADULT ACCELERATED UNDERGRADUATE ADMISSION

The Adult Accelerated Undergraduate Programs were created to best serve the needs of adult and returning students who are 22 years of age and older. Admissions requirements vary by program type.

Admission is based on a review of each student's total academic and extracurricular record. It is necessary for some applicants to complete additional materials or come to the University for further assessment. The Admissions philosophy is to select students who will perform successfully in our

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academic programs and become active members of the University community. Requests for admission are considered without regard to the applicant's race, religion, gender, age, national origin or disability.

Our adult programs were developed to provide an environment that supports adults in taking responsibility for their own learning and which values and uses the experience which an adult brings to the classroom. Rooted in the idea of responsible learning, the adult programs offer accelerated program options and credit for life learning. This model is built on the assumption that adults can engage in guided independent study outside the classroom. The classroom experience focuses on the integration of theory and practice and emphasizes application, analysis and synthesis of information through collaborative and cooperative learning.

National Moser Center for Adult Learning Application Materials

Send all materials to the appropriate regional National Moser Center for Adult Learning Location (Naperville/Bellwood learning centers or Mesa/Springfield branch campuses). A personal interview with an admissions counselor is generally advisable and occasionally required. Official transcripts bearing the signature of the registrar and the institutional seal may be issued by mail from the institution to National Moser Center or official electronic transcripts can be sent to adultenrollment@ben.edu. Consideration for admission will take place when all the necessary information is received. If the applicant has 20 or more transferable semester hours:

1. Submit a completed application form and non-refundable, one-time application fee;
 - a. Apply or download an application online.
 - b. Request a hard copy application by contacting us at: (877) 353-9622, toll free outside Illinois (888) 829-6363 or adultenrollment@ben.edu.
2. Submit official transcripts directly from each college or university attended. Submit official course by course detailed Educational Credentials Evaluators (ECE) evaluation or Educational Perspectives evaluation www.eduperspective.org/benedictine of any foreign country transcripts.
3. Personal statement and current resume may be required of some applicants;
4. Letter(s) of reference from faculty and/or professional associates to evaluate the potential success of the candidate for the program may be required of some applicants.
5. If the applicant has fewer than 20 transferable semester hours, submit proof of high school graduation or GED completion.

National Moser Center for Adult Learning Undergraduate Admissions Requirements

We offer a rolling admission into all of our undergraduate programs, meaning, applications are accepted and admissions decisions are made throughout the year without deadline restrictions.

Students entering Benedictine University's adult undergraduate programs must meet the following requirements:

PROGRAM

REQUIREMENTS

Bachelor of Arts in Criminal Justice and Bachelor of Business Administration in Accounting

Cumulative GPA 2.0/4.0 from any college level coursework, 22 years of age or older, two years of work experience. Minimum 36 transferable credit hours, including identified Basic Skills and prerequisite courses, are required before enrolling in the major learning team.

Students who do not meet the above admissions requirements are encouraged to contact the National Moser Center for Adult Learning to set up an appointment with one of our adult admission counselors to discuss the Admission Committee review process.

Adult Advising

Our programs are designed for working adults and recognize that students in these programs are highly self-directed with multiple demands on their time. Faculty and staff are committed to creating a decision-making framework through which students can realize their educational goals. Although academic advising is a collaborative function of both student and advisor, the final responsibility for satisfying University and major requirements rests with the student.

FINANCIAL POLICIES

Benedictine University is a non-profit corporation. Its endowment primarily consists of the contributed services of the Benedictine monks who teach at the University. The annual income from a student's fees covers only a portion of the cost of his or her education. Therefore, to meet its educational objective, and in fairness to all students, the University must insist on the following regulation: financial arrangements must be made prior to the first day of the term.

Tuition

Tuition and fees are incurred at the time of registration. Tuition is due in full within seven calendar days after the first class meeting. Benedictine University has partnered with Higher One to provide interest-free monthly payment plans through the TuitionPay Plan for those students seeking arrangements to balance their tuition payments over an extended period of time.

A "Statement of Accounts" is generated and mailed to your billing or home address once each month. This statement reflects only that activity which has taken place on your student account in the last billing cycle (similar to your checking/savings/credit card statements of account). Please note that payments are expected by the due date regardless of whether a statement is received. If you are nearing a payment due date and have not received a statement, please contact Student Accounts at (630) 829-6503 for assistance to determine the amount due. Students are encouraged to view their account information online using [MyBenU](#).

Mesa Branch Campus 2014-2015

Tuition and Fees*

Undergraduate

Full-Time Students (12-18 credit hours):

Tuition (per semester): \$10,000

Mandatory fees: \$400

Overload Tuition Fee (per credit hour over 18): Equal to semester hour part-time rate

Part-Time Students (1-11 credit hours):

Tuition (per credit hour): \$670

Technology fee (per credit hour): \$15

Summer Term

Tuition (per credit hour): \$670

Adult Accelerated Undergraduate Students**

Tuition (per credit hour): \$335

Adult Accelerated General Education courses (per credit hour): \$147.50

Course-related Charges*

(Nonrefundable after the first week of the semester)

Biology lab: \$130

Chemistry lab: \$160

Communication: \$45-\$60

Computer Science lab: \$10

Fine Arts: \$30-\$150

Mathematics lab: \$60

Music: \$10-\$200

Natural Science lab: \$30-\$160

Nutrition lab: \$160

Research Methods: \$35

Statistics: \$35

All course related charges subject to change. See the current course schedule for updates.

Administrative Service Charges

Administrative fee: \$250

Advance placement credit posting fee (per examination credited): \$20

Application for Graduation: \$125

Application for Certification fee: \$25

C.L.E.P. posting fee (per examination credited): \$20

Duplicate Diploma fee: \$25

Diploma red cover: \$10

Enrollment deposit: \$125

Express transcript mailing (per address): \$30

Immediate academic transcript fee (in 24 hours): \$20

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Late payment fee: \$100

Late registration fee: \$100 per course for enrolling after the drop/add period

New student orientation fee: \$100

Placement test posting fee: \$10

Special Examination: \$5

Transcript fee: \$5

Work/Life Experience fee (per credit hour granted): \$100

All tuition remission students and consortium students must pay applicable fees such as activity, graduation, health, technology and lab fees.

*All fees are subject to change without further notice.

**Newly enrolled students may be eligible for a flat tuition rate based on off-site courses at partner-provided locations and a minimum class size of 18.

Payment Options

1. Payment in full - Benedictine University accepts cash, personal checks, money orders, Visa, MasterCard and Discover. PAYMENT DEADLINE: within seven calendar days after the first class meeting. Students may view and pay their accounts online at www.ben.edu/MyBenU from any on-campus computer or access MyBenU via [BenUConnect](#) from off-campus. Instructions on how to make an online payment are found at <http://www.ben.edu/MyBenU>
2. Benedictine University has partnered with Higher One to provide interest-free monthly payment options through the TuitionPay Plan. Students may create budgets to manage their tuition costs annually or per term. Students may enroll online at <http://www.tuitionpaymentplan.com/ben> or call (800) 635-0120 to speak with a TuitionPay consultant. Be sure to have your estimated expenses ready when you call or visit the website. If your budget changes at any time (increase/decrease in financial aid, increase/decrease of tuition charges or fees), please contact TuitionPay to adjust your payment plan accordingly. Please note that if the budget amount does not equal your balance due with BenU, a financial hold and late payment fee may apply. Please note that TuitionPay does not apply to flat-rate programs.
 - o Annual budgets - For a fee of \$50, students can make monthly payments toward their full-year's tuition balance (September-August).
 - o Single Term budgets - For a fee of \$30, students can make monthly payments toward their tuition balance for a single term.
 - Fall term: August-December
 - Spring term: January-May

TuitionPay website: www.tuitionpaymentplan.com/ben. Click on Enroll Now for list of available plans. For students in a plan for the first time, select "Mesa, AZ Campus" from the drop down box under "Term of Study".

3. Employer tuition reimbursement - For a fee of \$30, students can arrange with Higher One's TuitionPay, a single tuition payment plan due at the end of the term (plus a grace period) with proper documentation from their employer. Documentation of your employer's

reimbursement policy must be submitted to the Student Accounts Office of Benedictine University prior to enrolling in this plan. An updated copy of the policy must be submitted every Fall term thereafter. Students may fax their employer's policy to Student Accounts at (630) 829-6501. After submitting documentation showing eligibility, student may enroll in the plan that best corresponds with their class and program. If the student's enrollment changes after the initial set up of this plan, the student will be responsible for adjusting the payment plan either online or with a TuitionPay consultant at (800) 635-0120. If the student makes a payment directly to Benedictine rather than to TuitionPay, it is the student's responsibility to contact the Student Accounts Office so that we may notify TuitionPay. The bill payer must electronically sign a consent agreement to accept the responsibilities of the payment plan. Therefore, the Student Accounts Office is not able to enroll students or make adjustments to these accounts. However, our office is available for assistance in choosing the correct plan and budget amount. Please note that tuition is due in full according to the deferred due date specified by TuitionPay regardless of when individual employers reimburse their employees.

*****Failure to meet Options 1, 2 or 3 by payment deadline will result in a late payment fee of \$100 and a financial hold placed on the student's account*****

Student Refund Policy

1. Three-Day Cancellation: An applicant who provides written notice of cancellation to the Enrollment Center within three days (excluding Saturdays, Sundays and federal and state holidays) of signing an Enrollment Agreement will receive a refund of all monies paid. No later than 30 calendar days of receiving the notice of cancellation, the University will provide the full refund.
2. Applicants who provide written notice of cancellation more than three days after signing an Enrollment Agreement and making an initial payment, but prior to the commencement of classes, are entitled to a refund of all monies paid (minus the application fee of \$40).
3. To be eligible for a tuition refund after the commencement of classes:
 - a) The student must officially withdraw from a course within the timeframes set out in the Tuition Refund Timetable below, and
 - b) After the official withdrawal from a course or courses, be enrolled less than full time (less than 12 credit hours).
4. Students maintaining a full-time enrollment of 12 or more credit hours in the term, after the official withdrawal from a course or courses, are not eligible for a refund.
5. Students who are expelled, administratively withdrawn or suspended from the University during the course of an academic term are not eligible for a tuition refund and are responsible for all tuition, fees and other costs incurred.
6. Recipients of federal financial aid who drop a course or withdraw from the University are subject to Return of Title IV Funds Regulations. Dropping a course or withdrawing from the University (officially or unofficially, such as by non-attendance) may result in a portion or all of financial aid being returned back to the Department of Education. This may result in a debit balance to the student's account with the University which the student is responsible to pay.
7. The amount of refund, if any, is determined by the date the student successfully completes the drop in MyBenU; or the date the completed Add/Drop or Withdrawal Form is received by the University. See the Tuition Refund Timetable for timeframes and refund percentages.
 - a) Students who do not officially drop a course in MyBenU or in writing will be financially responsible for the entire cost of the course.

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- b) Notifying the instructor of intent to drop a course and/or non-attendance in a course does not constitute an official withdrawal for purposes of eligibility for refunds by the University to the student.
 - c) Tuition credit for complete withdrawal will be made only after the proper withdrawal notification has been submitted.
 - d) If the drop results in a credit balance on the student's account, refunds will be issued within 30 days of the official drop or withdrawal date.
8. To officially withdraw from a course after the commencement of classes, all students should use MyBenU to complete the withdrawal, or complete the ADD/DROP FORM and return the form to the Registrar.
 9. To officially withdraw from the University after the commencement of classes, a student must complete the necessary paperwork. A student planning to return within four consecutive semesters (not including summer semesters) must apply for a Leave of Absence and a student not planning to return must complete the Withdrawal Form. These forms must be returned to the Director of Student Services.

Tuition Refund Timetable		
Refund per dropped course	Traditional Programs Fall/Spring Terms	Traditional Programs Summer Term
Full Refund	Up to 7 calendar days after first class meeting	Up to 3 calendar days after first class meeting
75% Refund	8 - 14 calendar days after the first class meeting	N/A
50% Refund	15 - 21 calendar days after the first class meeting	4 - 6 calendar days after the first class meeting
No Refund	22 calendar days or more after the first class meeting	7 calendar days or more after the first class meeting
No Refund	After the first class meeting for courses with a condensed meeting schedule	After the first class meeting for courses with a condensed meeting schedule

All drops or withdrawals are dated as of the date in which they were received by the University. The tuition refund policies are listed above. The summer terms have a separate tuition refund policy. Whether or not you attend classes, the period of attendance will be computed as the number of days from the scheduled date of opening class in each term to the date shown on the drop or withdrawal slip. See the "Financial Aid" section for information regarding the use of financial aid in the case of a withdrawal.

Students who are expelled or suspended from the University during the course of an academic term will not be allowed any financial credit on tuition charges. Similarly, resident students who are expelled or suspended from campus housing and from the accompanying food service plan, either permanently or for a temporary period during the course of an academic term, will not be allowed any financial credit on room and board charges.

Courses which require the leasing of off-campus facilities from off-campus agencies require pre-payment in full. Therefore, NO refunds can be made of the tuition or lab fees for such courses.

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Courses requiring professional liability insurance require the purchase of such insurance from off-campus agencies demanding pre-payment in full; therefore, NO refund can be made for the professional liability insurance charge.

For such programs as the Federal Student Loan and the State Monetary Awards, cash refund of credit balances will not be made until funds are received from the agency in question and the required procedures are completed.

Refund checks are issued to students when excess funds exist on their accounts after crediting Title IV funds. If a credit balance appears on your account as a result of these disbursements, the Student Accounts Office will process a refund within 10 to 14 days. When a student receives their refund depends on the refund method they have selected using their Benedictine University MyOne Money Card at www.MyOneMoney.com. The MyOne Money Card will be mailed to the student's home address on file with Benedictine University. Once the student has received their card in the bright GREEN envelope from Higher One, the student must login using their MyOne Money Card 16-digit card number. You are not required to open a OneAccount from Higher One, however you **MUST** make a choice for your preferred method of receiving the refund (debit card, electronic transfer to another bank of your choice or paper check sent via mail). If you did not receive a card, please call the Student Accounts Office at (630) 829-6503 to request a new one. If your card was previously activated, you may request a replacement card by logging into HigherOneCard.com. Please note, there is a fee for replacing cards that have already been activated. To learn more about the MyOne Money Card, visit www.MyOneMoney.com.

If you have withdrawn from a class, resulting in a credit of tuition to your student account, you may request a refund of this credit by completing the form found here:
http://www.ben.edu/campus_resources/studentaccounts/upload/REFUND-REQUEST-2014.pdf.

Refund requests are reviewed by Student Accounts and if a refund is authorized, it will be processed within two weeks of the receipt of the refund request form.

Financial Appeal

This process is designed to address extenuating circumstances that occurred during a given semester that prevented a student from receiving a partial or full refund for a course(s). Students may write a letter of appeal describing the reason(s) and justification for seeking an exception to the refund policy. The burden of proof shall be upon the student to prove his or her case by a preponderance of evidence in the written appeal. Be specific with extenuating circumstances, dates, the name of persons contacted and any steps you took to address the problem at the time it occurred. Attach appropriate documentation from your instructor, medical provider or other professionals as needed.

Student submits the appeal to the Financial Appeals Committee by:

Email: FinancialAppealsCommittee@ben.edu

Fax: Attn: Financial Appeals Committee at (630) 829-6501

Mail: Benedictine University
Attn: Financial Appeals Committee
5700 College Road, Lisle, IL 60532

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For more information on Student Accounts, please visit <http://ben.edu/student-accounts/index.cfm>.

Fees

Late Registration Fee: \$100 per course late fee registration for enrolling after the drop/add period.

All tuition remission and consortium students must pay applicable fees such as graduation, health service, technology, lab and mandatory fees. (Fees are subject to change without further notice.)

All drops or withdrawals are dated as of the date in which they were submitted to the Registrar. The tuition refund policies are listed above. The summer terms have a separate tuition refund policy. Whether or not you attend classes, the period of attendance will be computed as the number of days from the scheduled date of opening class in each term to the date shown on the drop or withdrawal slip. See the "Financial Aid" section for information regarding the use of financial aid in the case of a withdrawal.

The boarding fee is pro-rated from the date of confirmation of registration to the day of withdrawal. Students who withdraw from campus housing within 30 days of the beginning of the academic term will be charged for room fees on a pro-rated basis. No refunds are given after 30 days of the term have expired.

Other Policies

1. Enrollment shall be considered as signifying knowledge of all conditions, rules and regulations and shall be deemed as acceptance thereof.
2. The University shall not be responsible for any damage or loss of personal property from any cause whatsoever.
3. Bills for University services or monetary sanctions such as library or parking fines must be paid in full within 7 days of the start of the semester or within 7 days of the posting of the charge, whichever comes later.
4. Students are not entitled to receive recommendations, degrees, honors, grades or transcripts of credit until all bills are paid and National Direct/Defense Student loans and Perkins loans are in current status.
5. In the event of default in the payment of any amount due, and if the account is placed in the hands of an agency or attorney for collection or legal action, the student agrees to pay an additional charge equal to the cost of collection including agency and attorney fees and court costs.
6. Payments made by personal check, business check or online by ACH will be subject to a 14 day hold to allow for clearance of funds. This hold will not be lifted until 14 days have passed, regardless of your scheduled registration date unless proper documentation is provided from your bank to the Student Accounts Office showing the payment has cleared your account. Any holds on your account must be satisfied before registration for the upcoming term will be allowed.

Financial Aid

Benedictine University's Office of Financial Aid administers a variety of federal, state and institutional programs of student financial assistance. Each of these programs carries specific student eligibility requirements. In general, students must be formally admitted as degree-seeking and enrolled for a

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minimum number of credit hours. All financial aid recipients must maintain satisfactory academic progress in accordance with the published, "Satisfactory Academic Progress Policy for Financial Aid Recipients."

The fundamental purpose of the financial aid program at Benedictine University is to make it possible for every qualified student to obtain a college education regardless of financial means. The process of financing an education is a partnership. Although the student and his/her family has primary responsibility for meeting college costs, Benedictine University, as well as the federal government have a variety of financial aid programs available to students who need financial assistance.

Benedictine University will not unlawfully deny educational services to any otherwise qualified student on the basis of race, color, gender, age, national origin, disability or veteran status.

Application Procedures

All students applying for financial aid are asked to complete the Free Application for Federal Student Aid (FAFSA).

Students must reapply for financial aid each award year. The FAFSA should be completed as soon as possible after January 1.

Types of Aid

After completing the financial aid application process, the student will receive a financial aid award letter. The award letter will include the program(s) that the student is eligible for and the award amount(s).

- Grants/Scholarships - Grants and scholarships are considered to be gift assistance. Gift assistance does not have to be repaid.
- Loans - Loans are considered to be a form of self-help assistance. Loan programs provide funds for educational purposes and are paid back with interest.
- Employment - Part-time jobs on campus are available to eligible students through the Federal Work-Study program. Students working on campus receive a bi-weekly paycheck.

Federal Grants

Federal Pell Grant

Source Federal Government

Eligibility U.S. Citizens or eligible noncitizens, Demonstration of need (FAFSA)

Federal Supplemental Education Opportunity Grant (SEOG)

Source Federal Government

Eligibility U.S. Citizens or eligible noncitizens, Demonstration of need (FAFSA)

Information on federal programs may be subject to change at any time due to changes in legislation.

State Aid

Benedictine University at Mesa has applied to participate in the Arizona Grants Programs. The following state aid programs were funded for the 12-13 award year.

Arizona Leveraging Educational Assistance Partnership (AzLEAP)

Amount Up to \$2,500

Eligibility Arizona resident and demonstration of exceptional need (FAFSA)

College Access Challenge Last Stretch Scholarship

Amount Up to \$2,000

Eligibility Arizona resident and demonstration of exceptional need (FAFSA); must have completed 60 college credits at the time of application.

Math, Science, Special Education Teacher Forgiveness Loan Program (MSSE)

Amount Up to \$7,000

Eligibility Arizona resident and demonstration of exceptional need (FAFSA); must have completed 60 college credits at the time of application. Loan is forgivable upon agreement to teach in an Arizona public school.

Scholarships

Incoming Freshmen:

Presidential Award

Amount \$8,000-\$10,000 per year

Eligibility Evaluation of academic performance in high school curriculum

Renewability Cumulative 2.75/4.0 GPA; full-time enrollment

St. Benedict Award

Amount \$6,000-\$7,000 per year

Eligibility Evaluation of academic performance in high school curriculum

Renewability Cumulative 2.5/4.0 GPA; full-time enrollment

Benedictine Heritage Award

Amount \$3,000-\$5,000 per year

Eligibility Evaluation of academic performance in high school curriculum

Renewability Cumulative 2.5/4.0 GPA; full-time enrollment

Catholic High School Recognition Award*

Amount \$4,000 per year

Eligibility Graduate of a Catholic high school

Renewability Full-time enrollment

Catholic Parish Community Service Award*

Amount Up to \$3,000 per year

Eligibility Active Participant in a Catholic parish; required commitment letter from church or parish representative.

Renewability Full-time enrollment

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Family Recognition Award

Amount Up to \$1,200 per year dependent on other institutional awards

Eligibility Incoming students of alumni parents and/or grandparents and with sibling(s) currently enrolled in the traditional undergraduate program or sibling(s) is a Benedictine University alumnus of the traditional undergraduate program.

Renewability Full-time enrollment

Opportunity Award

Amount Up to \$2,400 per year dependent on other institutional awards

Eligibility Incoming freshman students who graduate from a high school with more than one-third of the student population considered to be "low income" families (determined by the "Teacher Cancellation Low Income Directory" published by the United States Department of Education).

Renewability Full-time enrollment

Benedictine Promise Award

Amount \$10,000 tuition (or equivalent semester tuition at the time) award applied during the second semester of student's senior year.

Eligibility All students enrolling in the Fall 2014 Semester with freshman or sophomore status automatically participate. Students must maintain continuous full-time enrollment, maintain satisfactory academic progress and maintain a cumulative 2.0 GPA.

Renewability Not renewable

Please Note

- Full-time enrollment is defined as 12 or more semester hours per term.
- Scholarships are limited to a maximum of four years or eight terms of institutional awards. Awards will be finalized after submission of seventh semester/quarter grades; no revisions to merit awards will be made after the seventh semester/quarter.
- Student financial aid programs, terms and conditions are subject to change without notice or obligation.
- The Presidential Award, St. Benedict Award and Benedictine Heritage are mutually exclusive and may not be combined.
- Institutional awards are applicable to the cost of tuition only.
- The Benedictine Promise Award cannot be combined with other institutional aid during the awarding semester. Fees, books and housing costs not included. (Students may opt out if institutional aid is greater during the awarding semester. Speak with a financial aid counselor to decide which is right for you.)

Incoming Transfers:**Phi Theta Kappa Award**

Amount \$1,000 per year

Eligibility Member of Phi Theta Kappa; Cumulative 3.0/4.0 GPA; Full-time enrollment.

Renewability Cumulative 3.25/4.0 GPA; full-time enrollment.

St. Benedict Award

<i>Scholarship</i>	<i>Cumulative GPA</i>	<i>Award Amount</i>
St. Benedict Award	3.75-4.00	\$10,000
St. Benedict Award	3.51-3.74	\$9,000
St. Benedict Award	3.26-3.50	\$7,500
St. Benedict Award	3.00-3.25	\$6,000
St. Benedict Award	2.75-2.99	\$5,000
St. Benedict Award	2.50-2.74	\$4,000

Eligibility Evaluation of academic performance in college coursework; full-time enrollment.

Renewability Cumulative 2.75/4.0 GPA; full-time enrollment.

Catholic High School Recognition Award*

Amount \$4,000 per year

Eligibility Graduate of a Catholic high school

Renewability Full-time enrollment

Catholic Parish Community Service Award*

Amount Up to \$3,000 per year

Eligibility Active Participant in a Catholic parish; required commitment letter from church or parish representative

Renewability Full-time enrollment

Family Recognition Award

Amount Up to \$1,200 per year dependent on other institutional awards

Eligibility Incoming students of alumni parents and/or grandparents and with sibling(s) currently enrolled in the traditional undergraduate program or sibling(s) is a Benedictine University alumnus of the traditional undergraduate program.

Renewability Full-time enrollment

*The Catholic High School Recognition Award and the Catholic Parish Community Service Award are mutually exclusive and cannot be combined

Please Note:

- Full-time enrollment is defined as 12 or more semester hours per term.
- Final transcripts must be received no later than 30 days after the first day of the term in which you are enrolled.
- Student financial aid programs, terms and conditions are subject to change without notice or obligation.
- Incoming sophomores: Limited to a maximum of three years or six terms of institutional awards.
- Incoming juniors: Limited to a maximum of two years or four terms of institutional awards.
- Incoming seniors: Limited to a maximum of one year or two terms of institutional awards.
- In most cases, there is a limit to institutional awards.
- Students seeking a second degree or second major do not qualify for these scholarships
- Students who have a previous bachelor's, master's or doctoral degree are not eligible for these scholarships.
- Institutional awards are applicable to the cost of tuition only.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

Loans

Federal Direct Stafford Subsidized and/or Unsubsidized Loans

Source Federal Direct Loan Program

Eligibility U.S. Citizens or eligible noncitizens, Demonstration of need (FAFSA),

Registered for at least six semester hours.

Fixed interest rate as set by Federal Government 8.25% cap.

Federal Direct Parent Loan Program (PLUS)

Source Federal Direct Loan Program

Amount Cost of education less other financial aid

Eligibility Dependent student registered at least half-time

Employment

Federal Work Study (FWS)

Source Federal Government through Benedictine University

Amount Hourly wages up to 20 hours per week

Eligibility U.S. Citizens or eligible noncitizens, Demonstration of need (FAFSA).

Satisfactory Academic Progress Policy for Financial Aid Recipients

I. Overview

Federal regulations require that Benedictine University establish standards of Satisfactory Academic Progress for students receiving federal financial aid funds. Minimum standards of academic progress are established to encourage students to successfully complete coursework for which financial aid is received and to make progress toward a degree.

II. Financial Aid Programs Included Under this Policy

All federal and state financial aid programs are subject to this policy.

III. Students Subject to this Policy

All students currently receiving federal and/or state financial aid funds are subject to this policy.

Benedictine University students who have not previously received financial aid are required to meet the cumulative grade point average requirement of this policy prior to receipt of financial aid.

IV. Satisfactory Academic Progress includes three criteria:

1. Academic standing based on the student's cumulative GPA;
2. The student's progress towards successful degree completion; and,
3. Degree completion within a maximum timeframe.

In order to maintain Satisfactory Academic Progress, students must:

1. Remain in good academic standing or on academic probation as defined in the University Catalog;
2. Maintain a completion rate of coursework equal to at least 67 percent of the total number of credit hours attempted;

3. Complete their degree requirements within 150 percent of the required hours to complete their degree (180 credit hours).

V. Satisfactory Academic Progress Review Process

Satisfactory Academic Progress for traditional undergraduate students is reviewed on an annual basis, typically at the end of the spring term. Students failing to meet Satisfactory Academic Progress will be notified in writing of their loss of financial aid eligibility.

Cancellation: If a student fails to meet the requirements of Satisfactory Academic Progress, the student will be ineligible for continued assistance.

Probation: If a student fails to meet the requirements of Satisfactory Academic Progress and submits an approved appeal, he/she can continue to receive Title IV aid for a specified period of time.

Reinstatement: A student may regain eligibility for financial aid once the student has met the minimum requirements of Satisfactory Academic Progress. It is the student's responsibility to contact the Office of Financial Aid to request a review of his/her Satisfactory Academic Progress for reinstatement of assistance.

VI. Appeal Procedure

Cancellation of financial aid because of a student's failure to meet Satisfactory Academic Progress may be appealed if extenuating circumstances (illness, family problems, death of a family member, etc.) led to academic difficulties. The appeal must include information explaining why the student failed to meet Satisfactory Academic Progress, and what has changed in the student's situation that would allow the student to demonstrate Satisfactory Academic Progress at the next evaluation. The student's appeal must be in writing and submitted to the Office of Financial Aid.

An appeal may be approved only if:

1. The student will be able to meet Satisfactory Academic Progress standards after the subsequent payment period, or
2. The student submits an academic plan that, if followed, will ensure that the student is able to meet Satisfactory Academic Progress standards by a specific point in time.

VII. Definitions for Financial Aid Purposes

Completion of Courses

Hours completed are based on grades of "A," "B," "C," "D" and "P." Hours with an "F" (failure), "W" (withdrawal), "I" (incomplete), "IP" (in progress) and "X" (deferred) are counted in the number of hours attempted, but not in the number of hours completed.

Note: It is the student's responsibility to notify the Office of Financial Aid when an incomplete grade has been satisfactorily completed. Class repeats, transfer hours and developmental course hours are counted in the total number of hours attempted/completed.

Return of Title IV Funds

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws prior to completing 60 percent of the payment period, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

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If a recipient of Title IV grant or loan funds withdraws from the University after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he or she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

- The amount of financial aid earned by the student is determined by calculating the number of days attended divided by the number of days in the payment period.
- Institutional breaks of five or more consecutive days, excluding LOA's, are excluded from the calculation for purposes of determining the amount of Title IV Aid earned by the student.
- Unearned aid percentage is calculated by subtracting the earned aid percentage from 100 percent.
- Institutional charges include tuition and school contracted room and board charges.

The procedures followed when a Title IV recipient withdraws from school or requires an LOA that exceeds Federal requirements are:

- Return of Title IV funds is calculated
- Loan Servicer is notified of student's status change
- Post-Withdrawal Disbursements are identified (if applicable)
- Excess funds earned are offered to student (if applicable)
- Refunds and balance due are identified (funds must be returned no later than 30 days from the date Benedictine University determined the student withdrew).
- Exit Interview is conducted (by mail if necessary)

Refunds are applied according to the order of Return of Title IV Funds:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loans
4. Federal Direct PLUS
5. Federal Pell Grant
6. Federal SEOG

PROGRAM FORMATS

Traditional Undergraduate Programs

The traditional undergraduate programs include day and some evening classes held throughout the year.

Adult Accelerated Undergraduate Learning Team Programs

Our Bachelor of Arts programs are conveniently offered through evening classes at learning centers in Naperville and Bellwood, in addition to a variety of locations throughout the Chicago area. The Bachelor of Arts in Criminal Justice program is offered at partner-provided, off-site locations.

Adult accelerated undergraduate programs are offered in evening learning team formats. Students start at the same time and progress together as a group with a set schedule for the duration of the program. The programs are based on a traditional curriculum that has been redesigned to fit the needs and schedules of today's working adults. All courses are based on adult learning principles and are delivered in a blended format that combines the most effective aspects of live instruction with self-directed Internet-based learning.

Evening classes meet one weeknight from 6:00-10:00 p.m. In addition to the weekly classroom session, students complete an asynchronous 4-hour session online through Desire2Learn (D2L).

Online Adult Accelerated Undergraduate Programs

Benedictine's online programs offer a full academic experience in a convenient and flexible format. Just as in a campus-based course, students discuss issues with peers, ask questions of instructors and have assignment deadlines to meet. Online students have access to a 24/7 help desk, an academic advisor, financial aid advisors and career services.

2014-2015

Master Academic Calendar

Traditional (SEM) Undergraduate Programs

FALL 2014

August

23	Sat	Orientation
25	Mon	FALL SEM BEGINS
27	Wed	Open Liturgy: Liturgy for the Feast of St. Benedict (Eucharistic Procession and Mass). No classes between 12:30 and 3:00 p.m.
31	Sun	End of add/drop course changes and late registration for 14-week classes

September

1	Mon	Labor Day; no classes; all University offices closed.
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October

15	Wed	Application for May 2015 graduation degree/certificate recipients due
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November

3	Mon	Spring 2015 registration begins.
9	Sun	Last day to withdraw from 14-week classes
26	Wed	Thanksgiving Holiday; no classes; all University offices open.
27-28	Thur-Fri	Thanksgiving Holiday; no classes; all University offices closed.

December

1-5	Mon-Fri	Fall official final exam period
7	Sun	FALL SEM ENDS
24-25	Wed-Thur	Christmas Holiday; no classes; all University offices closed.
31	Wed	December degree conferral

SPRING 2015

January

1	Thur	New Year's Holiday; no classes; all University offices closed.
10	Sat	Orientation
12	Mon	SPRING SEM BEGINS
15	Thur	Application for August 2015 graduation degree/certificate recipients due
18	Sun	End of add/drop course changes and late registration for 14-week classes
19	Mon	Celebration of Rev. Dr. Martin Luther King Jr. Day; no classes; all University offices open.

March

2	Mon	Summer 2015 registration begins
16	Mon	Application for December 2015 graduation degree/certificate recipients due
16-22	Mon-Sun	Spring Break; no classes; all University offices open
30	Mon	Fall 2015 registration begins

April

3-5	Fri-Sun	Good Friday, Saturday and Easter; no classes; all University offices closed
5	Sun	Last day to withdraw from 14-week classes
6	Mon	Easter Monday; no classes; all University offices closed
27-May 1	Mon-Fri	Fall official final exam period

May

3	Sun	SPRING SEM ENDS
9	Sat	Commencement Convocation
25	Mon	Memorial Day; no classes; all University offices closed
31	Sun	May degree conferral

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2014-2015

Master Academic Calendar

Traditional (SEM) Undergraduate Programs

SUMMER 2015

June

1 Mon SUMMER SESSION 1 BEGINS

July

3 Fri Independence Day Observance; no classes; all University offices closed.

5 Sun SUMMER SESSION 1 ENDS

6 Mon SUMMER SESSION 2 BEGINS

August

9 Sun SUMMER SESSION 2 ENDS

31 Mon August Degree Conferral

LIBRARY

Note: the information below may be updated or modified upon completion of planning for the Mesa branch campus.

The Benedictine University Library strives to provide the resources for all academic and research needs. Providing access to more than 115 databases, 200,000 books and eBooks, and helpful librarians seven days a week, we are here to assist you in person and online.

The primary mission of the Benedictine University Library is to provide library resources and services that support the Benedictine University community and meet its academic and research needs. In accordance with the University mission, the library also endeavors to enhance the University's Roman Catholic tradition and Benedictine heritage, the multicultural character of the campus community, and the University's commitment to assist students in becoming responsible citizens and leaders in the world community. The library will also share its resources appropriately with outside communities, including the broader academic community and local users.

Collections:

- More than 200,000 books (print and electronic)
- Access to more than 30,000 periodicals (print and electronic)
- More than 115 different databases in a variety of subject areas, most accessible from off campus
- Instructional Materials Collection - juvenile books, teacher's kits, multimedia resources, videos/DVD's and CDs
- Copies of all theses and dissertations completed at Benedictine University and George Williams College
- Archives and Special Collections (Appointments are not required but strongly encouraged. Call (630) 829-6064 to arrange an appointment.)

Services:

- Library Instruction
- Circulation
- Interlibrary Loan
- Reference
- Reserves
- Collection Development, Acquisitions & Technical Services

Consortial affiliations:

- Consortium of Academic and Research Libraries in Illinois (CARLI)
- LIBRAS

STUDENT LIFE

Student Services

Our goal is to advance our students effectiveness in their academic career while preparing them for post-educational success in life. The Office of Student Life engages students by providing support for academic work as well as co-curricular activities and professional goals. In coordination with academic departments, the student services include:

- Academic support and tutoring functions;
- Accommodations services for students with disabilities;
- Advising and related support for undecided majors, students on academic probation and continuing probation;
- Leadership development;
- Supplemental education and service learning;
- Career development services, including assessment, internship services, career education programs, job search functions and career resources;

Academic Support Services

In coordination with academic departments, the John O. Whiteman Student Success Center provides a variety of academic support for all student groups. These services are free of charge to all students.

Tutoring Functions:

In cooperation with the academic departments, the John O. Whiteman Student Success Center offers tutoring sessions for a variety of classes that are held each semester. These sessions help students clarify difficult concepts and prepare for quizzes and exams. They are led by instructional assistants who have been identified by faculty members as individuals who possess both content knowledge and the ability to communicate that knowledge to fellow students. The availability of and times of tutoring sessions vary by semester.

Study Skills

The John O. Whiteman Student Success Center assists students with the development of general study skills to improve performance and reduce the stress associated with college study. This can be arranged through an individual appointment, or students can take advantage of study skills workshops conducted each semester.

Early Warning Notice System

The Early Warning Notice (EWN) system allows students to receive formal notice of attendance or performance issues that may impact their grade in a particular course. Notice is sent to the student's University email account and the student's advisor. The John O. Whiteman Student Success Center provides tutoring information to students who receive EWNs in classes supported by tutoring services.

Accommodation Services

Benedictine University is dedicated to creating an accessible environment through reasonable and appropriate accommodations for students with disabilities.

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Students with a disability are encouraged to seek assistance with the Associate Vice President of Student Life. Special accommodation services are available for students with disabilities on a case-by-case basis and provided that documentation from a properly licensed clinician supports the accommodation. Students eligible under the Americans with Disabilities Act (1990) and/or Section 504 of the Rehabilitation Act (1973), whose disability interferes with a major life activity, are urged to self-identify so that the process for receiving assistance can begin as soon as possible.

Commonly granted accommodations include the following:

- Extended time for testing in a quiet test environment;
- Designated note taker in class;
- Modified or enlarged classroom/reading materials;
- Preferential classroom seating.

Career Development

The John O. Whiteman Student Success Center will assist students and alumni in developing, implementing and evaluating career and life plans. Our goal is to promote personal and professional development by utilizing a holistic approach to achieve their career goals, provide them with a foundation to become self-directed learners, and educate them through the career planning process.

This mission will be accomplished through collaboration with students, alumni, faculty and employers and a commitment to empowering students and alumni to be active participants in their own career development process.

In coordination with academic departments, the John O. Whiteman Student Success Center can offer one-on-one or online counseling in career assessment and job skills preparation. We can help with career assessment, cover letters, resumes, mock interviews, internship opportunities, job fairs, workshops and more.

University Ministry

Paramount to the Benedictine University at Mesa student life experience is a search for God by oneself and with others. We aim to inquire, discuss, hold dialogue and search for the truth that encompasses the ideas of all viewpoints and cultures – all the while working within a Catholic view. As a Catholic University it is our responsibility and commitment to bring that view into focus and make it part of an ongoing conversation.

Student Health Services

In the event of serious illness or injury, parents or guardian will be notified at the discretion of the staff.

Student Activities

Student Activities is charged with helping students with their growth and development outside the classroom as well as assisting in the area of program content and purpose. Student activities plans special lectures, seminars and cultural events throughout the calendar year as well as provides direction and mentorship in developing and managing student clubs and organizations.

Safety and Security

The role of the Mesa branch campus Department of Public Safety is to ensure a safe campus environment, by providing the highest quality of service to our community. Specially trained Public Safety Officers have a visible present on campus, ready to respond to and resolve any safety concern or emergency situation. Services range from personal escorts to your vehicle, dead battery jumps, accident reports, incident investigation, first aid, as well as safety awareness and educational programming. The University enjoys a strong partnership with the Mesa Police Department.

Alumni Association

Graduating students are members of an ever-expanding organization—the Benedictine University Alumni Association. As an alumnus, the University still plays a very important role in your life. There are many ways for alumni to stay involved with Benedictine and to keep in touch with classmates. In addition, Benedictine University alumni are entitled to many special benefits. The Alumni Association is operated through the services of a volunteer governing board of directors consisting of 10-12 members. The function of this board is to support all alumni programs and activities through the Office of Alumni Development. These programs include: AlumNet, a group of volunteer alumni who offer their help in mentoring new and existing students in their educational and career paths; class reunions; homecoming; admissions recruitment; the Annual President's Invitational Golf Outing; regional alumni activities; alumni chapters; and many other events both on and off campus. For more detailed information on benefits and how you can stay involved, please contact the Office of Alumni Development at (630) 829-6077 or pariano@ben.edu.

STUDENT COMPLAINT PROCESS

Your concerns are important to us. If you encounter a problem involving the application of a Benedictine University policy or procedure or have any other dispute with the University that you cannot resolve informally and which adversely impacts you, you may file a complaint in writing.

For purposes of this Process, a "Complaint" is an expression of dissatisfaction concerning, a University employee, department, service or process, or a University administrative action, that requires clarification, investigation and/or resolution.

Complaint Process:

- A complaint must be made in writing, preferably using the online Complaint Form at: http://www.ben.edu/campus_resources/student_life_complaints_satisfaction_form.cfm. It is important to report complaints promptly and to include a short and concise statement of all the relevant facts and the action or remedy you are requesting so that an investigation can be completed and a resolution achieved.
- Complaints must be filed within 15 business days from the date of the action or occurrence which is the subject of the complaint.
- The 15-day deadline for filing a complaint can be waived if good cause is shown by the student.
- The Office of Student Life will assign a tracking number to the complaint and acknowledge its receipt using the contact information you have provided on the Complaint Form.
 - The Director of Student Services reviews each complaint to determine if it is one upon which action should be taken. If the complaint is properly the subject of the academic or financial

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appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action.

- The Director of Student Services refers complaints requiring further action to the appropriate academic or administrative official (typically, a Dean or Director, or another appropriate administrator whom they have designated) for investigation and resolution.
- Within 10 business days after receiving a complaint, the Director of Student Services will advise the student in writing either (a) that it has referred the complaint to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that it has dismissed the complaint and the reason for the dismissal.
- An administrator to whom a complaint has been referred has 20 business days from the date of the referral to investigate and address the complaint. During the investigation and resolution process the administrator will communicate directly with the student who has filed the complaint. At the conclusion of the investigation and resolution the administrator will notify the student and the Office of Student Life in writing of the results of the investigation and the resolution of the complaint.
- The Director of Student Services may extend the investigation period beyond 20 business days by notifying, in writing, the student who filed the complaint, using the contact information provided on the Complaint Form.
- A complaint may be dismissed without further action if the student fails to cooperate in the investigation.

NOTE: Dealing with concerns in the most direct and honest fashion should always be the first step toward resolution. Many problems are resolved when one makes an appointment with a faculty or staff member and calmly and honestly communicates their concerns.

If the 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's mailing address is 1400 W. Washington Street, Room 260, Phoenix, AZ 85007, its telephone number is (602) 542-5709, and its website address is www.azppse.gov.

ACKNOWLEDGEMENTS

Within 10 days from the date Benedictine University revises a catalog, or publishes a new catalog, Benedictine University shall submit a written or electronic copy of the Catalog to the Arizona State Board.

This Catalog is available to students and prospective students in a written or electronic format.

ACADEMIC PROGRAMS

Accounting

Student Type: Traditional Undergraduate and Adult Accelerated Undergraduate

Faculty: All faculty typically have a doctorate or terminal degree in their discipline and extensive experience in their field.

Objectives:

The Accounting program and courses are designed to:

1. Evaluate the role of economics and business in the social environment of our culture;
2. Articulate how the functional areas of business interrelate within organizations;
3. Improve skills in communication, analytical thinking and appreciating the human element in organizations; and
4. Develop specific skills applicable to the various aspects of the functional areas of business.

The program and major are designed to:

1. Prepare you for entry level positions;
2. Enable you to perform effectively in professional and career positions in management; and
3. Prepare you for graduate and professional study in business or management.

All students in this program will receive a thorough grounding in:

1. Economics (the theoretical basis for the discipline);
2. Mathematics and statistics (the tool subjects);
3. The principles pertinent to all of the functional areas of business, accounting, finance, management and marketing, in an integrated manner and with adequate focus on their international aspects; and
4. Financial and managerial accounting principles and applications, such that the formal requirements to sit for the CPA exam can be fulfilled.

The Accounting major is designed so that the entire degree is available through day classes. The accounting major is also offered in time periods and formats that are designed for the needs of adult learners, offered through evening classes.

Requirements - Major:

Accounting majors must complete the University Mode of Inquiry requirements, which are partially satisfied by MGT 252 Business Ethics or one approved philosophy course in ethics, MATH 105(3) or 110(3) and 115(3). Majors must complete each of the business core courses with a "C" or better: ACCT 111(3), 112(3); ECON 101(3), 102(3); FINA 300(3), MKTG 300(3), MGT 150(3), MGT 251(3) or BALT 301(3), and MGT 300(3). In addition, Accounting majors must complete CMSC 180 and CMSC 184 or ACCT 310 (Accounting Information Systems).

Accounting majors must also complete the following 200- and 300-level courses, with a "C" or better: ACCT 211(3), 212(3) and 380(3) along with three major specialization courses from the

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following list: ACCT 310(3), 311(3), 312(3), 313(3), 315(3). All Accounting majors are encouraged to take MGT 235(3) (Business Law).

Accounting majors interested in meeting the requirements for taking the CPA examination should take: ACCT 211, 212, 311, 312, 313, 315 and 380 along with ACCT 120(1) (VITA), ACCT 215(2) (Accounting Research), MGT 252 (3) (Business Ethics) and MGT 237(3) (Business Communications).

Students in the Second Major Program that is housed outside of the department must complete the ethics, mathematics and computer science requirements for Accounting majors detailed in the first paragraph of this section and complete the following courses, with a "C" or better: ECON 101(3) and 102(3); FINA 300(3), MKTG 300(3), MGT 150(3), 251(3) and 300(3), ACCT 111(3), 112(3), 211(3), 212(3) and 380(3) along with three major specialization courses from the following list: ACCT 310(3), 311(3), 312(3), 313(3), 315(3).

CLEP, life experience, work experience, internships, advance placement and other external credit do not substitute for upper-level (300) courses.

Accounting majors who elect to earn a second major in the Undergraduate Business Department must complete required unique "specialization courses" for the second business major. Specialization courses may only be used for satisfying the requirements for one business major.

Requirements - Minor:

Only courses in which a student has received a "C" or better may be applied to the minor. Students are limited to one minor in the Accounting, Business and Economics, Economics, Finance, International Business and Economics, Management and Organizational Behavior, and Marketing programs. Students (except for Bachelor of Arts in Management students) seeking a minor in Accounting must complete with a grade of "C" or better 21 semester hours which must include ACCT 111(3), 112(3), 211(3), 212(3); ECON 102(3); and at least two 300-level courses in Accounting.

A Bachelor of Arts in Management student seeking a minor in Accounting must complete with a grade of "C" or better the following courses and their prerequisite: ACCT 211, ACCT 212, ACCT 311, ACCT 312, ACCT 313 and ACCT 315. A student who majors in Accounting may not earn a minor in the undergraduate business department.

Communication Arts

Student Type: Traditional Undergraduate

Faculty: Daniel Fine, M.F.A., Assistant Professor, Communication Arts

Objectives:

Courses in communication arts are designed to:

1. Prepare graduates for careers in advertising, electronic and print media, journalism, public relations, publishing, writing or other careers requiring sophisticated communications skills;
2. Prepare graduates for continued study in graduate or professional school;
3. Develop the student's critical and imaginative thinking, reading and writing skills;
4. Develop skills to empower the student to communicate ideas effectively, through speaking, writing and the use of technology;
5. Develop skills for critical interpretation of the media;
6. Foster aesthetic understanding in both production and interpretation of media texts;
7. Develop knowledge of the methods to make responsible social and personal decisions;
8. Develop primary and secondary research methodologies;
9. Develop an understanding of the history, structure and operation of the mass media;
10. Provide an understanding of the impact of mass media industries and messages on the individual, society and culture;
11. Develop professional-level skills in written and oral communication for a variety of media and audiences;
12. Develop professional-level production skills for both print and electronic media;
13. Encourage the development of creative expression; and
14. Help the student develop a professional media portfolio.

Requirements - Major:

Students majoring in communication arts must complete at least 42 hours within the department with a grade of "C" or better, including: COMM 150(3), 207(3), 208(3), 209(3), 235(3), 253(3), 254(3), 255(3), 317(3), 393(3), one 300-level theory course from: COMM 385(3), 386(3), 388(3), 390(3), one 300-level applied course from: COMM C316(3), 337(3), 353(3), 381(3) and 382(3), at least one 300-level communication arts elective (theory or applied) and one 200 or 300 level COMM arts elective. No more than three internship credit hours may count toward the major. Students majoring in communication arts will need to submit a portfolio of their work in advertising, journalism, multimedia, public relations and video, prior to graduation. Through working with advisors, majors will be guided in the selection of courses both within and outside the department in order to plan a program of studies tailored to their individual educational and career goals.

Requirements - Minor:

A minor in Communication Arts consists of at least 21 hours in Communication Arts courses with a grade of "C" or better, including: COMM 207(3), 209(3) or 254(3), 317(3), and an additional three credit-hour Communication Arts course at the 300 level.

Communication Arts major for pre-law students:

While stating that no single major is recommended for admission to law school, the "Statement on

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Prelegal Education of the Association of American Law Schools" emphasizes the absolute necessity for the "need to master, at the undergraduate level, advanced writing skills and effective oral communication. Lawyers must be able, in drafting instruments, to convey meaning clearly and effectively. In oral and written advocacy he or she must be capable of communicating ideas convincingly and concisely ... Truly, the law-trained man or woman, to perform effectively the tasks expected, must be a precisionist in the use of language".

Students interested in law school who choose communication arts as a major are advised to take, in addition to their major requirements, the following courses, some of which may be applicable to divisional core requirements: PHIL 260 or C355(3) and a history course, ECON 101(3), ACCT 111(3), PLSC 202(3), MGT 150(3), CMSC 120(3), BIOL 197(3) or 198(3), and BCHM 100(3).

Student Materials:

Blank videotapes, blank DVDs, flash drive, still camera, external hard drive

General Equipment:

Wireless access throughout the building, public area visual displays, and iPads that can be borrowed for access to the online programmatic material, student study areas carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC, white boards, potential smart boards.

Program Equipment:

Computer lab with editing and desktop publishing software, TV facility set up for multiple camera shoots, including lights, three or four cameras with cables, video switcher, set pieces, props, news desk, chroma key wall, microphones, monitors, video switcher, intercom devices, various cables and connectors, DVD and hard drive recorder, audio board, CD player, mp3 player, riser, furniture for interview set, music library, still cameras, portable video cameras, tripods and microphones for out of studio use, blank videotape and DVDs.

Assigned Textbooks or Learning Materials:

- Associated Press, "AP Stylebook"
- Associated Press, "Associated Press Guide to News Writing"
- Bedford. "Working with Words"
- Bedford. "Working with Words Exercise Book"
- Bender, John and Lucinda Davenport. "Reporting for the Media"
- Benshoff, M. and Sean Griffin. "America on Film: Representing Race, Class, Gender and Sexuality at the Movies"
- Brenneis, Lisa. "Visual QuickStart Guide"
- Cuillier, David and Charles Davis. "The Art of Access: Strategies for Acquiring Public Records"
- Fink, Conrad C. "Sportswriting: The Lively Game"
- Gabbard, Krin and William Luhr. "Screening Genders"
- George, Don. "Lonely Planet Travel Writing"
- Goldstein, Norm. "The Associated Press Stylebook and Libel Manual"
- Graber, Doris A. "Media Power in Politics"
- Harrower, Tim. "The Newspaper Designer's Handbook"

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

- Kanigel, Rachele. "The Student Newspaper Survival Guide"
- Kobre, Ken. "Photojournalism"
- Manca, Luigi and Alessandra Manca. "The Portrayal of Utopian Spaces in Magazine Advertisements in 2008"
- McGregor, Driscoll and McDowell. "Head's Broadcasting in America: A Survey of Electronic Media"
- Merrill, John C. "Global Journalism: Survey of International Communication"
- Newson, Doug and Jim Haynes. "Public Relations Writing, Form & Style"
- Manca, Luigi and Gail. W. Pieper. "A Heretic in American Journalism Education and Research"
- Pember, Don. "Mass Media Law"
- Perseus Publishing. "The Associated Press Stylebook and Briefing on Media Law"
- Siebert, Fred. "Four Theories of the Press"
- Wasserstrom, Jeffrey N. "China in the 21st Century: What Everyone Needs to Know"
- A World Atlas
- Zettl, Herbert. "Sight, Sound and Motion"
- Zettl, Herbert. "Video Basics 6"

Graduate Employment Opportunities:

Job Opportunities: Sales, Customer Service, Management, Human Resources, Labor Relations, Writing/Editing, Public Relations, Advertising, Marketing, Corporate Public Affairs, Development, Media Analysis/Planning, Creative Directing, Audience Analysis, Public Opinion Research, Copywriting, Publishing, Producing, Media Sales, Campaigning, Programming, Lobbying, Teaching

Potential Employers: Retail Stores, Hotels, Restaurants, Manufacturers, Financial Companies, Insurance Companies, Hospitals, Advertising Agencies, Radio and Television Companies, Sports and Entertainment Organizations, Nonprofit Organizations, Freelance, Publishing Firms, Television and Radio Stations, Film Industry, Political Parties, College and Universities

Computer Science

Student Type: Traditional Undergraduate

Faculty: All faculty typically have a doctorate or terminal degree in their discipline and extensive experience in their field.

Objectives:

Computer Science deals with the systematic study of algorithms and data structures, specifically:

1. Their description and use in application
2. Their software and hardware implementation; and
3. Their formal properties

General education courses in Computer Science are designed to introduce the student to the skills needed in order to use computers as technical tools. The program for majors is designed to:

1. Provide solid foundations in:
 - a. Problem-solving, algorithm development and computer programming
 - b. The scientific principles which underlie the discipline of computer science
 - c. The mathematical theory needed for computer science
2. Develop strong oral and written communication skills
3. Provide electives in:
 - a. Applications appropriate to the programmer/analyst
 - b. Scientific and technical applications
 - c. The basic study of the theory and applications of computers
 - d. Emerging developments in computer science

Acceptance into the Computer Science Program:

A student will gain acceptance into the Computer Science program by completing the introductory sequence of CMSC 180, 185, 200 and 205 with a GPA of 2.50 or above and a grade of "C" or better in each of these courses. A transfer student will gain acceptance by meeting these requirements through equivalent transfer courses. Additionally a transfer student must earn a GPA of 2.5 or above in all major classes (excluding labs) during the first semester at Benedictine in order to be accepted into the Computer Science program.

If it is determined at any time that a student cannot gain acceptance to the Computer Science program or cannot graduate with a Computer Science degree, the student will be required to change his or her major and seek academic advising outside of that program.

Requirements - Major:

The Computer Science major must complete a minimum of 38 hours of computer science courses numbered 180 or above, including 18 hours at the 300 level. Required courses are CMSC 180(2), CMSC 185(2), CMSC 200(4), CMSC 205(3), CMSC 220(3), CMSC 270(3), CMSC 264(2), CMSC 274(2), CMSC 330(3), CMSC 375(3) and CMSC 398(3). CMSC 396, CMSC 397 and CMSC 399 do not count toward major credit. Computer Science majors must also complete a computational requirement of MATH 240(4) and two of the following computational courses: MATH 115(3), MATH 150(3), MATH 170(5), MATH 200(4), MATH 210(5) or MATH 211(4).

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

Grades of "C" or better are required to apply computer science or computational courses toward the degree.

Requirements - Minor:

Students seeking a minor in Computer Science must complete, with a grade of "C" or better: MATH 240(4) and at least 17 hours of computer science coursework, including CMSC 180(2), CMSC 185(2), CMSC C200(4), CMSC 205(3) and (CMSC 270(3) or CMSC 274(2)). One course must be at the 300 level.

Criminal Justice

Student Type: Traditional Undergraduate

Faculty: Julie Cowgill, Ph.D., Associate Professor, Criminal Justice

Objectives:

To provide a well-rounded, liberal arts academic preparation for students who wish to work in the areas of law enforcement, probation and parole, the judicial system, or attend law school to become a criminal law attorney. The primary objectives of the program include the development of critical thinking, communication, technology and computing skills, qualitative reasoning, ethical decision making, and an understanding of diversity.

Through this program, students will: Acquire, understand, and synthesize knowledge pertaining to the legislative, law enforcement, judicial, and correction components of the criminal justice system, as well as acquire a knowledge of the various theories concerning the criminal justice system.

Learn research methodology in order to apply it to questions of crime commission, law creation, law enforcement, the adjudicatory process, and the correctional process, as well as the test of criminological theory.

Communicate effectively within and across all components of the criminal justice system. Understand the nature of evidence and how to evaluate it. Solve problems independently and cooperatively, and understand the importance of ethical behavior within the criminal justice system.

Requirements - Major:

Criminal Justice major must complete: PLSC 102(3), PLSC 105(3), PLSC 201(3), CJUS 250(3), CJUS 260(3), CJUS 321(3), CJUS 351(3), CJUS 356(4), CJUS 390(3) or CJUS 395(3); three courses from: CJUS 206(3), 233(3), 240(3), 243(3), 294(3) SOCL 205(3), 270(3); and two courses from: CJUS 306(3), CJUS 324(3), CJUS 326(3), CJUS 330(3), CJUS 331(3), CJUS 372(3), CJUS 390(3), CJUS 391(3) and CJUS 395(3).

Each major course must be completed with a grade of "C" or better.

General Equipment:

Wireless access throughout the building, public area visual displays, and iPads that can be borrowed for access to the online programmatic material, student study areas carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC, white boards, potential smart boards.

Assigned Textbooks or Learning Materials:

- Bartollas, Clemens and Miller, Stuart J. "Juvenile Justice in America"
- Gaines, Miller. "Introduction to Criminal Justice"
- Pollack, J. "Ethical Dilemmas & Decisions in Criminal Justice"
- Raines, J. "Ethics in Policing Misconduct and Integrity"
- Schmallerger, Frank. "Criminal Justice Today: An Introductory Text for the 21st Century"

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

Graduate Employment Opportunities:

Job Opportunities: Corrections, Counseling, Juvenile Justice, Casework, Administration, Probations & Parole, Victim Advocacy, Court Reporting, Legal Assistance, Legal Research, Patrolling, Investigating, Forensics, Security, Global Intelligence, Internet Security, Loss and Prevention, Teaching

Potential Employers: Correction facilities, jails, prison camps, youth correction facilities, pre-release programs, alternative schools, women's and family shelters, domestic violence agencies, immigration and naturalization services, non-profit organizations, courts, law firms, legal departments, police departments, state troopers, crime labs, postal service, colleges and universities, banks, online companies

Fine Arts

Student Type: Undergraduate

Faculty: Michael Tole, M.F.A., Assistant Professor, Fine Art

Objectives:

The Fine Arts program will allow students to:

1. Engage in the intellectual and spiritual discovery of the self through a chosen medium;
2. Learn from a variety of philosophical and stylistic approaches to contemporary art;
3. Appreciate the combination of professional training of the visual arts and the analytical depth and breadth of a rigorous liberal arts curriculum;
4. Prepare for continued study in an MFA program of their choosing and;
5. Prepare for an exhibition career and the life of an artist.

Requirements - Major:

Bachelor of Fine Arts majors must complete, with a "C" or better, FNAR 101(3), 103(3), 111(3), 114(3), 203(3), 204(3), 205(3), 206(3), 210(3), 294(3), 398(3), 18 semester hours of 200 level coursework in one each of Photography, Graphic Design, Painting, Printmaking, Sculpture, Clay Art and 12 semester hours of 300 level Advanced Studio courses in one specific area of choice. Each Advanced Studio course will build upon the knowledge and skills of the previous course. Majors must also complete, with a "C" or better, one art history elective, 9 semester hours of art electives and two courses in a modern language.

Requirements - Fine Arts Minor:

The University offers a minor in fine arts with a requirement of 21 hours of credit, with a grade of "C" or better. Required courses for a minor in Fine Arts are: FNAR 101(3), 111(3), 203(3), 204(3), and two studio arts electives choice from: any printmaking course (3), 250(3), 210(3), 293(3), 294(3), and one 300 level fine arts course. Students are advised to take the courses in sequence, beginning with FNAR 101 or FNAR 111.

Student Materials:

May include but are not limited to canvases, canvas pad, odorless turpentine, damar varnish, alkyd medium, assorted oil paint, brushes, metal palette knife and paper, assorted chalk pastels, pencils, small sketchbook, newsprint and drawing pad, compressed and vine charcoal, conte, colored pastels, fixative, erasers, drawing board, Reeves BFK paper.

General Equipment:

Wireless access throughout the building, public area visual displays, and iPads that can be borrowed for access to the online programmatic material, student study areas carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC, white boards, potential smart boards.

Program Equipment:

Photography Lab with developing capabilities, Printmaking Studio (lithography, intaglio, silkscreen, woodcutting), easels, taborets, darkroom, drawing horses.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

Assigned Textbooks or Learning Materials:

(* not required, all recommended, unless otherwise noted)

- Barrett, Terry. "Interpreting Art"
- Barrett, Terry. "Criticizing Art" Understanding the Contemporary
- Bergstrom, Bo. "Essentials of Visual Communication"
- Bjelajac, David. "American Art: A Cultural History" (required)
- Bowers, John. "Introduction to Graphic Design Methodologies and Processes: Understanding Theory and Application" (required)
- Cooper, David. "Aesthetics" The Classic Readings
- Dabner, David. "Graphic Design School"
- Davidson, Bruce. "Bruce Davidson Photographs"
- DiMarco, John. "Digital Design for Print and Web"
- Eisemann, Katrin. "Photoshop Restoration and Retouching"
- Feldman, Edmund Burke. "Practical Art Criticism"
- Fiedler, Jeannine. "Bauhaus"
- Freeman, John. "Photography – The New Complete Guide to Taking Photographs"
- Getlein, Mark. "Living with Art"
- Goldstein, Nathan. "Drawing to See"
- Hirsch, Robert. "Seizing the Light: A History of Photography"
- Kulka, Tomas. "Kitsch and Art"
- Lauer, David. "Design Basics"
- Lupton, Ellen. "Graphic Design: The New Basics"
- Lupton, Ellen. "Thinking with Type"
- Mark, Mary Ellen. "American Odyssey"
- Marshall, Lindsey and Lester Meachem. "How to Use Images"
- McLean, Cheryl. "Drawing From Life"
- Roberts, Lucienne and Rebecca Wright. "Design Diaries: Creative Process in Graphic Design".
- Ross, John and Clare Romano. "The Complete Printmaker"
- Saltz, Ina. "Typography Essentials: 100 Design Principles for Working with Type" (required)
- Sayre, Henry M. "A World of Art" (required)
- Schneider-Adams, Laurie. "Art Across Time Vol. II: The Fourteenth Century to the Present" (required)
- Turner, Pete. "History of Photography"
- Uelsmann, Jerry. "Photo Synthesis"
- Uelsmann, Jerry. "Process and Perception"
- Various contributors, "National Geographic Ultimate Field Guide to Photography: Revised and Expanded"
- Waters, Sheila. "The Foundations of Calligraphy" (required)

Graduate Employment Opportunities:

Job Opportunities: Education, Administration, Curatorial, Conservation, Collections Management, Sales, Publications, Exhibit Design/Preparation, Archives, Graphic Arts, Computer Graphics, Illustration, Advertising, Art Therapy, Art Journalism, Animation, Fashion, Interior Design, Store Management, Display Design

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.



Potential Employers: Museums, Galleries, Historical Societies, Self-employed, Newspapers, Publishing Houses, Advertising Agencies, Design Firms, Department Stores, Television and Motion Picture Companies, Public and Private Schools, Libraries, Hospitals, Nursing Homes, Nonprofit Organizations, Photo Agencies

Management and Organizational Behavior

Student Type: Traditional Undergraduate

Faculty: All faculty typically have a doctorate or terminal degree in their discipline and extensive experience in their field.

Objectives:

This program and courses are designed to:

1. Evaluate the role of economics and business in the social environment of our culture;
2. Articulate how the functional areas of business interrelate within organizations;
3. Improve skills in communication, analytical thinking and appreciating the human element in organizations; and
4. Develop specific skills applicable to the various aspects of the functional areas of business.

This program and major are designed to:

1. Prepare you for entry level positions;
2. Enable you to perform effectively in professional and career positions in management; and
3. Prepare you for graduate and professional study in business or management.

All students in this program will receive a thorough grounding in:

1. Economics (the theoretical basis for the discipline);
2. Mathematics and statistics (the tool subjects);
3. The principles pertinent to all of the functional areas of business, accounting, finance, management, and marketing, in an integrated manner and with adequate focus on their international aspects; and
4. The important functional areas of management; including human resources, operations management, organizational behavior and the management process of planning, implementation and control.

The management and organizational behavior major is designed so that the entire degree is available through day classes for the traditional undergraduate students.

Requirements - Major:

Management and organizational behavior majors must complete the University Mode of Inquiry requirements, which are partially satisfied by MGT 252 Business Ethics (which also counts as a Theological/Religions Mode of Inquiry (QRT)) or one MI approved philosophy course in ethics, MATH 105(3) or MATH 110 (3), and MATH 115(3). All business majors must complete CMSC 180 and 184. ACCT 310 may be substituted for CIS/CMSC 180, and 184 with advisor approval.

Majors must complete each of the business Mode of Inquiry courses with a "C" or better: ACCT 111(3), 112(3); ECON 101(3), 102(3); FINA 300(3); MKTG 300(3); MGT 150(3), MGT 251(3), MGT C300(3) and MGT 380.

Majors must complete with a "C" or better: MGT 320(3), 330(3) and 333(3). Additionally, majors must complete with a "C" or better either MGT 235(3) or BSCI 210(3) and two specialization elective

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

courses from among MGT 301(3), 302(3), 303(3), 305(3), 334(3), 347(3), 237(3), FINA 310(3), ACCT 311(3), or an international business elective at the 300 level.

Students in the Second Major Program that is housed outside of the department must complete the ethics, mathematics and computer science requirements of the first paragraph above and all of the requirements of the second and third paragraphs above.

CLEP, life experience, work experience, internships, advanced placement and other external credit do not substitute for upper level (300) courses.

Management and Organizational Behavior majors who elect to earn a second major in the Undergraduate Business Department must complete "specialization courses" for the second business major. Specialization courses may only be used to satisfy the requirement for one business major.

Requirements - Minor:

Only courses in which a student has received a "C" or better may be applied to the minor. Students are limited to one minor in the Accounting or Management and Organizational Behavior programs. Students (except Bachelor of Arts in Management students) seeking a minor in Management and Organizational Behavior must complete with a grade of "C" or better 21 semester hours which must include ECON 101(3), 102(3); ACCT 111(3); MGT C300(3); and at least three unique 300-level courses in management. A Bachelor of Arts in Management student may not minor in Management and Organization Behavior. A student who majors in Management and Organizational Behavior may not earn a minor in the undergraduate business department.

Requirements - Concentration:

Management and Organizational Behavior majors must select a concentration. Concentrations in Business Analytics, Managing Human Resources and Sports Management are available in combination with this major. Requirements listed below must be completed with a "C" or better.

Business Analytics Concentration: BALT 310, BALT 320, BALT 330 and BALT 340.

Managing Human Resources Concentration: MGT 330, 334, 335 and one of MGT 235, 302 or 320.

Sports Management Concentration: MGT 305, MKTG 305 and two courses from MGT 235, 297, 301.

Student Materials: Calculator (Texas Instruments graphing calculator or equivalent)

General Equipment:

Wireless access throughout the building, public area visual displays, and iPads that can be borrowed for access to the online programmatic material, student study areas carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC, white boards, potential smart boards.

Assigned Textbooks or Learning Materials:

- Accounting Research 7E IFRS Primer Set
- Bade and Parkins, "Foundation of Macroeconomics"

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

- Barnes, Dworkin, Richards, "Law for Business"
- Bateman & Snell, "Management: Leading & Collaborating"
- Brigham & Houston, "Fundamentals of Financial Management"
- Kenneth E. Clow & Donald Baack, "Integrated Advertising, Promotion and Marketing Communications"
- Cooke, "Finance for Nonfinancial Managers"
- David, "Strategic Management: Concepts and Cases"
- Dessler, Gary, "Human Resource Management"
- Epping, R.C., "Beginner's Guide to the World Economy"
- George Foster, Stephen A. Greyser and Bill Walsh, "Business of Sports: Cases and Texts on Strategy and Management"
- Gelinas, Dull & Wheeler, "Accounting Information Systems"
- Gitman, Joehnk, Billingsly, "Personal Financial Planning"
- Goldratt & Cox, "The Goal"
- Griffin & Moorhead "Organizational Behavior: Managing People and Organizations"
- Hansen & Mowen, "Cornerstones of Cost Accounting"
- Susan Heathfield, Lawrence Holpp and John Woods, "Win-Win Performance Appraisals"
- Heizer & Render, "Principles of Operations Management"
- Hills, Charles, "International Business: Competing in the Global Marketplace"
- Hoffman, Smith & Willis, "Individual Income Taxes 2012"
- Hoyle, Schaefer & Douppnik, "Advanced Accounting"
- Jennings, "Business Ethics Case Studies and Selected Readings"
- Johny Johansson, "Global Marketing"
- Jordon & Miller, "Fundamentals of Investments"
- Kerzner, "Project Management Case Studies"
- Louwers & Ramsay, "Auditing and Assurance Services"
- Andrea A. Lunsford, "The St. Martin's Handbook"
- Naresh K. Malhotra, "Basic Marketing Research: A Decision-Making Approach"
- Gerald L. Manning, Barry L. Reece & Michael Ahearne, "Selling Today"
- Campbell R. McConnell and Stanley Brue, "Microeconomics" and "Study Guide to Microeconomics"
- Frederic S. Mishkin, "The Economics of Money, Banking and Financial Markets"
- Owen, Glenn, "Using Excel & Access 2010"
- Needles and Powers, "International Financial Reporting Standards"
- John M. Nicholas; Herman Stern, "Project Management of Business, Engineering and Technology, Third Edition"
- Raymond A. Noe, "Employee Training and Development"
- William D. Perreault, Jr., Joseph P. Cannon & Jerome McCarthy, "Essentials of Marketing: A Marketing Strategy Planning Approach"
- Rivoli, P., "The Travels of a T-Shirt in the Global Economy"
- Robbins & Coulter, "Management"
- William Rohlfs, "Introduction to Economic Reasoning"
- Rotondo & Rotondo, "Presentation Skills for Managers"
- Spiceland, Sepe & Tomassini, "Intermediate Accounting"

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

- Triola, Mario F. "Elementary Statistics"
- Timmons and Spinelli, "New Venture Creation: Entrepreneurship for the 21st Century"
- Warren, Reeve & Duchac, "Financial & Managerial Accounting"
- Watson, J.L., "Golden Arches East: McDonald's in East Asia"
- Wysocki, "Effective Project Management"

Clinical Training, Practicum, Externships or Special Features:

There are opportunities to gain practical experience while earning a salary and collecting college credit through internship.

Graduate Employment Opportunities:

B.B.A in Management and Organization can assist entry level jobs in all major industry sectors (goods-producing and service sectors as shown by U.S. Bureau of Labor Statistics - http://data.bls.gov/cgi-bin/print.pl/iag/tgs/iag_index_naics.htm)

Job Opportunities: Management, Human Resource Management, Operations Management, Sales, Insurance, Real Estate, Banking

Potential Employers: Insurance Firms, Banks, Real Estate brokers, Large Corporations, Credit Unions, Federal Reserve Banks, Manufacturers, Industrial Organizations, For-profit and Non-profit Organizations, Internet Companies

Nutrition

Student Type: Traditional Undergraduate

Faculty: Carol Bennett, M.P.H., RD, CC-ACF, Assistant Professor, Nutrition

Objectives:

Upon completion of the Nutrition major, the student will successfully:

1. Demonstrate knowledge, application, and integration of principles of health promotion and disease prevention with normal nutrition, medical nutrition therapy, and public health nutrition for varied populations.
2. Develop beliefs, values, attitudes, and behaviors for professional practice, including:
 - a. Effective and professional communication skills.
 - b. Application of education principles.
 - c. Applied knowledge of ethical principles.
3. Apply principles of food systems, food science, and techniques of food preparation.
4. Demonstrate knowledge and strategic application of principles of management theories and systems.
5. Integrate scientific information and research into practice.
6. Provide opportunities to develop teamwork, cultural competence, problem solving and critical thinking skills.

Requirements - Major:

The Nutrition major must complete the following courses with a "C" or better:

University Skills and Mode of Inquiry:

WRIT 101(3) and 102(3), SPCH 110(3); PSYC 100(3); and an approved ethics course (PHIL 245 or THEO 252).

Cognates:

CHEM 101(3) and 102(1) [or CHEM 113(3), 114(1), 123(3), and 124(1)]; CHEM 103(3) and 104(1) [or 242(3), 243(1), 247(3), and 248(1)]; BIOL 197(3), 198(3), 199(1), 208(4), and 258(4); and MATH/PSYC 150(3) or PSYC 250(3) or BIOL 229(3).

Nutrition Science Courses:

NUTR 150(1), 241(3), 244(3), 245(1), 251(3), 271(3), 280(3), 298(2), 345(3), and 392(2).

Major Electives:

Students must also complete at least 24 additional hours from one of the two options below, with a grade of "C" or better:

Option 1:

Nutrition major without a specified concentration: NUTR 300(4); MGT 300(3); and 17 additional elective hours from the following programs: COMM, MGT, MKTG, NUTR, HLSC, and/or BIOL, to be selected in consultation with an academic advisor in Nutrition. Of the 17 credits of Major Electives, at least 12 credits must be at the 200-level, including at least 3 credits at the 300-level.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

or

Option 2:

Nutrition major with a Health Education Concentration: Students in pursuit of this concentration must complete all of the following courses with a grade of "C" or better: NUTR 246(3), 300(4), 361(1), 362(3), 363(3), 364(3), 368(3), 366(3), 393(1) and MGT 300(3). Students in the Health Education Concentration must maintain a cumulative GPA of 2.5/4.0. Courses unique to this concentration are available only on the Mesa Branch Campus.

Requirements - Minor:

Students seeking a minor in Nutrition must complete, with a grade of "C" or better, CHEM 101(3) and 102(1) [or CHEM 113(3), 114(1), 123(3), and 124(1)]; CHEM 103(3) and 104(1) [or 242(3), 243(1), 247(3), and 248(1)]; BIOL 258(4); NUTR 200(3) or 201(3) or 241(3); NUTR 251; two courses from among the following: NUTR 271 (3), 280(3), and/or 345 (3); and one of the following: NUTR 300(4) or 371(4).

Affiliation with Graduate Programs (Lisle campus only):

With careful planning of the undergraduate course sequence, the Nutrition major offers the student the possibility of completing select cross-listed courses to meet some of the requirements of the following graduate programs while an undergraduate student. These graduate programs include: the Master of Science in Nutrition and Wellness, Master of Public Health, and Master of Science in Clinical Exercise Physiology. Space in these cross-listed courses is limited. Admission to the graduate program is not automatic. The student must meet apply to, and receive acceptance into, the respective graduate program in his/her senior year in order to have the opportunity to take NTR (cross-listed as NUTR) courses during his/her undergraduate senior year.

Student Materials:

Calculator, Medical Terminology "The Body" - laminated tri-fold, white laboratory coat.

General Equipment:

Wireless access throughout the building, public area visual displays, and iPads that can be borrowed for access to the online programmatic material, student study areas carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC , white boards, potential smart boards.

Program Equipment:

Stove, refrigerator, dishwasher, washer and dryer, small appliances, cookware, utensils, Inbody BIA machine, Cholestech, BPTru blood pressure machine, Lange Calipers, Stadiometer

Assigned Textbooks or Learning Materials:

- Brown, J. E. Nutrition Through the Life Cycle
- Course Pack: Nutrition Through the Life Cycle developed by Cindy Baranoski MS, RD, LDN
- McWilliams M. Foods: Experimental Perspectives
- Labensky S, Hause A, On Cooking A Textbook of Culinary Fundamentals
- Freeland-Graves JH. Principles of Food Preparation - A Laboratory Manual
- McWilliams M. Foods: Experimental Perspectives
- Lab Book from BenU Bookstore
- Boyle, & Holben. Community Nutrition in Action: An Entrepreneurial Approach
- Kittler PG, Sucher KP. Food and Culture in America: A Nutrition Handbook
- Mahan KL, Escott-Stump S. Krause's Food, Nutrition and Diet Therapy
- Salway, JG. Metabolism at a Glance
- Course Outline, available in the bookstore
- Spears, M.C., Foodservice Organizations: A Managerial and Systems Approach
- Pennington, J.A.T. and Douglass, J.S. Bowes and Church's Food Values of Portions Commonly Used
- Arnold, C. Nutrition Assessment Reference Manual
- Bauer K, Liou D, Sokolik C. Basic Nutrition Counseling and Education Skill Development
- Gregoire M. Foodservice Operations
- Labensky S. Applied Math for Food Science
- Contento, PhD, Isobel R. Nutrition Education: Linking Research, Theory, and Practice
- McWilliams M, Heller H. Food around the World: A Cultural Perspective
- Dunford, Marie and J. Andrew Doyle. Nutrition for Sport and Exercise
- American Dietetic Association. Position of the American Dietetic Association, Dietitians of Canada, and the American College of Sports Medicine: Nutrition and Athletic Performance
- Kreider et al. ISSN Exercise & Sport Nutrition Review: Research and Recommendations. Journal of the International Society of Sports Nutrition
- Therapeutic Nutrition Course Outline (for notes/assignments, in the bookstore)
- Salkind NJ. Exploring Research
- Recommended Reading:
 - Manual of Clinical Dietetics. Chicago: the American Dietetic Association
 - A medical dictionary/encyclopedia
 - Escott-Stump S. Nutrition and Diagnosis-Related Care
 - Smaldino, S.E., Lowther, D. L., Russell, J.D., Instructional Technology and Media for Learning
 - A Food/Drug Interaction Book
 - Lunsford AA. The St. Martin's Handbook
 - American Psychological Association. Publication Manual

Graduate Employment Opportunities:

From Guidelines for ACEND-Accredited-Advanced-Practice-Residences (1.0, 2012)...

"According to an unpublished report from the 2011 Commission on Dietetic Registration (CDR) Workforce Demand Study, Dietetics Supply and Demand: 2010-2020: if supply factors and limitations persist, there will be a shortfall between demand for services and the capacity of the dietetics workforce. By 2020, a projected shortfall of about 18,000 full time workers (or more) may exist."

Job Opportunities: Health Promotion, Education, Program Planning, Administration, Counseling, Consultation, Menu Planning, Budgeting, Purchasing, Food Preparation, Personnel Management, Food Safety Management, Clinical Dietetics, Research, Nutrition Counseling, Weight Management, Health Promotion, Teaching

Potential Employers: Hospitals, Nursing Care Facilities, Health centers and Clinics, Exercise Centers, Public Health Departments, Community Centers, Daycare Centers, Community Health Organizations, Hospitals, Schools, College and Universities, Camps, Restaurants, Hotels, US Department of Health and Human Services, US Department of Agriculture, Peace Corps, Grocery Stores, Sports Teams, Catering Services

Psychology

Student Type: Traditional Undergraduate

Faculty: Shannon Rauch, Ph.D., Assistant Professor, Psychology

Objectives:

Psychology is a science that studies individual, group and societal behaviors and investigates them using experimental, clinical and social-developmental methods. The professional psychologist uses principles derived from research to solve individual, group and organizational problems. This program is designed to:

1. Inform students of results from the experimental, clinical and social developmental areas of research;
2. Introduce the student to the statistics and research methods of psychology;
3. Provide a sound background applicable to the wide variety of careers available with a bachelor's degree; and
4. Serve as a basis for graduate work in psychology or other related professional careers such as medicine, law, social work and business.

Requirements - Major:

Psychology majors must complete MATH 105(3), 108(3) or 1110(3) with a grade of "C" or higher. Majors are required to complete, with a grade of "C" or better, the departmental core: PSYC 100(3), 250(3), 351(3), 395(3), three courses at the 200 level from: PSYC 200(3), 202(3), 204(3), 210(3), 220(3), 241(3), 245(3), 291(3), one course at the 200 or 300 level, three 300 level courses from: PSYC 300(3), 302(3), 310(3), 320(3), 350(3), 371(3), 373(3), 391(3), 397(3-6), and two four-hour lab courses. One lab course must be from 314-15(4), 316-17(4), or 318-19(4), and one from PSYC 354(4) or 356(4).

Students pursuing graduate school should take the following classes: PSYC 220 Personality, PSYC 300 Abnormal, and PSYC 391 Topics: Tests and Measurement.

Requirements - Minor:

A minor in Psychology consists of a program of courses totaling at least 21 hours with a grade of "C" or better, submitted to and approved by the department chair, including at least 12 hours at the 200 level or above, of which at least three hours must be at the 300 level. PSYC 250 and 351 may not be included for the minor.

General Equipment:

Wireless access throughout the building, public area visual displays, and iPads that can be borrowed for access to the online programmatic material, student study areas carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC , white boards, potential smart boards.

Assigned Textbooks or Learning Materials:

- American Psychological Association. "Publication manual of the American Psychological Association"
- Anderson. "A Walk on the Beach"

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- Barber, Brink & Raskin. "The Psychotherapy of Carl Rogers"
- Barrow. "Aging, the Individual and Society"
- Berk, Laura. "Child Development"
- Brammer, Lawrence and Ginger McDonald. "The Helping Relationship, Process and Skills"
- Butcher, Mineka & Hooley. "Abnormal Psychology"
- Corey, Gerald. "Case Approach to Counseling & Psychotherapy"
- Duff, Kimberly. "Social Psychology"
- Erickson, Ben. "A Parting Gift" (recommended)
- Francis, G., Neath, I. & VanHorn, D. "CogLab 2.0: On a CD"
- Garrett, Bob. "Brain & Behavior"
- Gravetter, F. & L. Wallnau. "Statistics for the Behavioral Sciences" and Study Guide (recommended)
- Gregory, R.J. "Psychological Testing, History, Principles and Applications"
- Huffman, K. "Psychology in Action"
- Kazdin, A.E. "Behavior Modification in Applied Settings"
- Komaiko, Lea. "Am I Old Yet" (recommended)
- Larsen, R.J. & Buss, D.M. "Personality Psychology"
- Lustbader. "Counting on Kindness"
- Myers, David A. "Psychology"
- Patten, M.L. "Understanding Research Methods: An Overview of the Essentials"
- Pipher, Mary. "Another Country" (recommended)
- Robbins, Stephen P. & Timothy A. Judge. "Essentials of Organizational Behavior"
- Sacks, Oliver. "The Man Who Mistook His Wife for a Hat"
- Sarafino, E. "Self Management: Using Behavioral and Cognitive Principles to Manage Your Life"
- Silverlake, A.C. "Comprehending Test Manuals"
- Szuchman, L.T. "Writing with Style: APA Style Made Easy"

Clinical Training, Practicum, Externships or Special Features:

Have the opportunity to gain practical work experience by taking part in on-the-job field placements in psychology or life span services.

Graduate Employment Opportunities:

Job Opportunities: Counseling, Case Management, Advocacy, Mental Health Services, Programming, Administration, Corrections, Rehabilitation, Law Enforcement, Teaching, Research, Public Administration, Human Services, City Planning, Human Resources, Management, Sales, Marketing, Public Relations

Potential Employers: Community Service Agencies, Advocacy groups, Non-profit organizations, Private foundations, Adoption and child care agencies, Nursing homes, Hospitals, Halfway houses, Insurance companies, Correctional institutions, Court Systems, Schools, Colleges and universities, Government agencies, Peace Corps

Religious Studies (Minor Only)

Student Type: Traditional Undergraduate

Objectives: Students in religious studies will:

1. Show knowledge of how different religions view humanity, the natural world and the divine;
2. Understand the study of religion as an interdisciplinary task, relating to the arts and humanities on the one hand, and the social and natural sciences on the other;
3. Recognize the diversity of viewpoints and practices in the contemporary world of religious pluralism;
4. Problem solve claims related to "the One and the Many";
5. Engage ethical problems thoughtfully and actively, and contribute to the work of peace and justice.

Requirements - Minor:

Religious Studies minors: 21 hours, can meet 21 hours through any of the following courses: RELS 100(3), RELS 120(3), RELS 130(3), RELS 140(3), RELS 150(3), RELS 160(3), RELS 165(3), RELS 220(3), RELS 221(3), RELS 250(3), RELS 285(3), THEO 104(3), THEO 225(3), THEO 235(3), THEO 250(3) and must include a 300-level course arranged with faculty, with a grade of "C" or better.

Assigned textbooks or learning materials:

- Science and Religion: A Historical Introduction by Gary B. Ferngren
- Is Nature Enough? Meaning and Truth in the Age of Science by John Haught.
- Pilgrimage: Past and Present in the World Religions. Simon Coleman & John Elsner.
- Pilgrim's Journey: The Autobiography of Ignatius of Loyola. Translated by Joseph Tylanda,
- The Land Called Holy. Robert Wilken.
- Wandering Monks, Virgins, and Pilgrims. Maribel Dietz.
- Christians and Jews in Dialogue: Learning in the Presence of the Other. Mary Boys and Sara Lee.
- Divine Mother, Blessed Mother. Francis Clooney.
- Muslims and Christians Face to Face. Kate Zebiri.
- The Gethsemani Encounter: A Dialogue on the Spiritual Life by Buddhist and Christian Monastics. Ed. Donald Mitchell and James Wiseman, OSB.
- Beginning Biblical Studies, Marielle Frigge, OSB
- New Oxford Annotated Bible with Apocrypha, Michael Coogan
- Religious Worlds, William Paden
- Eight Theories of Religion, Daniel Pals
- The Rule of St. Benedict, St. Benedict
- *Antigone*, Sophocles
- Dogmatic Constitution on the Church, "Lumen Gentium:
- John Knox Press. "Readings in the History of Christian Theology"
- Johnson, Elizabeth. "Consider Jesus"
- Placher, William C. "A History of Christian Theology. An Introduction"
- Prusak, Bernard P. "The Church Unfinished" Rausch, Thomas. "Who is Jesus?"

Theology

Student Type: Traditional Undergraduate

Faculty: Ramon Luzarraga, Ph.D., Assistant Professor, Theology

All faculty teaching Theology at Benedictine University at Mesa have a Mandatum from the local Bishop.

Objectives:

Our program is designed for a lay person who wishes to apply Catholic theology to the great questions of human life. Our goal is to prepare students for an intellectual engagement with the Catholic tradition which they will bring to their workplace, home and community.

Students in Theology will:

1. Show knowledge of the fundamentals of Catholic Scripture and Tradition, and what they say about God, humanity, the natural world and virtuous living;
2. Understand the study of religion as an interdisciplinary task, relating to the arts and humanities on the one hand, and the social sciences on the other;
3. Show knowledge of Catholic views on religious diversity;
4. Engage ethical problems thoughtfully and actively, and contribute to the work of peace and justice.

Requirements - Major:

All majors must submit at least 36 credit hours in Major courses, with a grade of "C" or better, of which 21 hours are at the 200 level or above, including 9 hours at the 300 level.

One Writing Intensive course must be completed within the major.

Requirements - Minor:

Minors must complete, with a grade of "C" or better, 21 hours including: THEO 101, 102, 103, 104 plus six hours at the 200 level and three hours at the 300 level.

Requirements - Other:

Theology in Life Certificate: Certificate Students must complete THEO 101, 102, 103, 104.

Student Materials:

"Catechism of the Catholic Church" and "New American Bible"

General Equipment:

Wireless access throughout the building, public area visual displays, and iPads that can be borrowed for access to the online programmatic material, student study areas carrels with PC's, a common area printer, audio/visual equipment (LCD Projector and/or TV monitor), a lectern w/PC, white boards, potential smart boards.

Assigned textbooks or learning materials:

- St. Athanasius, "On the Incarnation."
- St. Athanasius and Didymus the Blind, "Works on the Spirit."
- Guardini, Romano, "Learning the Virtues that Lead You to God."
- Mattison, William C., "Introducing Moral Theology: True Happiness and the Virtues."
- O'Collins, S.J., Gerald., "Jesus: A Portrait."
- Pope Benedict XVI, "God is Love"
- Pope Benedict XVI, "Sacrament of Charity"
- Pope John Paul II, "Man and Woman He Created Them: A Theology of the Body"
- The Bible
- The Catechism of the Catholic Church (available online at www.vatican.va)
- The Rule of St. Benedict (Any version)
- Atherton, Mark. "Selected Writings of Hildegard of Bingen"
- Boatright, John R. "Ethics and the Conduct of Business"
- Bochen, Christine. "Merton: The Essential Writings"
- Boys, Mary & Sara Lee. "Christians and Jews in Dialogue: Learning in the Presence of the Other"
- Cahill, Lisa Sowle. "Sex, Gender and Christian Ethics"
- Clooney, Francis. "Divine Mother"
- Coleman, Simon & John Elsner. "Pilgrimage: Past and Present in the World Religions"
- Collins, Chuck and Mary Wright. "The Moral Measure of the Economy"
- Dietz, Maribel. "Wandering Monks, Virgins, and Pilgrims"
- Ferngren, Gary B. "Science and Religion: A Historical Introduction"
- Frankl, Viktor. "Man's Search for Meaning"
- Freitas, Donna. "Sex and the Soul"
- Haught, John. "Is Nature Enough? Meaning and Truth in the Age of Science"
- Kurtz, W. S.J. "What does the Bible say about end times?"
- Leclercq, Jean. "The Love of Learning and the Desire for God"
- C.S. Lewis, "The Four Loves"
- C.S. Lewis. "The Lion, the Witch and the Wardrobe"
- C.S. Lewis. "The Screwtape Letters"
- C.S. Lewis. "The Great Divorce"
- Thomas Lewis, "A General Theory of Love"
- Mitchell, Donald & James Wiseman. "The Gethsemani Encounter: A Dialogue on the Spiritual Life by Buddhist and Christian Monastics"
- Gerald O'Mahony, "A Way into the Trinity"
- O'Connell, Timothy. "Principles for a Catholic Morality"
- St. Benedict, "The Rule of St. Benedict"
- St. Mary's Press, "Theology of Justice"
- Sayers, Dorothy L., "The Divine Comedy, Paradise"
- Schonborn, Christopher. "Chance or Purpose? Creation, Evolution and a Rational Faith"
- Spohn, William, S.J. "Go and Do Likewise: Jesus and Ethics"
- Swan, Laura. "The Benedictine Tradition"
- Thompson, J. Milburn. "Introducing Catholic Social Thought"

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- Thurman, Howard. "Jesus and the Disinherited"
- Tylanda, Joseph (translated). "Pilgrim's Journey: The Autobiography of Ignatius of Loyola"
- Vacek, Edward. "Love, Human and Divine: The Heart of Christian Ethics"
- Von Balthasar, Hans Urs. "Does Jesus know us? Do we know him?"
- Wilken, Robert. "The Land Called Holy"
- Zebiri, Kate. "Muslims and Christians Face to Face"
- Additional assigned readings on reverse in the Library. Social Encyclicals are available on the Vatican website.

Graduate Employment Opportunities:

Job Opportunities: Humanitarian Services, Disaster/Disease Relief, Policy Development, Volunteer Coordination, Peace Keeping or Peace Building, Conflict Resolution, Diplomacy, Public Service, International Law, Teaching, Campus Ministry, Human Resources, Writing, Museum Work, Case Management, Counseling, Vocational Training, Advocacy, Crisis Services, Church-based Organizations, Clergy or Other Religious Leaders, Mission Work, Religious Camp Administration

Potential Employers: International Aid and Relief Organizations, Nonprofit Organizations, Private Voluntary Organizations, United Nations, Schools, Universities, Colleges, Museums, Galleries, United Way, Red Cross, Hospitals, Shelters, Nursing Homes, Churches, Synagogues and Mosques, Monasteries, Military

COURSE DESCRIPTIONS

Accounting

ACCT 100 Fundamentals of Accounting for Decision-making. This course is designed for non-business majors who would like to learn the basics of accounting. Students are introduced to fundamental accounting concepts and information. They will learn to apply and use accounting fundamentals to start and run their own business or nonprofit organization and for their personal use. Students are introduced to fundamental accounting concepts and information. 3 semester credit hours.

ACCT 111 Accounting I. Principles of financial accounting; including the basic structure of accounting, accounting systems and controls, the preparation and use of financial statements, and problems related to financial disclosures. Credit will not be granted for both ACCT 111 and ACCT 115. IAI BUS 903. Prerequisite: MATH 105 or MATH 110 or coregistration in MATH 105 or MATH 110. 3 semester credit hours.

ACCT 112 Accounting II. Principles of managerial accounting; including cost accounting, planning and control systems, and analysis and interpretation of financial statements. IAI BUS 904. Prerequisite: ACCT 111. 3 semester credit hours.

ACCT 120 VITA Service Learning. A service learning course built around the Internal Revenue Service (IRS) volunteer income tax assistance (VITA) program. Students must participate in the training, successfully complete an IRS take-home exam, and participate in at least one volunteer income tax advising session. 1 semester credit hour. *Department Consent Required. Course Repeatable. Maximum number of units allowed 3.*

ACCT 211 Intermediate Accounting I. A thorough study of balance sheet accounts integrated with an analysis of their relationship to the income statement. Prerequisite: ACCT 111. 3 semester credit hours.

ACCT 212 Intermediate Accounting II. A thorough study of balance sheet accounts integrated with an analysis of their relationship to the income statement. Prerequisite: ACCT 211. 3 semester credit hours.

ACCT 215 Accounting Research. Students will become familiar with sources of accounting standards and current information affecting the accounting profession. Their communication and research skills will be used to learn about and report on the reasoning behind the development of accounting standards and current issues in accounting. This course is required by Illinois for CPA candidates. Prerequisite: ACCT 211 and sophomore standing. 2 semester credit hours.

ACCT 297 Internship. Practical experiences in business related fields under the supervision of the program coordinator. 2-6 semester credit hours. *Department Consent Required. Course Repeatable. Maximum number of units allowed 12.*

ACCT 310 Accounting Information Systems. Students will learn to analyze the role of accounting information systems within a company's operating systems; appreciate the wider view of accounting's role in an organization as an integrated and comprehensive database; and learn the connections between transaction cycles, internal controls and computer ethics. Students will use accounting software to complete projects and study auditing of accounting information systems, databases and e-business. Sophomore standing. Cross listed with MIS 510. Prerequisite: ACCT 111 and ACCT 112. 3 semester credit hours.

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ACCT 311 Cost Accounting. A comprehensive study of methods used to develop cost information for manufacturing and service operations and of models for business planning and control. Prerequisite: ACCT 112. 3 semester credit hours.

ACCT 312 Federal Taxation. An introductory study of federal regulations covering income taxation of individuals and businesses. Prerequisite: ACCT 112. 3 semester credit hours.

ACCT 313 Auditing and Assurance Services. An intensive study of PCAOB auditing standards, generally accepted auditing standards and procedures. Prerequisite: ACCT 212. 3 semester credit hours.

ACCT 315 Advanced Accounting. A study of the accounting methods for consolidations, foreign subsidiaries, governmental organizations, non-profit entities, and partnerships. Prerequisite: ACCT 212. 3 semester credit hours.

ACCT 321 Forensic Accounting. A comprehensive study of forensic accounting topics. This course provides students of all majors, concentrations and level of study with a background in the field of forensic accounting - fundamentals, tools and accounting applications. Cross listed with MBA 606. Prerequisite: ACCT 111. 3 semester credit hours.

ACCT 322 Fraud Examination. An examination of schemes used by executives, managers and employees to commit fraud against their organizations and the prevention, detection and investigation strategies used to combat these schemes. Cross listed with MBA 607. Prerequisite: ACCT 321. 3 semester credit hours.

ACCT 323 Computer Fraud. This course provides an understanding of how fraud is accomplished by the use of computers and the Internet. It discusses the types of computer fraud that can occur in organizations and how computer fraud can be prevented. Cross listed with MBA 609. Prerequisite ACCT 321. 3 semester credit hours.

ACCT 324 Fraud and the Legal Environment. This course examines criminal theory relating to fraud, existing legislation governing fraud and preparation of fraud cases in the court system. Cross listed with MBA 608. Prerequisite ACCT 321. 3 semester credit hours.

ACCT 380 Issues in Corporate Financial Reporting. An intensive and extensive study of corporate reporting to understand and evaluate the application of financial accounting theory and concepts. This course has a substantial accounting research component comprising two-thirds of the course. Prerequisite: ACCT 212, senior standing. 3 semester credit hours.

ACCT 391 Topics. Specially designed courses in various business topics to supplement the business curriculum. Prerequisite: Varies based upon the specific topic being explored. 3 semester credit hours. Course Repeatable. Maximum number of units allowed 99.

ACCT 395 Independent Study. Provides an opportunity for an advanced student in the major to pursue study in a field of business related interest. Prerequisite: Consent of instructor. 1-3 semester credit hours. Department Consent Required. Course Repeatable. Maximum number of units allowed 99.

Anthropology

ANTH 200 Cultural Anthropology. Study of the origins of mankind and culture. Development of human language, culture, and institutions, cross cultural analysis of societies, and cultures. 3 semester hours.

ANTH 201 Physical Anthropology. Focuses on forces producing humans in their present form. The study of evolution, population genetics, and the fossil record. Prerequisite: BIOL197 or 198. 3 semester credit hours.

ANTH 207 Contemporary Industrial Society. This course examines the social and cultural make-up of advanced industrial societies in terms of technology, lifestyles, urbanism and environment. 3 semester credit hours.

ANTH 208 The Anthropology of the Third World. A study of developing nations. Analyzes the relationship between culture, environment, and society in economic spheres, emphasizing the Third World. 3 semester hours.

ANTH 210 Peoples and Cultures of World Regions. Alternating People/Cultures of Latin America, Africa and East Asia. 3 semester hours.

ANTH 290 Social and Cultural Change. Analysis of large scale historical change, the succession of types of societies and the emergence of the contemporary world. Evolution of social institutions (the family, religion) and speculation about significant future change. 3 semester credit hours.

ANTH 292 Business Anthropology: Culture and International Business. Introduction to the impact of cultural variation on the functional areas of business with emphasis on globalization and the development of the world system. 3 semester hours. Anthropology Core Elective.

ANTH 309 People, Culture & Environment. The relationship between environment and social organization including subsistence activities, resource exploitation and development. 3 semester hours.

ANTH 391 Topics in Anthropology. Topics such as globalization, cultural survival of indigenous peoples, Native American cultures, development and readings in anthropology. 3 semester credit hours.

Biochemistry

BCHM 100 Impact of Science and Technology on Society. Current scientific issues of personal and national interest, e.g. drugs, nutrition, energy, pollution, etc. 3 semester hours.

BCHM 251 Introduction to Biochemistry. The structures and functions of carbohydrates, lipids, proteins, and nucleic acids and their reactions in metabolic pathways. Restricted to Nutrition majors. Prerequisite CHEM 103. (Students cannot earn credit in BCHM 251 and BCHM/ BIOL 261 or BCHM 361). 3 semester hours.

BCHM 261 Principles of Biochemistry. The structures and functions of carbohydrates, lipids, proteins, and nucleic acids and their reactions in metabolic pathways. (Students cannot earn credit in both BCHM 261 and 361). Prerequisite: CHEM 247. 3 semester credit hours.

Biology

BIOL 105 Physical Geography. An introduction to hydrology and the physical processes operating in and on the planet earth. Topics of study will include ground and surface water, the hydrologic cycle, watershed models, groundwater recharge, geomorphology, tectonics, structural features, and geological processes relating to natural resource management, environmental processes and concerns. 3 semester hours.

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BIOL 120 Genetics of Everyday Life. Introduces the non-science major to the classical principles of genetics. Emphasis is on human genetic disease and genetic biotechnology including social, cultural and ethical implications. 3 semester credit hours.

BIOL 130 The Search for Life in Outer Space. Integration of biology and astronomy to address the provocative questions of whether we are alone in the universe, how life originated on earth and whether we can find or contact extraterrestrial life. Intended for non-biology majors. 3 semester hours.

BIOL 135 Forensics. Fundamental principles and methods of biological forensics. Intended for non-biology majors. 3 semester credit hours.

BIOL 140 Origins of Humanity. Introduction to human evolution. Introduces the nonscience major to what the fossil record reveals, the place of humans in the natural world and the biological reasons for modern human physical variation. 3 semester hours.

BIOL 150 Biology of Women. Discusses biology of gender with special emphasis on the physical structure, function and health concerns of women. The intention is that both women and men understand the complex functioning of the female body and women's unique health issues. Intended for non-biology majors. 3 semester hours.

BIOL 155 Anatomy and Physiology. Integrated approach to structure and function of the human body. All the major organ systems will be studied. For physical education majors. Prerequisite: High School Biology and Chemistry. 4 semester credit hours. Department Consent Required.

BIOL 160 Plagues and People. This is a course for non-biology majors, as an introductory survey of microbiology that focuses on plagues and their effects on people. It introduces students to collegiate-level thinking and investigating issues in science and biology. 3 semester hours.

BIOL 170 Animal Behavior. Exploration of animal behavior including how evolution, genetics and ecology play a role in animal diversity. Intended for non-biology majors. 3 semester hours.

BIOL 180 The Ecology of a Changing Planet. Introduces the nonscience major to the basic ecological processes and science that are involved in many environmental concerns. 3 semester hours.

BIOL 191 Selected Topics. Special topics in biology at an introductory level. 1-3 semester credit hours. Course Repeatable. Maximum number of units allowed 99.

BIOL 197 Principles of Organismal Biology. Key concepts in biology on which advanced courses will build. Includes development, reproduction, evolution and survey of the animal and plant kingdoms. For science majors. 3 semester credit hours.

BIOL 198 Principles of Biology. Key concepts in biology on which advanced courses will build. Includes basic biological molecules, molecular biology, cell structure/function, transport processes, bioenergetics and genetics. For science majors. 3 semester hours.

BIOL 199 Principles of Biology Lab. Methods and techniques of laboratory investigation. Credit or co-registration in BIOL 198 or equivalent and "C" or better in MATH 110 or MATH 105 or Math 108 or above. 1 semester hour.

BIOL 201 Physical Anthropology. Focuses on forces producing humans in their present form. The study of evolution, population genetics, and the fossil record. Prerequisite: BIOL 197 or 198. 3 semester credit hours.

BIOL 203 Human Anatomy. Study of human organism structure through online interactive software and cadaver observation. Lecture and lab. A biology major cannot receive credit for both BIOL 203 and 254. Prerequisite: BIOL 197 and 198. Fee: \$130. 4 semester credit hours.

BIOL 208 General Microbiology. Comprehensive survey of the biology of microorganisms, especially bacteria. Includes topics in growth, metabolism, physiology, taxonomy, ecology and biotechnology. Lecture and lab. Prerequisite: BIOL 197, 198 and 199, or 299 and CHEM 104 or 123. 4 semester credit hours.

BIOL 229 Biostatistics. A quantitative approach to biology; emphasis is on the design and analysis of biological experiments. Prerequisite: MATH 110 or placement higher than 110, BIOL 197, 198, and 199 or 299 or NTSC 152. 3 semester credit hours.

BIOL 254 Comparative Vertebrate Anatomy. Comparative and phylogenetic study of the anatomy of vertebrates. Lab and museum work. Prerequisite: BIOL 197 and 198. 4 semester credit hours.

BIOL 256 Comparative Animal Physiology. A study of basic life functions in animals emphasizing the mechanisms for maintenance of homeostasis in response to environmental factors such as water and dehydration, salts and ions, temperature, light, and daily and seasonal rhythms. May or may not be offered with lab. Prerequisite: "C" or better in BIOL 197 and 198, and CHEM 103 or 123. 3-4 semester credit hours.

BIOL 258 Human Physiology. The study of the control and function of human organ systems. Lecture only. IAI CLS 904; NUR 904. Prerequisite: "C" or better in CHEM 103 or 123 and BIOL 197 and 198. 4 semester credit hours.

BIOL 259 Human Physiology Laboratory. Lab uses standard clinical equipment to illustrate principles of physiology. Prerequisite: Registration or credit in BIOL 258. 1 semester credit hour.

BIOL 291 Selected Topics. Special topics in biology chosen for the interests or needs of students. 1-4 semester credit hours. Department Consent Required. Course Repeatable. Maximum number of units allowed 99.

BIOL 299 Quantitative Biology Laboratory for Transfer Students. Methods and techniques of biology laboratory investigation. Experimental design, data collection and statistical analysis, graphical representation of data, interpretation of results. Includes Biological Science Department orientation activities for transfer students. Credit may not be earned in BIOL 199 and BIOL 299 at Benedictine University. Required for transfer students majoring in the biological sciences. 1 semester credit hour.

Business Analytics

BALT 220 Introduction to SAS for Data Analysis. This course will provide an introduction to the SAS programming language. SAS is a 4th generation language that is used in many fields including marketing and finance to analyze data. The language is easy to learn and increases one's analytical capabilities and productivity. 1 semester credit hour.

BALT 230 Advanced Excel for Business. This course will focus on advanced Microsoft Excel skills needed in a business environment. The topics covered will prepare students to take The Microsoft Excel Intro and Expert certification exams. Prerequisite: CMSC 180/184 and Senior Standing.

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BALT 297 Internship

BALT 301 Managerial Decision Making Under Uncertainty. This course introduces students to the art and science of decision making under constraints such as limited data, uncertainty and competing objectives. The course provides students with hands on experience using problem solving techniques. Students will be introduced to simulation modeling, optimization techniques and decision trees. 3 semester credit hours. Prerequisite: MGT 150.

BALT 310 Visualization Techniques and Dashboarding. There is a proliferation of data within organizations that can be used to reduce expenses and increase profits, i.e. gain a competitive edge. Attempting to gain insight into the numbers through text is ineffective. Visualization techniques provide an opportunity to spot trends and patterns. This course focuses on using visualization techniques to develop business insights and dashboards to effectively convey those insights to a non-technical audience. 3 semester credit hours.

BALT 320 Data and Text Mining. Knowledge discovery and business analytics are core tools used by organizations to direct business decisions, improve strategies, reduce risk and create new business opportunities. This course focuses on algorithm techniques that can be used for knowledge discovery such as classification, association rule mining, clustering and heuristics. Successful applications of this methodology have been reported in areas such as credit rating, fraud detection, database marketing, customer relationship management and stock market investments. This course will cover data mining for business intelligence and will cover applications to both data and text. The focus is on several techniques that aim at discovering patterns that can bring value or "business intelligence" to organizations. Examples of such patterns include fraud detection, consumer behavior and credit approval. The course will cover the most important data mining techniques including: classification, clustering, association rule mining, prediction – through a hands-on approach using SAS Data and Text Miner. 3 semester credit hours.

BALT 330 Database Structures and Queries. In this course students will be introduced to the basic concepts of databases. The course stresses the storage, retrieval and manipulation of data using SQL and SAS. Computer software techniques used in business with emphasis on information management and database management systems. Data management and analysis. Major types of database management systems, query languages. Content: (a) Introduction to the SAS programming language and SQL, (b) Overview of data warehouse structure and access, (c) Data retrieval for analysis. 3 semester credit hours.

BALT 340 Web Intelligence and Analytics. This course will focus on developing an understanding of web analytics and web intelligence. Students will learn how to: leverage website effectiveness and marketing; measure, identify, and interpret key web metrics and KPIs. Additionally, students will gain an understanding of main data collection techniques, their impact on metrics and their limitations. Insight into the potential of data mining and predictive analytics in the context of the web will be explored as well as web spiders, web bots and social listening software. 3 semester credit hours. Prerequisite: BALT 320.

BALT 350 Business Process Management. This course introduces the latest advances in business process technologies and management such as business process planning, business process requirements analysis, business process modeling, workflow system design and implementation. The course will emphasize a hands-on approach. 3 semester credit hours.

BALT 360 Social Influence Networks. Social computing is a term used to describe the intersection of human social behavior and technology systems. This course will introduce students to the concepts of social networks from the viewpoint of economists, sociologists, psychologists and technologists. The focus of the course will be on viewing social groups as networks and decision making as a form of game theory. Real world applications such as online auctions and prediction markets will be explored. 3 semester credit hours.

BALT 380 Business Analytics Capstone. Students will be asked to design and build an innovative research project for presentation at the end of the semester. Students should organize themselves into research project teams and develop their research project. A final written report will be submitted. 3 semester credit hours.

Chemistry

CHEM 101 Introduction to Chemistry. The fundamental principles of chemistry with an introduction to inorganic chemistry; including acids, bases, gases, and solutions. Intended for nursing and allied health majors. 3 semester hours.

CHEM 102 Introduction to Chemistry Laboratory. Experiments that explore the principles discussed in CHEM 101. Prerequisite: Registration or credit in CHEM 101. 1 semester hour.

CHEM 103 Introduction to Organic Chemistry and Biochemistry. The structure, nomenclature, and reactions of organic compounds and a brief introduction to biochemistry. Prerequisite: CHEM 101 or CHEM 123. 3 semester hours.

CHEM 104 Introduction to Organic Chemistry and Biochemistry Laboratory. Experiments examine the applications of organic and biochemical theory. IAI P1 904L. Prerequisite: Registration or Credit in CHEM 103. 1 semester credit hour.

CHEM 107 Chemistry: An Experimental Science. Lecture and laboratory component. Develop chemical principles, such as acid-base, kinetics, thermodynamics, and periodicity through observation, demonstration, and experimentation. Designed for education, humanities, and social science majors. 3 semester hours.

CHEM 113 General Chemistry I. Principles of stoichiometry, aqueous reactions, thermochemistry, gas laws, electronic structure and bonding, periodicity, phase-related properties and functional groups. Prerequisite: "C" or higher in MATH 110 or placement into MATH 111 or higher and one year of high school chemistry or CHEM 101. 3 semester hours.

CHEM 114 General Chemistry I Laboratory. Separations, quantitative measurements and transfers, and spectrochemical techniques involving organic and inorganic systems. Prerequisite: Registration or credit in CHEM 113. 1 semester hour.

CHEM 115 General Chemistry I Laboratory. Intended for chemistry majors or students interested in chemistry or biochemistry. The study and application of laboratory techniques and methods of chemical/biochemical analysis that includes a variety of chromatographic and spectroscopic methods, titrimetry, and sample preparation, data acquisition and statistical analysis, molecular modeling, laboratory safety, and scientific ethics. Prerequisite: Credit or co-registration in CHEM 113, Department Consent 1 semester hour. *Consent Required.*

CHEM 123 General Chemistry II. Principles of intermolecular forces, kinetics, chemical equilibrium, acid/base chemistry, electrochemistry, and nuclear chemistry. Prerequisite: CHEM 113. 3 semester hours.

CHEM 124 General Chemistry II Laboratory. Titrimetry, solubility, synthesis, qualitative analysis, and instrumentation for pH, kinetics, and electrochemical processes. Prerequisite: CHEM 114 or CHEM 115 or NTSC 151 and co-registration or credit in CHEM 123. 1 semester hour.

CHEM 125 General Chemistry II Laboratory. Completion of the topics listed for CHEM 115 and pH, electrochemistry, equilibrium, and inorganic synthesis. Prerequisite: CHEM 115 and credit or co-registration in CHEM 123, Department Consent 1 semester hour. *Consent Required.*

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

CHEM 190 Selected Topics in Chemistry. Current topics in chemistry. 1 semester credit hour. Course Repeatable. Maximum number of units allowed 99.

Communications

COMM 150 Introduction to Communication Arts. A writing and speaking-intensive introduction to communication arts theory and research, with an emphasis on analyzing mass media messages and understanding their underlying cultural and historical contexts. 3 semester hours. Writing Intensive Course.

COMM 207 Editing for Publications. Introduction to the principles and practices of editing for books, magazines, and newspapers. Prerequisite: WRIT 101 or 103 or HNRS 190. 3 semester hours.

COMM 208 Layout and Design for Publication. Graphic design principles and professional processes are emphasized. Print projects may include organizational identity, response, advertising, newsletter, book/magazine, and other projects, using InDesign. Online design principles are introduced to enable design of a simple website. 3 semester hours.

COMM 209 Newswriting and Reporting. Principles and practice in gathering and writing news as well as preparing copy for publication. Prerequisite: WRIT 101. 3 semester hours. Writing Intensive Course.

COMM 235 Photojournalism. Teaches the skills in creating and evaluating images for photojournalism purposes. 3 semester hours.

COMM 250 Masters of the American Cinema. A historical study of representative fiction film makers from D.W. Griffith to Spike Lee. 3 semester hours.

COMM 251 History of Film. A cross-cultural study of the development of the cinema from its late 19th century origins to the present. 3 semester hours.

COMM 252 Technical Writing. A practical course designed to train students for various fields that require technical writing skills - engineering, computer science, industry, etc. 3 semester hours.

COMM 253 Public Relations Writing. Focuses on writing for print media. Students prepare news releases, newsletters and feature stories. Prerequisite: WRIT 102 or 103 or HNRS 190. 3 semester hours.

COMM 254 Writing for the Electronic Media. A practical course designed to expose students to the various approaches, forms and techniques of writing for the electronic media. Prerequisite: WRIT 101 or 103 or HNRS 190. 3 semester hours.

COMM 255 Television Production. Laboratory course introducing students to the technical and aesthetic principles utilized in preparing programming for television. Fee: \$45 3 semester hours.

COMM 256 International Film. A study of the film form as seen in the most important films produced outside the United States. 3 semester hours.

COMM 263 Advertising Copywriting. Covers the fundamentals of writing copy and designing advertising for all forms of print and electronic media. Prerequisite: WRIT 101 3 semester hours.

COMM 264 Sports Journalism. This course is designed for students to adapt skills learned in COMM 209 toward a variety of sports environments and applications. The students will write press releases and do hard news reporting, and be informed of the inner workings of the sports communication environment. 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

COMM 265 Sports Broadcasting. Students will apply basic skills learned in COMM 254/255 to a variety of video and multimedia applications. Emphasis will be on writing effective sports stories, conducting professional-looking standups, and covering the sports beats on campus. Students will also produce a half-hour sports cable show. 3 semester hours.

COMM 291 Topics. Study of aspects of communication on the intermediate level not listed as regular course offerings. May be repeated. Prerequisite: WRIT 102 3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

COMM 295 Independent Study. Designed for the student who wishes to explore aspects of communications not normally offered in the regular curriculum. May be repeated. Prerequisite: Approval of department chair. 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 99.*

COMM 297 Internship. Practical experience in public relations, electronic media, journalism, advertising or multimedia supervised by the Communication Arts department. Up to three internship hours may be applied toward the 39 hour major requirement. Up to 12 hours may apply toward the 120 hours for graduation. Prerequisite: Consent of internship coordinator, department chair, and at least 3.0 G.P.A. 2-6 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 12.*

COMM 309 Global Journalism. Students will gain the skills needed to cover news stories in a foreign country along with the ability to analyze global media content. Department consent required. 3 semester hours. *Consent Required.*

COMM 316 Advanced Television Production. Emphasis on development of directing and post-production skills, with focus on aesthetic and technical principles. Prerequisite: COMM 254 and COMM 255. 3 semester hours.

COMM 317 Mass Media Law and Ethics. Examines the many legal and ethical issues related to the mass media. Prerequisite: WRIT 102 or HNRS 191. 3 semester hours.

COMM 335 Photojournalism. Teaches the skills in creating and evaluating images for photojournalism purposes. 3 semester hours.

COMM 337 Advanced Journalism Writing. Students practice the major styles of journalistic writing beyond newswriting: public affairs reporting, feature writing, magazine writing and editorial writing. Prerequisite: COMM 209. 3 semester hours. Writing Intensive Course.

COMM 353 Advanced Seminar in Writing, Editing, and Page Design for Publications. In this seminar, students work on a major publications project, engage in critical reading of media content, discuss writing, editing and page design strategies, have drafts of their work critiqued in class, and develop a professional portfolio of the work. Prerequisite: COMM 150, COMM 207, COMM 208, and COMM 209. 3 semester hours. Writing Intensive Course. *Consent Required.*

COMM 381 Multimedia Production for the Web. Students experiment with a variety of web-based materials utilizing applications from text and visual media. Prerequisite: COMM 208, WRIT 102. 3 semester hours. *Consent Required.*

COMM 382 Nonlinear Editing for Audio and Video. Students learn and apply advanced computer editing skills in audio and video to produce a variety of video projects. Prerequisite: COMM 255. 3 semester hours.

COMM 385 Television and Society. An in-depth investigation of the television industry and its impact on American and world culture. Prerequisite: WRIT 102. 3 semester hours.

COMM 386 Media and Government. Examines major theoretical models of a central problem in mass communications from historical and cross-cultural perspectives. Prerequisite: WRIT 102. 3 semester hours.

COMM 388 Studies in Film Theory and Criticism. Selected topics in film theory and criticism. 3 semester hours. *Course Repeatable. Maximum number of units allowed 9.*

COMM 390 Images of Men and Women in Advertising. A critical investigation of how we are influenced in the way we think about gender and gender relationships. Prerequisite: WRIT 102. 3 semester hours.

COMM 391 Topics. Study of aspects of communications on the advanced level not covered in the above course offerings. Prerequisite: COMM 207, COMM 208, WRIT 102. 3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

COMM 392 Senior Project. Advanced applications in a focused area of communications beyond other upper level courses. Senior Project does not count towards the 39 hours required for a degree in communication arts. Prerequisite: Senior standing, completion of or concurrent enrollment in communications courses totaling 39 hours, consent of instructor and department chair and approval of proposal prior to semester in which the student is enrolled. 3 semester hours. *Consent Required.*

COMM 393 Senior Portfolio. Required of all Communication Arts majors, this course is designed to help the student improve the appearance, content, and organization of their Senior Portfolio. Prerequisite: Senior Standing. 3 semester hours.

COMM 395 Independent Study. Designed for the superior student who wishes to explore an aspect of communication beyond the scope of undergraduate course offerings through guided independent study. May be repeated. Prerequisite: COMM 207, approval of department chair, GPA of 3.5 in major. 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 99.*

Computer Science

CMSC 180 Introduction to Computing. An introduction to the fundamental principles of computing and the computers relevance and impact on the world today with an overriding theme of algorithms. Topics include hardware, software, data representation, networks, and databases with applications in simulation, modeling, electronic commerce and artificial intelligence. 2 semester credit hours.

CMSC 181 Visual Programming Laboratory. Provides programming fundamentals, with applications developed in a visual programming language. Programming topics include variables, formatted output, looping, conditional execution, subroutines, functions. Prerequisite: Coregistration in CIS/CMSC 180. 2 semester credit hours.

CMSC 182 Science Applications Laboratory. A laboratory experience for all students interested in analyzing, processing, graphing, displaying and presenting scientific data through the use of spreadsheet software (Microsoft Excel). Coregistration or credit in CIS/CMSC 180. 1 semester credit hour.

CMSC 183 Office Suite Laboratory. Introduction to the software applications of word processing, spreadsheets and presentation software using the Microsoft Office Suite for Windows. Prerequisites: Coregistration in CIS/CMSC 180. 1 semester credit hour.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

CMSC 184 Microsoft Excel Laboratory. Introduction to the software application of spreadsheets using Microsoft Excel. Designed for students interested in manipulating, organizing, analyzing, and presenting numerical data and information within the context of business applications. Coregistration or credit in CIS/CMSC 180. 1 semester credit hour.

CMSC 185 Python Programming Laboratory. An introduction to the fundamentals of programming in Python for students interested in engineering, physics and computer science. Programming topics include problem-solving, variables, calculations, I/O, conditions, looping and functions. 2 semester credit hours.

CMSC 200 Computer Programming. An introduction to software design, algorithm development and implementation in a high-level programming language. Elementary programming structures, functions, and text and file processing. Functional design and programming, real world and application modeling, testing and debugging. Prerequisites: CIS 180 or CMSC 180, MATH 105 or MATH 110. 4 semester credit hours.

CMSC 205 Data Structures and Algorithms I. The study of internal data structures, their applications and implementations including one and two dimensional arrays, lists, stacks, queues, linked lists and tree structures. Introduction to object-oriented programming. Prerequisite: CMSC 200 or CIS 200. 3 semester credit hours.

CMSC 220 Introduction to Computer Systems. Basic data representation, logic design, memory organization, CPU organization, bus structures, assembly language, arithmetic calculation, addressing modes, data organization, subprogram mechanisms, integer and floating point representations, instruction representation, pipelining, microprogramming, input and output, and interrupts. Prerequisite: CIS 200 or CMSC 200. 3 semester credit hours. Writing Intensive Course.

CMSC 264 Introduction to Web Application Development. An introduction to modern web application development with a focus on the client-side. Topics include HTML, XML, JavaScript, PHP, CSS and RESTful web services. 2 semester credit hours.

CMSC 270 Data Structures and Algorithms II. The further study of internal data structures including AVL-trees, B-trees and graphs. Internal sorting algorithms, hashing and recursion. Algorithm analysis techniques. Prerequisite: CMSC 205 or CIS 205. 3 semester credit hours.

CMSC 274 Object-Oriented Design and Programming. Investigation of object-oriented design and programming through the use of the Java programming language. Includes classes, inheritance, binding, persistence and operator overloading. Prerequisite: CIS 205 or CMSC 205. 2 semester credit hours.

CMSC 310 Operating Systems. Process and thread management, multiprocessing, kernels and microkernels, mutual exclusion, semaphores, monitors, message passing, deadlock, memory management, paging, segmentation, interprocessor communication and multitasking. Prerequisites: CMSC 220 and CMSC 274 or CIS 220 and CIS 274. 3 semester credit hours.

CMSC 311 Operating Systems Practicum. A hands-on experience with current issues in operating systems. An internal view of the operating system using the Unix kernel. Inspecting the OS internal state, extending the OS, reimplementing existing data structures and designing new functionality. Linux kernel projects and programming. Prerequisite: Credit or coregistration in CMSC 310. 1 semester credit hour.

CMSC 315 Formal Language and Automata. Introduction to automata theory, relationships between regular expressions, finite state automata and grammars, pushdown automata, closure properties on grammars, and the Chomsky hierarchy of grammars. Prerequisite: CMSC 274 or CIS 274. 3 semester credit hours.

CMSC 330 Database Management Systems. Designing, using, and implementing database systems and applications. Primary emphasis on the relational data model. ER diagrams, relational algebra, query languages, functional dependency theory, normalization techniques, query processing and optimization, concurrency control, recovery and security. Prerequisite: CIS 274 or CMSC 274. 3 semester credit hours.

CMSC 331 Database Management Systems Practicum. A hands-on experience with current issues in database management systems. Topics may include Advanced SQL; database administration; and database connectivity through programming, windows applications and the Internet. Prerequisite: Credit or coregistration in CIS 330 or CMSC 330. 1 semester credit hour.

CMSC 350 Numerical Analysis. Numerical methods for isolating roots, solving systems of linear equations, interpolation, and evaluating derivatives and definite integrals. Prerequisite: "C" or better in MATH 211 and programming experience. 3 semester credit hours.

CMSC 351 Numerical Analysis Practicum. A hands-on experience with issues in numerical analysis. Topics may include the application of parallel processing capabilities to numerical problems, extend accuracy computations, computational aspects of large physical problem modeling, or experimental relationships between accuracy and complexity in numerical computations. Prerequisite: Credit or coregistration in MATH 380. 1 semester credit hour.

CMSC 365 Computer Networks and Data Communication. An introductory course in computer networking and data communications. Theory of a computer network is presented and various types of networks including local area, wide area and global networks are discussed. Detailed discussion of the Internet Protocol suite (TCP/IP) will be provided. Theory topics include network architecture, data transmission techniques, network topologies, network media and network security. In addition, the student learns how to use network operating systems. Case studies cover Windows NT, Novell, the Internet and intranet systems. Prerequisite: CIS 220 or CMSC 220 and junior standing. 3 semester credit hours.

CMSC 366 Computer Networks Practicum. A hands-on experience with current issues in computer networks. Development and implementation of stand-alone and web-based client/server applications. Prerequisite: Credit or coregistration in CIS 365 or CMSC 365. 1 semester credit hour.

CMSC 370 Algorithm Design and Analysis. Methods of designing efficient algorithms including divide and conquer, backtracking, greedy approach, dynamic programming and branch-and-bound. Complexity analysis of algorithms including computational complexity and NP-complete problems. Prerequisite: CMSC 270. 3 semester credit hours.

CMSC 374 Advanced Web Application Development. An in-depth study of building large-scale Web Applications focusing on the MVC design pattern. Topics include XML, Java Servlets, JSP, JSTL, EJB, SOAP, mobile application development, database APIs, AJAX, application frameworks and system load testing. 3 semester credit hours.

CMSC 375 Software Engineering. Software development life cycle, the role of project management, software documentation, and software maintenance and support. Students will do a

complete project from the concept phase through the software development cycle. Prerequisite: CMSC 274 or CIS 274. 3 semester credit hours. Writing Intensive Course.

CMSC 380 Artificial Intelligence. Problem-solving methods such as logic programming and heuristic search strategies are applied to topics such as game playing, pattern recognition, natural language processing, theorem proving and expert systems. Prerequisite: CMSC 270. 3 semester credit hours.

CMSC 385 Theory of Programming Languages. Organization of programming languages analyzed through representative languages. Introduction to concepts of programming language specification and analysis. Includes type issues, scope, subprograms, runtime behavior and models of programming. Prerequisite: CMSC 274 or CIS 274. 3 semester credit hours.

CMSC 386 Programming Languages Practicum. A hands-on experience with current issues in programming languages. A more in-depth view of modern languages such as Perl, C#, VB Script and JavaScript and historical languages such as LISP, Prolog, FORTRAN and COBOL. Prerequisite: Credit or coregistration in CMSC 385. 1 semester credit hour.

CMSC 387 Independent Study.

CMSC 388 Computer Graphics. Topics include point-plotting techniques, line-drawing displays, two-dimensional transformations, clipping and windowing, raster graphics, three-dimensional graphics, hidden-surface elimination, and ray tracing. Prerequisite: CMSC 270. 3 semester credit hours.

CMSC 391 Selected Topics. Various topics to supplement the curriculum. 3 semester credit hours. *Course Repeatable. Maximum number of units allowed 12.*

CMSC 396 ACCA Seminar. Evening seminar at Associated Colleges of Chicago Area schools dealing with advanced topics in computer science. Topics are announced in advance. 1 semester credit hour. *Department Consent Required. Course Repeatable. Maximum number of units allowed 3.*

CMSC 397 Undergraduate Project. Independent work on a project supervised by a faculty member in the program. 1-3 semester credit hours. *Department Consent Required. Course Repeatable. Maximum number of units allowed 12.*

CMSC 398 Capstone Project. A team-oriented, software engineering project experience to implement a solution to an information-based problem. Prerequisite: Senior Standing, CMSC 375. 3 semester credit hours.

CMSC 399 Internship. Prerequisite: GPA of 2.5 in computer science course work and consent of instructor. 1-6 semester credit hours. *Department Consent Required. Course Repeatable. Maximum number of units allowed 12.*

Criminal Justice

CJUS 195 Research Practicum. Participation in on-going departmental research. Consent of department chair required. Offered each term. 1-3 semester hours. *Consent Required.*

CJUS 206 Juvenile Justice. Treatment of the juvenile offender in the Juvenile Justice System. Emphasis is on theory, research, principles of law as they apply to the juvenile, causation, prevention, the role of the police and the courts and juvenile corrections and treatment of the convicted offender. Prerequisite: CJUS 260 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

CJUS 233 Police Systems. Historical overview of the development of policing systems from early societies to the present. Overview of different police systems throughout the modern world and how they operate. Prerequisite: CJUS 260. 3 semester hours.

CJUS 240 Social Problems. Effects of social change, disorganization and value conflict on family life, mental health, ethnic relations, crime and delinquency, related topics. Prerequisite: SOCL 100. 3 semester hours.

CJUS 243 Ethics in Policing. Ethical issues faced by law enforcement officers in the course of their personal and professional lives. Basic ethical theory is examined as it applies to selected issues and cases. Pre-requisite: CJUS 260. 3 semester hours.

CJUS 250 Basic and Applied Statistics. Acquaints students with descriptive statistical techniques (including measures of central tendency and variability, correlation, regression and large and small sample estimation) as well as inferential statistical procedures (t, z and ANOVA designs, nonparametric tests and multiple regression). Focus will be on how these statistical procedures can be directly applied to real-life situations. Cross-listed with PSYC 250. Prerequisite: MATH 105, MATH 108 or MATH 110.

CJUS 252 Research Practicum. Goal of the course is to develop the student's research skills in a particular field (Psychology, Sociology or Criminal Justice) by involving him/her in an actual research project under the direction of a faculty member. Students will meet with the instructor on a regular basis and will write both a preliminary proposal and final paper in APA style, the latter to include identification of the subject of the study, a review of the literature, statement of a working hypothesis, construction of necessary operational definitions, delineation of variables, a description of the population (and sample) and statistical tests if appropriate. Pre-requisite: Successful completion of basic skills courses and instructor consent. 3 semester hours. *Consent Required.*

CJUS 260 Introduction to Criminal Justice. Examination of the criminal justice system: police, courts and corrections. Analysis of functions, jurisdiction, operation and relationships. 3 semester hours.

CJUS 294 Criminal Procedure. In depth analysis of the criminal and juvenile justice process from arrest through adjudication. 3 semester hours.

CJUS 306 Correctional System. Theory and research relating to treatment, incarceration and rehabilitation of the offender. Prerequisite: SOCL/CJUS 260. 3 semester hours.

CJUS 321 Crime and Delinquency. Social and psychological factors related to crime, theories of crime and delinquency, police and court systems and correctional institutions. 3 semester hours.

CJUS 322 Criminal Law. An examination of criminal law including origins and developmental changes to the present. Prerequisite: CJUS 260. 3 semester hours.

CJUS 324 White Collar Crime. An analysis of crime as it relates to business and business practices. Examines occupational, political, economic and social variables that relate to white collar criminality. Theory of research will be examined. Emphasis is on causation, prevention, laws, arrest, adjudication, conviction, sentencing and treatment of white collar criminals. Prerequisite: CJUS 260. 3 semester hours.

CJUS 326 Introduction to Criminal Investigation. Fundamentals of investigation beginning with the discovery of a crime and including the preservation of the crime scene, the collecting of clues and information, physical and chemical analysis, case preparation and courtroom testing. Case studies will be used. Prerequisite: CJUS 260. 3 semester hours.

CJUS 330 Probation and Parole. Examination of probation and parole as components of the correctional system. Emphasis is on theory, research and the mechanisms of probation and parole as a means of treating adjudicated criminals. Prerequisite: CJUS 260 and CJUS 306. 3 semester hours.

CJUS 331 Organized Crime. Examination of the origins, models and explanations of organized crime and criminal groups, goods and services produced, and the role of the criminal justice system in the social system. Prerequisite: CJUS 260. 3 semester hours.

CJUS 351 Research Methods in the Social Sciences. An analysis of various theoretical approaches to the study of social sciences as well as discussion and completion of the first two chapters of an original research design. Prerequisite: PSYC 251 or SOCL 251 or CJUS 251. Fee: \$35. 3 semester hours. Writing Intensive Course.

CJUS 356 Clinical Practicum Lab. Focus is on teaching interpersonal and primary-level skills of empathy, listening, and interviewing to the introductory level helping professional. Prerequisites: Junior or Senior in CJUS program. 4 semester hours.

CJUS 372 Current Issues in Criminal Justice. Contemporary critical issues that impact the Criminal Justice System including the legislative process, law enforcement, the judicial process and the correctional system. Prerequisite: CJUS 260. 3 semester hours.

CJUS 390 Criminal Justice Field Placement. This field placement provides experience in practice in a professional agency under the supervision of a trained practitioner. Prerequisite: CJUS 356-consent of department chair and field placement director prior to the 10th week of the semester preceding the field placement and a GPA of 2.5 or greater. 3-6 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 6.*

CJUS 391 Topics in Criminal Justice. Relevant topics according to the needs and interests of the criminal justice students. Prerequisite: CJUS 260 3 semester hours.

CJUS 395 Senior Thesis. Completion of an original research project under faculty supervision, involving either an original survey design, case study, or experimental analysis. Prerequisite: PSYC 351 or SOCL 351 or CJUS 351. 3 semester hours. *Consent Required.*

Economics

ECON 100 Introduction to Economics. This core course is a general introduction for non-majors into the operation of the economy. Includes the demand-supply model, and study of specific market structures (Microeconomics), and the aggregate demand-aggregate supply model, business cycles, unemployment, inflation and monetary and fiscal policy (Macroeconomics). Math 095. 3 semester hours.

ECON 101 Principles of Macroeconomics. Determination of income, employment, and the price level. Effects of fiscal and monetary policies. Math 105, 108, or 110. 3 semester hours.

ECON 102 Principles of Microeconomics. Demand-Supply model, consumer and firm decision-making, market structures, price determination, resource allocation. Math 105, 108, 110. 3 semester hours.

Environmental Science

ENVS 105 Physical Geography. An introduction to hydrology and the physical processes operating in and on the planet earth. Topics of study will include ground and surface water, the hydrologic cycle, watershed models, groundwater recharge, geomorphology, tectonics, structural features, and geological processes relating to natural resource management, environmental processes and concerns. 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

Finance

FINA 120 Financial Literacy. This course provides students of all majors, concentrations and levels of study, strategies to achieve good spending and savings habits, along with an opportunity to share their knowledge with others in the outside community. Students will create a personal budget and statement of net worth, keep track of their spending and learn how to better manage credit card debt and learn how to use benefit and savings plans to help achieve future financial goals. This course has a service learning component. 2 semester credit hours.

FINA 220 Personal Financial Planning. An introduction to personal financial planning. Topics covered include: time value of money, tax planning, cash management, credit cards, purchase of home, auto and health insurance, retirement and estate planning. 3 semester hours.

FINA 300 Managerial Finance. An analysis of the functions of financial management in the decision-making process of the firm. Prerequisite: ACCT 112, MATH 115. 3 semester credit hours.

FINA 310 Money and Financial Markets. Study of money, the banking system, monetary theories, and relation of the monetary system to national income, employment, and price levels. Prerequisite: ECON 101, ECON 102. 3 semester credit hours.

Fine Arts

FNAR 100 Art Appreciation. Introduction to the visual arts through lectures, discussions and field trips. 3 semester hours.

FNAR 101 Fundamentals of Design. Emphasizes the knowledge and application of basic design principles of two-dimensional images in representational and abstract forms. 3 semester hours.

FNAR 103 Fundamentals of 3D Design. A beginning studio course. Study of volume, space, texture and other elements of three-dimensional form. Simple constructions and sculpture. Previous experience in art is not necessary. 3 semester credit hours.

FNAR 111 Drawing. Fundamental drawing from observation with emphasis on linear perspective and tonal modeling of the still life and human head. Course fee. 3 semester hours.

FNAR 114 Drawing II. Further development of fundamental skills using diverse drawing media, particularly color, and advanced approaches to drawing still-life, perspective and the human figure. Prerequisite: FNAR 111. Course fee. 3 semester hours. 3 semester credit hours.

FNAR 120 Lettering and Layout - Foundational. Introduction to calligraphic lettering with a broad-nib pen. Explores a variety of designs and techniques in italic and related cursive styles. 3 semester hours.

FNAR 121 Lettering and Layout - Italic. Introduction to calligraphic lettering with a broad-nib pen. Explores a variety of designs and techniques in italic and related cursive styles. 3 semester hours.

FNAR 161 Ceramics I. Introduction to various hand-building techniques, decorative methods, firing processes and use of the potter's wheel. 3 semester credit hours.

FNAR 162 Ceramics II. Further development of projects in hand building or throwing, study of glaze materials and glaze calculation. Prerequisite: FNAR-161. 3 semester credit hours.

FNAR 202 Black and White Photography. Foundations of photographic theory, shooting and print developing. 3 semester credit hours. Fine Arts Core Elective.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

FNAR 203 Ancient and Medieval Art. Photographic presentations of significant paintings, sculptures and buildings with emphasis on religious concepts. 3 semester hours.

FNAR 204 Renaissance to Modern Art. Pictorial survey of painting, sculpture and architecture in Western civilization with emphasis on religious concepts. 3 semester hours.

FNAR 205 History of Graphic Art and Design. An survey of graphic design history covering the development of symbols, typography, advertising, books, posters, the Bauhaus and the 20th Century avant-garde influence on design. 3 semester hours.

FNAR 206 Modern and Contemporary Art History. Survey of major visual arts movements from 1865 to present. Emphasizes artists' contexts and audience reception.

FNAR 210 Figure Drawing. Introduction to drawing the human figure from observation. 3 semester hours.

FNAR 225 Art for Elementary Teachers. A methods and media lecture/studio course for elementary education students in the teaching of art to children from grades K-6. The course will identify art content, art media, and instructional pedagogy for including art at the elementary level. Prerequisite: Enrollment in the Elementary Education program or permission of the instructor. 3 semester hours.

FNAR 240 Printmaking: Intaglio (Etching). A studio course emphasizing the etching medium. 3 semester hours.

FNAR 241 Printmaking: Relief. Introduction to the woodcut and relief processes. 3 semester hours.

FNAR 242 Printmaking: Silk-Screen. A studio course on silk-screen printing. 3 semester hours.

FNAR 243 Printmaking: Lithography. A studio course utilizing the traditional technique of printing on Limestones. 3 semester hours.

FNAR 249 Acrylic Painting. An introduction to concepts, materials and techniques of painting in various media. Exploration into color through mixing, relationships and composition. 3 semester credit hours. Fine Arts Core Elective.

FNAR 250 Oil Painting. An introductory studio course emphasizing color mixing as it relates to traditional representation. 3 semester hours.

FNAR 260 Graphic Design I. This course will introduce the student to vector drawing programs used for creative art purposes. 3 semester hours.

FNAR 261 Graphic Design II. A continuation of Graphic Design I. The student will use painting and photo editing programs and employ analytical skills for purposes of creation and critical appraisal. 3 semester hours.

FNAR 291 Topics. Focuses on various topics relating to the needs of the students and recent events and/or topics of interest. 3 semester hours.

FNAR 292 Black and White Photography. Foundations of photographic theory, shooting, and print developing. 3 semester hours.

FNAR 293 Digital Photography. Emphasis on shooting and manipulation of digital camera imagery. 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

FNAR 294 Computer Art. Creation of artwork using the computer as medium. 3 semester hours.

FNAR 295 Educational Travel. Guided tour of religious and cultural monuments in various countries. Between semesters. 1-2 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

FNAR 296 Science Meets Art. The relationship between science and art will be studied in 8 two-week units to help science majors develop illustration skills and an appreciation for qualitative empirical evidence. Pre-requisites: completion of one life science course and one physical science course. 3 semester hours.

FNAR 305 Advanced Painting. Representation of the human figure in oil painting while concentrating on compositional devices used throughout the history of art. Prerequisite: FNAR 250. 3 semester hours.

FNAR 311 Advanced Drawing. An intensive investigation into the use of value and the compositional elements of picture making. Emphasis will be placed on the methods of representation as evidenced by the traditions of past masters. Prerequisite: FNAR 111. 3 semester hours.

FNAR 340 Advanced Studio Course: Intaglio. Advanced study in the medium of etching. Prerequisite: FNAR 240. 3 semester hours.

FNAR 360 Senior Seminar: Professional Portfolio. The students will analyze the job markets and prepare analyses of current issues in the performing arts. Analyses of demographics affecting the operations and organization of art programs in the United States will be studied. Students will be required to create a portfolio of personal data to prepare for job searches, prepare for mock interviews and present exhibition of works. Prerequisite: Junior Standing. 3 semester hours. Music Core & Writing Intensive.

FNAR 381 Advanced Studio I. An advanced studio course that focuses on advanced issues in art making related to medium and content. The instructor may also introduce a theme for the course to further influence student work. Prerequisite: Any 100 or 200 level studio course. 3 semester hours.

FNAR 382 Advanced Studio II. An advanced studio course that focuses on advanced issues in art making related to medium and content. Students develop individual mastery in form and chosen subject matter. Pre-requisite: Advanced Studio I (FNAR 381). 3 semester hours.

FNAR 383 Advanced Studio III. An advanced studio course that focuses on advanced issues in art making related to medium and content. Students continue to develop individual mastery in form and chosen subject matter. Pre-requisite: Advanced Studio II (FNAR 382) 3 semester hours.

FNAR 384 Advanced Studio IV: Senior Exhibit. An advanced studio course that focuses on advanced issues in art making related to medium and content. Students focus their efforts on compiling art for their senior exhibit. Pre-requisite: Advanced Studio III (FNAR 383). 3 semester hours.

FNAR 391 Topics. Focuses on various topics relating to the needs of the students and recent events and/or topics of interest. 1-3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

FNAR 395 Independent Study. A course designed to provide students with individual and focused coursework in some area of studio art. Prerequisite: Department Consent 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 99.*

FNAR 397 Internship. A practical course intended to give those students who are qualified an opportunity to do some observing - either in a classroom or privately - or to perform any practical job associated with his or

her field under the supervision of the faculty. Prerequisite: Department Consent 3 semester hours. *Consent Required.*

FNAR 398 Senior Seminar. Theory and Criticism. (Admission restricted to art majors) The second of two required senior seminars of all studio arts majors. Discussion of key texts pertaining to the study of aesthetics, the theory and practice of studio art, art criticism and the role of the artist in society. Begin work towards professional exhibition of works. 3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

Humanities

HUMN 210 Cultural Heritage Seminar. This seminar course is designed around the great books and texts of the Benedictine, Judeo-Christian and Abrahamic tradition(s). It can provide HUMN 220, HUMN 230 or HUMN 240 humanities credit for transfer students only. Prerequisite: Must be a transfer student. 3 semester credit hours.

HUMN 220 The Mediterranean World. Studies the ancient cultures located around the Mediterranean Sea and the contributions they made to the development of western civilizations to about 500 A.D. Drawing upon the resources of the Catholic and Benedictine traditions, the course explores the theme of "person in community" as reflected in religion, art, philosophy, and social, political, and economic institutions. 3 semester credit hours.

HUMN 230 The Baptism of Europe. Studies the development and Christianization of Europe in the Middle Ages (500-1500 A.D.). Drawing upon the resources of the Catholic and Benedictine traditions, the course explores the theme of "person in community" through social structures (religious, political, economic) and through the interactions and/or conflicts between people and cultures (Eastern and Western Christianity; Christianity, Judaism, Islam). 3 semester credit hours.

HUMN 240 Converging Hemispheres. Studies the increasingly global encounter of peoples, ideas, and cultures from the Age of Exploration (from 1400 A.D.) into the 20th century. Drawing upon the resources of the Catholic and Benedictine traditions, the course explores the shift in emphasis from "person in community" the values of freedom, equality, and responsibility. Examines the construction of the modern era focusing on scientific revolutions, economic transformation, religious reformations, and revolution, resistance and republicanism. 3 semester credit hours.

HUMN 250 The Contemporary World. Drawing upon the resources of the Catholic and Benedictine traditions, this course examines a variety of interpretations of the current world situation in light of the theme "person in community." Have the notions of person and community changed, or are they being changed through current political, economic, cultural and technological challenges. Must have completed over 60 credit hours. 3 semester hours. Writing Intensive Course.

Interdisciplinary Courses

IDS 201 Catholic and Benedictine Intellectual Traditions. Interdisciplinary seminar focused on various religious and philosophical traditions, including one or more Catholic or Benedictine hallmark(s). Must have Sophomore Standing. Writing Intensive Course.

IDS 301 Human Dignity or the Common Good. Interdisciplinary seminar focused on issues of social responsibility, stewardship of self and environment, civic engagement, and personal and intellectual development. Students with 60+ hours.

Graphic Arts and Design

GAD 230 Typography. This course introduces typography as a vital element of visual communications.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

Typographic structure, terminology, expression, and strategy will be explored from the single letterform to an entire page layout. This studio course uses both computer and hands on skills to address the effective use of typography. 3 semester credit hours.

GAD 260 Graphic Design I. This course introduces students to the basic principles and elements of graphic design. Students will explore visual problem solving strategies in print media, and practice the industry standard graphic design programs such as Adobe Photoshop and Illustrator CS5 for design projects. 3 semester credit hours.

GAD 261 Graphic Design II. A continuation of Graphic Design I. The student will use painting and photoediting programs and employ analytical skills for purposes of creation and critical appraisal. Prerequisite: GAD 260. \$50 fee. 3 semester credit hours.

GAD 300 Computer Animation. This course introduces students to the essential techniques and procedures of computer animation. Students will learn and create storyboards, sequential compositions, and web animations by using Flash Professional CS5, the industry standard of web animation and interactive application. 3 semester credit hours.

International Business

INTB 101 The Global Economy. This core course examines the concept of globalization from an international business and economic perspective. Special attention is paid to the political, legal, cultural and technological forces that affect and are affected by this phenomenon. 3 semester hours.

INTB 220 Area Studies. Cultural, economic and business conditions of different world regions. Prerequisite: ECON 101, junior standing and consent of instructor. 3 semester hours.

INTB 302 International Management. Study of the dynamics involved in international business management. Explores key issues such as political, legal and labor environments, strategic planning and organizational design. Emphasis is placed on the role of managers and others in successful international operations. 3 semester credit hours.

Literature

LITR 210 Literature and Film. Selected literary texts and their representation on film; analysis of the relationship between the two genres, and differences between written texts and visual media. 3 semester hours.

LITR 250 Medieval Literature. Study of literature from the medieval era of British history. Students will learn to read Old English and/or Middle English; texts to be studied may include work by Chaucer, the Gawain poet, Langland, medieval dramatists, and other major writers. Counts as pre-1800. 3 semester hours.

LITR 255 American Literature I. Survey of American literature from its Colonial roots, particularly the influence of the Puritans, to its flowering in New England. Counts as pre-1800. 3 semester hours.

LITR 256 American Literature II. Survey of American literature since the Civil War. Emphasis on development of Realism and Naturalism in the nineteenth century, and modernism in the twentieth. Counts as post-1800. 3 semester hours.

LITR 257 British Literature I. Historical survey of representative British literary texts from the Anglo-Saxon period to 1800, with attention to modes of critical reading and development of important genres. Counts as pre-1800. 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

LITR 258 British Literature II. Historical survey of representative British and Anglophone literary texts from 1800 to the present, with attention to the larger cultural context and contemporary modes of literary analysis. Counts as post-1800. 3 semester hours.

LITR 259 World Literature. Comparative study of major works of the Ancient World, Middle Ages, Renaissance, Enlightenment, Romantic Age, periods of Realism and Naturalism, and Modern World. 3 semester hours.

LITR 263 Literature of the Early Modern Period. Selected literary and cultural texts drawn from the late sixteenth to the eighteenth centuries. Places these texts in the context of emerging modernity. Counts as pre-1800. 3 semester hours.

LITR 264 Global/Postcolonial Literature and Theory. A comparative study of literature and theory concerning colonial, postcolonial, third world, and diasporic cultures and communities. The course may include such topics as education and the colonial/postcolonial condition; intellectual culture and imperialism; the politics of tourism, identity and diaspora; travel, migration, and globalization; and trauma, genocide, and historical fiction. Counts as diversity elective for majors. 3 semester hours.

LITR 265 Shakespeare. Critical reading of representative comedies, tragedies, and histories. Emphasis on such issues as his dramatic art, critical response, and role in constructions of literary culture. Counts as pre-1800. 3 semester hours.

LITR 266 Studies in the Novel. Critical study of selected novels, with emphasis on British and American writers and forms in English; theories of the novel as literary genre. Topics will vary. 3 semester hours. Literature Core and Writing Intensive.

LITR 267 Studies in Poetry. Critical study of selected poetry, with attention to both formal and interpretive issues; theories of poetry as literary genre. Topics will vary. 3 semester hours. Literature Core & Writing Intensive.

LITR 268 Studies in Drama. Critical study of selected dramatic literature from a range of cultures and periods; theories of drama as literary genre. Topics will vary. 3 semester hours. Literature Core and Writing Intensive.

LITR 269 Introduction to Creative Writing. Writing workshop for students; introduction to various forms of modern fiction and poetry. Students will have the opportunity to create original poetry and fiction. Applicable as Fine Arts Core Elective. 3 semester hours.

LITR 279 U. S. Multiethnic Literature. A comparative study of literature reflecting the diversity of American culture. In our exploration of just a sampling of the multiple voices of U. S. literature, we will consider these narratives within specific historical, cultural, rhetorical, and literary contexts. Counts as diversity elective for majors. 3 semester hours.

LITR 280 African-American Literature. Historical and critical exploration of African-American writers' contributions to American fiction, poetry, drama, and non-fiction, from the oral tradition to the present. May include an Afrocentric approach. Counts as diversity elective for majors. 3 semester hours.

LITR 281 Gender and Literature. Introduction to gender studies as a mode of literary analysis, and to the role of literary texts in shaping gender constructions. Counts as diversity elective for majors. 3 semester hours.

LITR 291 Topics in Literature. Intermediate-level study of authors, themes, movements, and genres; attention to historical context. Sample topics: American Renaissance, Nineteenth-Century British Women Writers, Gothic, Science Fiction, Lyric. 3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

Management and Organizational Behavior

MGT 110 Business Principles and Skills for Academic Success. Introductory course for adults pursuing an Associate's degree. Academic success topics include learning styles, group interaction, written and oral communication skills, research and critical thinking skills, and time management. This course also includes a survey of business structures and operations. Other topics include the role of consumers in business, social responsibility within business organizations, and specialized business fields. Prerequisite: Admission into the Adult Associate of Arts Program. 3 semester hours.

MGT 120 "Going Green" in the Business World. How can workers on the job influence their employers to adopt green practices? What business tools can you use to take great ideas and make them into sustainable programs? This course shows what can work, depending on the type of business, using case examples. These tools include implementing the LEED program in new and existing buildings (i.e.: insulation, solar panels, lighting, recycling, composting, landscaping, etc.), transportation programs for employees (i.e.: car pooling, mass transit, bicycling, walk to work) and cap and trade markets for emission credits to reduce energy consumption. You will learn a variety of business frameworks and tools to influence business leader's decisions about environmental sustainability. As a result of this course, you will better understand how you can make a difference. 1 semester hour.

MGT 125 Business Sustainability Topics. Traces the historical evolution of present day expectations on corporations and other organizations for taking on environmental and social responsibilities that may seem unrelated to their core mission. Present-day imperatives such as climate change, food vs. fuel production, consumerism and resource depletion, renewable energy technologies and employment opportunity trends will be discussed. Students will be acquainted with the initiatives of several organizations that have integrated sustainability-focused business practices into their operations. Students will study specific topics that are important components of sustainability initiatives. These topics include building design and construction, energy conservation and management, substitution of renewable for non-renewable resources, carbon reduction, waste reduction, and sustainability measurement and reporting. 3 semester credit hours.

MGT 150 Business Statistics I. Basic course in statistical technique; includes measures of central tendency, variability, probability theory, sampling, estimation, and hypothesis testing. Prerequisite: MATH 105 or MATH 110 3 semester hours.

MGT 210 Management. An overview of the fundamentals of management and leadership and their impact on the modern corporation. The course is a combination of theory and practical application, offering the student an opportunity to learn about the nature of management, leadership, and cultural diversity issues. Prerequisite: sophomore standing 3 semester hours.

MGT 217 Group Dynamics and Learning Strategies. This course provides an overview of organizational structure, group dynamics, and learning strategies. Prerequisite: Admission to the Adult Learning Team or Online Program. 3 semester hours.

MGT 220 Entrepreneurship (Capstone). Application of business principles to planning, organizing and operating the entrepreneurial enterprise. 3 semester hours.

MGT 234 Organizational Planning & Analysis. Provides a basic understanding of key concepts and an ability to use basic analytical tools related to financial, economic and marketing planning. Topics include revenues,

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

costs, supply and demand, pricing and the development of products and services to meet market needs. 3 semester hours.

MGT 235 Business Law I. Introduction to the role of the legal system in our society with an emphasis on the law of contracts, sales, and agency. 3 semester hours.

MGT 236 Business Law II. Introduction to the role of the legal system in our society with an emphasis on the law of commercial paper, partnership, and corporations. 3 semester hours.

MGT 237 Business Communications. Theory and practice of communication within and between business organizations of all types. Focus on the training for and development of entry-level skills in communication and its related technology. 1-3 semester hours. Writing Intensive Course. *Consent Required.*

MGT 247 Ethical Leadership. This course is an overview of management at the strategic and tactical levels. It reviews various models of leadership, ethics involved in that leadership, strategies, and skills. Prerequisite: Admission to the Adult Learning Team or Online Program. 3 semester hours. Writing Intensive Course.

MGT 251 Business Statistics II. Covers: Regression and correlation, analysis of variance, and nonparametric statistics. Prerequisite: MGT 150. 3 semester hours.

MGT 252 Business Ethics in the Context of Catholic Social Teaching. This course is designed to give the student knowledge of the range of ethical theories that currently govern behavior in business, why ethics are necessary to business and how ethics influence corporate success. Cross listed with THEO 252. 3 semester hours.

MGT 255 Readings in Organizational Research. Introduces methods of systematic investigation which are needed to provide continued development of the body of knowledge upon which the disciplines of management and organizational behavior are based. Focus is on an understanding of the research process in organizations, its value and its limitations. 3 semester hours.

MGT 260 Fundamentals of Human Resource Management. This course will focus on: developing, contributing to, and supporting the organization's mission, vision, values, strategic goals, and objectives; formulating policies; guiding and leading the change process; and evaluating HR's contributions to organizational effectiveness. 3 semester hours.

MGT 262 Employee Recruitment Strategies. This course will focus on developing, implementing and evaluating sourcing, recruitment, hiring, orientation, succession planning, retention, and organizational exit programs necessary to ensure the workforce's ability to achieve the organization's goals and objectives. 3 semester hours.

MGT 264 Employee Performance and Appraisal Management. This course will focus on developing, implementing and evaluating activities and programs that address employee training and development, performance appraisal, talent and performance management, and the unique needs of employees to ensure that the knowledge, skills, abilities, and performance of the workforce meet current and future organizational and individual needs. 3 semester hours.

MGT 266 Essentials of Compensation and Benefits. This course will focus on developing, selecting, implementing, administering, and evaluating compensation and benefits programs for all employee groups that support the organization's strategic goals, objectives, and values. 3 semester hours.

MGT 268 Managing Workplace Relationships. This course will focus on analyzing, developing, implementing,

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

administering and evaluating a broad range of workplace relationships. Functional areas include techniques for facilitating positive employee relations, positive employee relations strategies, and non-monetary rewards, motivation concepts and applications, and employee involvement strategies. (For example: employee management committees, self-directed work teams, and staff meetings). 3 semester hours.

MGT 270 Employment Law and Risk Management. This course will focus on developing, implementing, administering, and evaluating programs, plans, and policies which provide a safe and secure working environment and to protect the organization from liability. Additional focus will be placed on the workplace relationship between employer and employee in order to maintain relationships and working conditions that balance employer and employee needs and rights in support of the organization's strategic goals, objectives, and values. 3 semester hours.

MGT 275 Accounting and Financial Analysis. This course surveys a broad range of financial and managerial accounting techniques used by managers as applied to business and organizational planning, reporting, and control. The financial accounting topics dealt with, from the perspective of the financial statement user, include the basic processes of the accounting information system, transaction analysis, the form and content of financial statements, and financial analysis tools. In the managerial accounting topics we explore the tools of management decision making, including variable costing, cost-volume-profit analysis, performance reporting, and capital budgeting. The emphasis is on understanding rather than on mathematical rigor. The focus is on the analysis and solution of problems that managers normally deal with. Prerequisite: ACCT 112 and Admission to the Adult Learning Team or Online Program. 3 semester hours.

MGT 297 Internship. Practical experiences in business related fields under the supervision of the program coordinator. Prerequisite: Consent of internship faculty coordinator. 2-6 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 12.*

MGT 300 Management. Fundamental principles and practices of the corporate enterprise are utilized to consider planning, organizing, implementing and controlling in management. Prerequisite: Sophomore standing. 3 semester hours. Business Core and Writing Intensive.

MGT 301 Entrepreneurship. Application of business principles to planning, organizing and operating the entrepreneurial enterprise. 3 semester hours.

MGT 302 International Management. Study of the dynamics involved in international business management. Explores key issues such as political, legal and labor environments, strategic planning and organizational design. Emphasis is placed on the role of managers and others in successful international operations. 3 semester hours.

MGT 303 Management Labor Relations. The course focuses on the evolution of employer-employee relations in union and non-union organizations. The emphasis is on union, governmental and workplace policies and practices, history, functions, forecasted changes relating to labor and management in both public and private sector. 3 semester hours.

MGT 305 Introduction to Sports Culture in America. This course introduces students to the business side of sports in America. It provides an overview for the opportunities in the sports and leisure industry. The course emphasizes critical thinking skills. Topics covered include ethics, social concerns and the economic impact of sports and leisure upon America. 3 semester hours.

MGT 320 Organizational Behavior. Overview of organizational structures and group dynamics. Examines job satisfaction, motivation, performance evaluation, decision-making and goal setting. 3 semester hours.

MGT 323 Group Processes. Provides the basic theory necessary to understand the components of the group process. The course gives the opportunity to participate in functioning groups for decision making and to practice newly developed skills in class groups. 3 semester hours.

MGT 330 Human Resource Management. Relationship of internal and external labor market concepts to organizational manpower planning. 3 semester hours.

MGT 331 Labor and Industrial Relations. Analysis of the structure and behavior of labor and business enterprises and implications of this behavior for resource allocation and individual welfare. Prerequisite: ECON 101, ECON 202. 3 semester hours. Writing Intensive Course.

MGT 333 Operations Management. A study of theory, principles and computational procedures as applied to such areas as strategic planning, forecasting, capacity planning, productivity and quality control. 3 semester hours.

MGT 334 Training and Development. This course covers corporate training and development including assessment, training design, training evaluation, management and executive training. Prerequisite: MGT 330. 3 semester hours.

MGT 335 Compensation and Performance Management. A study of the historical development of compensation theory and its applications to the design and implementation of benefit/reward structures in modern organizations. Prerequisite: MGT 330. 3 semester hours.

MGT 347 Project Management. The art and science of project management as applied to a variety of business and technology settings. Discusses how to initiate, plan, execute and control, and close projects, within budget and on schedule. Includes management of project scope, time, cost, quality, human resources, communications, and risks. A project planning software tool is utilized, usually MS Project. Prerequisite: Junior or Senior Standing. 3 semester hours.

MGT 370 Industrial Organization and Policy. Focuses on empirical studies in patterns of market structure, business behavior, and performance. Applications in the fields of antitrust and regulation are stressed. Prerequisite: ECON 202. 3 semester hours.

MGT 380 Strategic Management. Management capstone course enabling business students to use the disciplines and techniques learned throughout their program of study. Case studies stress the importance of basing management decisions on a strategic view of organizations. Prerequisite: senior standing, FINA 300, MGT 300 MKTG 300 3 semester hours.

MGT 387 Management Capstone. This is the management capstone course enabling students to integrate and use the disciplines and techniques learned throughout the program of study. Case studies are utilized to stress the importance of basing management decisions on a strategic view of organizations. The focus is on the role of management in the development of organizational strategy, on the practice of the decision-making process and in the development of an appropriate organizational structure. Prerequisite: Admission to the Adult BA in Management Program. 3 semester hours.

MGT 389 Senior Seminar. Capstone course for organizational leadership major. Focus on an analysis of the leadership role in complex organizations. Case-based approach will integrate previous knowledge and emphasize use of critical thinking. 3 semester hours.

MGT 391 Topics. Specially designed courses in various business topics to supplement the business curriculum.

Prerequisite: Varies based upon the specific topic being explored. 1-3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

MGT 395 Independent Study. Provides an opportunity for an advanced student in the major to pursue study in a field of business related interest. Prerequisite: Consent of instructor. 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 99.*

MGT 397 Internship. Practical experiences in business related fields under the supervision of the program coordinator. Prerequisite: Consent of internship faculty coordinator. 2-6 semester hours. *Consent Required.*

Marketing

MKTG 300 Marketing. An investigation of the basic principles of marketing, with an emphasis on the practical application of those principles to formulate marketing plans that will deliver value to customers and meet the goals of the organization. Prerequisite: Sophomore standing. 3 semester credit hours.

MKTG 305 Sports Marketing. A case study approach will be used to explore and analyze situations that pertain to sports marketing. Prerequisite: MKTG 300. 3 semester credit hours.

MKTG 310 Consumer Behavior. A study of consumers' needs, wants, and behavior in the marketplace as a basis for the formulation of marketing strategy. Prerequisite: Sophomore standing. 3 semester hours.

Mathematics

MATH 105 Finite Mathematics. A survey of algebra, functions, graphs, and linear equations as applied to problems in economics and business. Topics include mathematics of finance, linear, polynomial, exponential, and logarithmic functions. Credit will not be granted for both MATH 105 or MATH 110. Prerequisite: Placement exam or at least a "C" or better in MATH 095. 3 semester credit hours.

MATH 108 Quantitative Reasoning. Develops conceptual understanding and computational skills in unit analysis, uses of percentages, and dealing with quantities and their magnitudes. Includes formulas of finance for simple interest, compound interest and loan payments; functions and their graphs; linear equations; exponential growth and decay; principles of counting; fundamentals of probability; and estimation and approximation techniques to judge the reasonableness of answers. Also includes representing and analyzing data using statistical tools such as histograms; measures of central tendency; variance and standard deviation; linear regression and scatter plots; normal distributions; and margin of error and confidence intervals. Prerequisite: Placement exam or at least a "C" or better in MATH 095. 3 semester credit hours.

MATH 110 College Algebra. Topics include equations, inequalities, functions, graphs, polynomial and rational functions, exponential and logarithmic functions, equations, and systems of equations and inequalities. Credit will not be granted for both MATH 105 and MATH 110. Prerequisite: Placement exam or at least a "C" or better in MATH 095. 3 semester credit hours.

MATH 111 College Trigonometry. General study of the trigonometric functions and their graphs, trig identities, and equations, inverse trig functions, applications of trigonometry, vectors, polar coordinates, and parametric equations. Prerequisite: Placement exam or at least a "C" or better in MATH 105 or MATH 110. 3 semester credit hours.

MATH 112 Mathematics for Elementary Teachers I. This course explores the mathematical content of elementary school mathematics from the perspective of future elementary school teachers. Topics include mathematical thinking, problem solving, sets, representations of functions, numeration, standard and non-standard arithmetic algorithms, mental arithmetic and estimation, number theory, integers, fractions and

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

rational numbers, decimals, and real numbers. Graphing calculators and manipulatives are used throughout the course. This course is required for elementary education majors. Prerequisite: "C" or better in MATH 095 or placement exam. 4 semester hours.

MATH 115 Business Calculus. A survey of mathematical techniques used in the managerial, social and life sciences. Topics include systems of linear equations and matrices, linear programming, differential calculus, and applications of the derivative. Prerequisite: "C" or better in MATH 110 or MATH 105, or placement exam. 3 semester hours.

MATH 170 Introduction to Calculus I. An introduction to limits and differentiation. Topics in algebra, functions, and trigonometry will be reviewed as necessary for calculus. Further study includes the chain rule, Newton's approximations, plane analytic geometry, and applications of velocity and marginal cost. The computer algebra system Maple will be employed. Prerequisite: Placement exam or "C" or better in MATH 111, corequisite: MATH 171. 4 semester hours.

MATH 171 Introduction to Calculus I Lab. Selected computer explorations to illustrate and/or investigate the mathematical concepts in MATH 170. Prerequisite: Placement exam or a "C" or better in MATH 111. Co-registration in MATH 170. 1 semester credit hour.

MATH 210 Calculus with Analytics I. Topics include differentiation, and antidifferentiation of algebraic, trigonometric and transcendental function, the fundamental theorem of calculus, applied problems on maxima and minima, plane analytic geometry, and simple differential equations. The computer algebra system Maple will be used to illustrate calculus concepts. Credit will not be granted for both MATH 200 and MATH 210. Prerequisite: Placement exam, or "B" or better in MATH 111. Corequisite: MATH 207. 4 semester hours.

MATH 211 Calculus with Analytics II. Topics include applications of the definite integral, methods of integration, sequences and series and numeric integration. The computer algebra system Maple will be used to illustrate calculus concepts. Each semester. Prerequisite: "C" or better in MATH 200, MATH 205, MATH 210 or MATH 220. 4 semester hours.

MATH 212 Calculus with Analytics III. Topics include solid analytic geometry and vectors, partial differentiation, multiple integrals and vector calculus. The computer algebra system Maple will be used to illustrate calculus concepts. Prerequisite: "C" or better in MATH 206, MATH 211 or MATH 221. 4 semester hours.

MATH 220 Biocalculus I. This is the first course in a two-semester sequence in calculus with biological applications. There is a strong emphasis on biological models using real biological data. Topics include semi-log and log-log plots, sequences, basic difference equations, discrete time models, limits, continuity, differentiation and antidifferentiation of algebraic, trigonometric, and transcendental functions, applied problems on maxima and minima, equilibria and stability, basic differential equations, and the fundamental theorem of calculus. The course uses the computer algebra system Derive, Excel, and modeling software to explore calculus concepts and biological models. Prerequisite: Placement exam or "B" or better in MATH 111 and co-registration in MATH 207. 4 semester hours.

MATH 222 Mathematics for Elementary Teachers II. This course is a continuation of MATH 112. This course explores additional mathematical content of elementary school mathematics from the perspective of future elementary school teachers. Topics include proportional reasoning, percents, basic concepts of geometry, two- and three-dimensional geometric figures, transformational geometry, coordinate geometry, symmetry, tessellations, similarity, and direct and indirect measurement. Graphing calculators, manipulatives, and, dynamic geometry software are used throughout the course. This course is required for elementary education majors. Prerequisite: "C" or better in MATH 112. 4 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

MATH 224 Calculus for Life Sciences II. This is the second course in a two-semester sequence in calculus with biological applications. There is a strong emphasis on biological models and examples using real biological data. Topics include applications of the definite integral, methods of integration, differential equations, systems of linear equations, matrices, eigenvalues and eigenvectors, analytic geometry, functions of several variables, partial derivatives, differentiability, tangent planes and linearization, systems of difference equations, systems of linear and nonlinear differential equations, equilibria and stability, and an introduction to probability. Applications may include allometric growth, age-structured population matrix models, epidemic models, competition models, host-parasitoid models, and models for neuron activity. The course uses computer applications to explore calculus concepts and biological models. Prerequisite: MATH 200, MATH 205, MATH 210, or MATH 220 or Placement exam. 4 semester credit hours.

Music

MUSI 100 Introduction to Music Theory, Composition and Performance. A survey course intended to develop the understanding of musical elements and form with the goal of preparing the student for the study of applied music. Basic skills in theory, composition, and performance will be taught. Awareness and understanding of how music as a subject relates to other arts and sciences will also be developed. 3 semester hours. 3 semester hours.

MUSI 101 Music Theory I. Reviews fundamentals of music theory. Examines basic theoretical elements in music including major and minor scales, chord progressions, and form as they apply to musical specific examples. Co-registration MUSI 112 and MUSI 194 required for music majors. Co-registration MUSI 112 required for music minors. 3 semester hours. 3 semester hours. *Consent Required.*

MUSI 104 Music Appreciation. This course explores the history of Western Classical Music by focusing on each of its eras. It also offers access to various ways to listen to music and how to take full advantage of concert attendance. Provides detailed explanations and sound demonstrations of the basic musical elements and performing media. 3 semester hours.

MUSI 112 Aural Skills I. Begin training of musical skills relating to pitch and rhythmic recall and recognition. Students will develop the ability to sing melodies in pitch and rhythm. Progression through Aural Skill courses dependent on course sequence or proficiency testing. Co-registration with MUSI 101 and MUSI 194. 1 semester hour.

MUSI 121 Concert Band. A performing ensemble dedicated to the study and performance of the wind band repertoire. Standard and new compositions will be performed in concerts each semester. May be repeated. Prerequisite: By permission of instructor. *Course Repeatable. Maximum number of units allowed 14.*

MUSI 122 Concert Choir. A performing ensemble utilizing practical work and study of choral literature of all periods of music in concerts each semester. May be repeated. Prerequisite: By permission of instructor. *Course Repeatable. Maximum number of units allowed 14.*

MUSI 125 Chamber Music Ensemble. Chamber Music Ensemble: Performing ensemble dedicated to the mastery of performance technique through intimate ensemble experiences. Heightened teamwork, communication, and music reading skills are stressed. A closer association with the audience is developed providing the music student, vocal or instrumental the ability to have and increased understanding of the impact their music making has on the community. Co-registration in 200- or 300-level applied music. 1 semester hour. *Course Repeatable. Maximum number of units allowed 14.*

MUSI 140 Applied Instrumental: Non-Keyboard. All individual applied instruction classes must be taken in sequence. Students enrolled in these classes are required to pay a special applied fee. Non-music majors enroll in 100-level applied instruction. Advancement into 200- and 300-level applied instruction occurs through

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

placement and proficiency testing. Music majors will enter at the 200-level applied instruction. Advancement into the 300-level will occur through placement and proficiency testing. 1 semester hour. *Course Repeatable. Maximum number of units allowed 4.*

MUSI 144 Applied Keyboard. All individual applied instruction classes must be taken in sequence. Students enrolled in these classes are required to pay a special applied fee. Non-music majors enroll in 100-level applied instruction. Advancement into 200- and 300-level applied instruction occurs through placement and proficiency testing. Music majors will enter at the 200-level applied instruction. Advancement into the 300-level will occur through placement and proficiency testing. 1 semester hour. *Course Repeatable. Maximum number of units allowed 4.*

MUSI 148 Applied Voice. All individual applied instruction classes must be taken in sequence. Students enrolled in these classes are required to pay a special applied fee. Non-music majors enroll in 100-level applied instruction. Advancement into 200- and 300-level applied instruction occurs through placement and proficiency testing. Music majors will enter at the 200-level applied instruction. Advancement into the 300-level will occur through placement and proficiency testing. 1 semester hour. *Course Repeatable. Maximum number of units allowed 4.*

MUSI 194 Keyboard Skills. Class instruction in Piano: For the beginning piano student who prefers to learn in a group setting. Can be repeated. 2 semester hours.

MUSI 204 Music Literature. The study and exploration of the Western Music composed during the Baroque, Classical, Romantic, and Contemporary periods. This music literature (i.e. musical scores) will be examined according to each significant genre, utilizing the composers from these periods as a frame of reference and discussion. Significant non-musical areas that influenced changes (such as religion, politics, technology, and historical events) will also be investigated. Emphasis will be placed upon developing listening skills, score analysis and the ability to generalize music listening activities to music not previously encountered from these periods. 3 semester hours.

MUSI 205 Music History I. Studies the origin and development of music from the ancient times through the Medieval, Renaissance, and Baroque periods. Special emphasis is placed on the crucial events, individuals, and genres that were developed and produced during this time. Analyzes and focuses on the cultural contributions and pedagogical implications of the significant epochs of this era. Prerequisite: MUSI 102. 3 semester hours.

MUSI 207 World Music. An investigation of the diverse cultures as represented by their music. Native instruments, production strategies, and theoretical analyses provide the student with a foundation to better understand the role music plays both in these cultures as well as our own. The course focuses on non-western music. 3 semester hours.

MUSI 208 Women in Music. This course examines the role of women in Western music which has historically been de-emphasized or even ignored until recently. The full extent of musical endeavors among women will be investigated along with some of the factors which accounted for the treatment many of these important composers and performers have received in the past. The primary focus will be directed toward Western art music, although contemporary and popular examples will also be presented. 3 semester hours.

MUSI 210 Jazz History and Appreciation. Jazz is America's original art form that reflects the cultural diversity that gave rise to it. African, Caribbean, European and Brazilian influences upon jazz as well as the impact of jazz on other forms of music will be discussed. The class will focus upon its historical development from pre-Civil War through the 20th century, reflecting upon both its sacred and secular manifestations. The basic elements of music that distinguish jazz from other musical genres will be explored. The course seeks to cultivate an appreciation of the major figures within jazz history (such as Armstrong, Parker, Ellington, Monk,

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

Davis and Coltrane) and their stylistic innovations as well as their contributions to American culture. 2 semester hours.

MUSI 211 Rock History and Appreciation. This course explores the formative influences that gave rise to rock and pop music. It identifies its major figures, innovators and their contributions, as well the various styles that have developed in its history. The impact of social trends on rock music and the influence of rock music on society both are explored, as well as the role that technology has played in rock's evolution. Finally, other forms of music that have assimilated elements of rock music are identified and examined. 2 semester hours.

Natural Sciences

NTSC 107 Earth and Space Science. A physical science laboratory course that includes the study of key principles of Earth and Space Science through the investigation of real world problems. The earth science component includes the study of large-scale dynamic forces, events, and processes that affect the Earth's land, water, and atmospheric systems, identification and evaluation of the uses of the Earth's resources, and the processes involved in the life cycle. The space science component focuses on concepts that explain the composition, structure of and changes in the universe and Earth's place in it. By working and studying within the context of a real world problem, students learn how scientific principles are used and applied in everyday life. 4 semester hours.

NTSC 111 Contemporary Biology. This course includes the study of key principles of the Biological Sciences through the investigation of real world problems. Topics include molecular and cellular biology, genetics, evolution, ecology, organismal biology, and diversity. By including the science and technology history of the real world problems, students will learn how scientific principles are used and applied in everyday life; and understand how advancements in these principles influence "problem solving" paradigms in science and technology. The course will facilitate the students' understanding of the scientific method by utilizing "hands-on science", inquiry based, and field based laboratory experiments. Prerequisite: MATH 110 or equivalent. 3 semester hours.

Nutrition

NUTR 150 Food Service Sanitation. An overview of applied Food Service Sanitation as it relates to proper food handling and training in the food service industry. Emphasis placed on prevention of food borne illness. At the completion of the course, students will take the certification exam. 1 semester hour.

NUTR 241 Nutrition through the Life Cycle. A life cycle approach to nutrition science; incorporates nutrient availability, function and sources; energy balance; health risk factors; and special nutrient needs for various stages of the life cycle. 3 semester hours.

NUTR 244 Food Science. A study of the physical and chemical composition, structure, and functional properties of carbohydrates, proteins, and fats; sensory evaluation principles; and applications to food and nutritional health. Prerequisite: CHEM 101 or CHEM 123. 3 semester hours.

NUTR 245 Food Science Laboratory. Applied sensory and physiochemical examination of study of the composition, structure, and functional properties of carbohydrates, proteins, and fats. Prerequisite: completion or co-registration in NUTR 244 . Lab fee: \$160. 1 semester hour.

NUTR 246 Experimental Foods Laboratory. Experimental application of physiochemical behavior of food. Includes recipe development/research. Prerequisite: NUTR 244 and 245; and acceptance into the Dietetics Program or consent of department. Lab fee: \$160. 1 semester hour.

NUTR 250 Foodservice Operations. This course presents the following food service principles: menu planning, purchasing, and procurement, production, distribution and service, quality improvement, and layout and design. Prerequisite: Credit or co-registration in NUTR 200 or 241 or 244. 3 semester hours.

NUTR 251 Nutritional Biochemistry. A study of the basic concepts of biochemistry applied to cellular metabolism of carbohydrates, lipids, amino acids, vitamins and co-factors. Emphasis is placed on metabolic pathways, the interrelationships of major nutrients and the relation of the metabolic processes to the overall nutritional health of an individual. Prerequisite: CHEM 103 or CHEM 123.

NUTR 271 Nutrition Education. Nutrition education for groups and individuals in clinical and community settings. Learning and health behavior change theories. Applied concepts of needs assessment, goals and objectives, selection of learning activities and materials, development of educational plans, and evaluation procedures. Prerequisite: credit or co-registration in NUTR 200 or 201 or 241. 3 semester hours.

NUTR 280 Community Nutrition. Identification of current public health nutrition problems; influence of socioeconomic, cultural and psychological factors on food and nutrition behavior; available community programs; program development and marketing; and the implications of public policy legislation. Prerequisite: NUTR 200 OR 241; or junior standing by credits with co-registration in NUTR 241 and consent. 3 semester hours.

NUTR 290 Selected Topics in Nutrition: Special topics adjusted to the needs of the students. Topics may be changed so that the course may be repeated for credit. 1-3 semester hours. *Course Repeatable. Maximum number of units allowed 18.*

NUTR 295 Nutrition Teaching. Supervised teaching of nutrition in laboratories. Each semester. Prerequisite: NUTR 245, 246, or 298; Nutrition majors only; and consent of Food Lab Coordinator. May be repeated for credit. 1 semester hour. *Consent Required. Course Repeatable. Maximum number of units allowed 18.*

NUTR 296 Nutrition Services in the Community Practicum. Experience designed to meet interest of an individual student and serve a community need. Off-campus site. Transportation is required. Prerequisite: Consent of Instructor and Nutrition majors only; additional course, credit and GPA prerequisites (minimum of 3.0) are determined by nature of experience. May be repeated for credit. Fee: \$27.50. 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 18.*

NUTR 297 Quantity Foods Practicum. Supervised experience in foodservice operations and management, with emphasis on areas related to menu planning, food purchasing, cost control, and production, quality improvement, and applied sanitation and safety. Off-campus sites. Transportation is required. Summer. Prerequisite: NUTR 250, 3.0 G.P.A., consent of Instructor, and nutrition majors only. Liability fee: \$27.50. 2-3 semester hours. *Consent Required.*

NUTR 298 Cultural Foods. An overview of the food habits of world cultures, including discussion of ways in which food, food production, food consumption and food rituals are associated with cultural norms, behaviors, social conventions, religious practices, and individual and group ways of living. Laboratory component provides exposure to traditional foods and cooking techniques. Prerequisite: NUTR 244 and 245; co-registration lecture and lab (NUTR 298A&B) required in the same term. 2 semester hours..

NUTR 300 Nutritional Aspects of Disease. Symptoms and effects of disease associated with inadequate nutrition, nutritional contributions to diseases not associated with inadequate diet, and contributions of nutrition to health. Applications to clinical and community settings. (Not for students accepted into the Dietetics program). Fall 2014. Prerequisites: BIOL 258; BCHM 251 or 261; and NUTR 200 or 241. 4 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

NUTR 341 Medical Nutrition II. Physiological and biochemical aspects of nutrient metabolism; interrelationships between cellular reactions, nutrition, and health; biochemical and physiological principles of nutrition for obesity, eating disorders, alcohol metabolism, inborn errors, the nervous system. Prerequisite: BIOL 108 or BIOL 198, NUTR 200 or 201 or NUTR 241; BCHM 251 or 261; and BIOL 258; and acceptance into the Dietetics Program. 3 semester hours.

NUTR 345 Science of Sports Nutrition. The course examines the metabolic and physiologic basis for macronutrient and micronutrient recommendations during training, competition/performance, and recovery. Includes disease applications and case studies. Prerequisites: BIOL 258; BCHM 251 or 261, and NUTR 200 or 201 or 241. 3 semester hours.

NUTR 350 Food and Nutrition Services Management. This course presents the students with information regarding the key concepts of organization structure and management principles including: fiscal control, performance measurements, human resource and information management, and marketing. Prerequisite: NUTR 250; and credit or concurrent registration in MGT/PSYC 320 or MGT 300 or MGT 330. 2 semester hours.

NUTR 361 Health Education and Communications Lab. Implementation, coordination, and examination of the effectiveness of health education strategies and communication methods. Provides approximately 30 practice hours. Off-campus sites. Transportation is required. Liability fee \$27.50.

NUTR 362 Evaluation of Health Outcomes. This course provides an overview of community health program evaluation skills and activities. Exploration of evaluation processes, including contextual issues surrounding planning for evaluation, selecting an appropriate evaluation design, steps involved in conducting an evaluation, instrument design, data collection and interpretation, and communication findings and applications. Prerequisites: PSYC 150 or PSYC 250 or BIOL 229; and NUTR 241 and 271; and credit or co-registration in NUTR 392.

NUTR 363 Management of Health Initiatives. This course presents the students with information regarding the key concepts of organization structure and management including: fiscal control, garnering support for strategies, leadership, performance measurements, human resource and information management, facilitating partnerships, and marketing. Prerequisite: NUTR 271. 3 credit hours.

NUTR 364 Environmental Nutrition. Interdisciplinary evidence-based examination of agricultural production, food systems, and sustainability on food, nutritional quality, and societal health, from harvest to health. Includes identification of areas of concern and challenges. Discussion of policies, advocacy and action opportunities. Development of intervention strategy. Prerequisites: NUTR 241 and 244, and credit or co-registration in BIOL 208. 3 credit hours.

NUTR 366 Health Education Field Experience. Students in the Health Education Concentration participate in a pre-determined community health project during their senior year. Working in small teams, students take an active part in the total community health education process, including the organization, development, implementation, management, and evaluation of community health education and promotion programs. Students serve as health education resources and advocates during the processes. An integral piece of this service learning experience will be the seminar geared toward assuring the connection between the community experience and the theoretical and academic framework from which it is derived. In addition to the seminar meetings, this capstone experience provides approximately 120 practice hours. Off-campus sites. Transportation is required. Liability fee \$27.50.

NUTR 368 Health in the Aging Population. A health promotion and disease prevention approach to the examination of the physical, cognitive and affective functioning of older adults. Coverage of key topics,

including chronic disease, disability, quality of life and associated ethical issues. Prerequisites: NUTR 241 and BIOL 258

NUTR 371 Medical Nutrition Therapy I. Pathology, treatment and nutritional therapy of chronic and acute diseases. Prerequisite: BIOL 258; BCHM 251 or 261; NUTR 200 or 241; and acceptance into the Dietetics Program. 4 semester hours.

NUTR 372 Clinical Nutrition Case Studies Lab. A problem-based learning approach to case studies, integrated with a traditional didactic approach, to foster development of independent critical thinking skills. Incorporates medical record reviews, development of clinical and education plans, and documentation techniques. Part of the course is supervised at an off-campus site; transportation is required. Required at start of course: documentation of all vaccinations completed, background check, and drug test (information available to registered students at end of prior term). Prerequisites: Credit or co-registration in NUTR 371 and 391; and acceptance into the Dietetics Program. Liability fee: \$27.50. 2 semester hours.

NUTR 373 Advanced Menu Planning Lab. Applied process of translating the nutritional needs into menus for healthy persons and those with special dietary considerations, throughout the life span. Includes management and quality improvement principles. Prerequisite: NUTR 250 and credit or co-registration in NUTR 300 or 371; and acceptance into the Dietetics Program or consent of department. 1 semester hour.

NUTR 390 Selected Topics. Special topics in nutrition adjusted to the needs of the students. Topics may be changed so that the course may be repeated for credit. Prerequisites: refer to the course schedule (usually NUTR 200 or 241, BCHM 251 or 261, BIOL 258 and consent of Nutrition Department Chairperson). 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 18.*

NUTR 391 Nutrition Assessment lab. Professional practice roles, methods, and skills. Emphasis on developing skills in medical terminology and nutrition assessment (i.e. anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, dietary intake) for health promotion and disease prevention. Learning experiences include practice in the campus and community. Transportation may be required. Prerequisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the Dietetics Program or consent of department. Lab fee: \$160. 1 semester hour.

NUTR 392 Nutrition Research and Professional Writing. Critique nutrition literature as foundation to develop a professional manuscript, journal critique and write for public audiences. Prerequisite: WRIT 102; credit or concurrent registration in BIOL 229 or MATH/PSYC 150 or PSYC 250; and credit or concurrent registration in NUTR 300 or 341 or 371. 2 semester hours. Writing Intensive Course.

NUTR 393 Health Assessment Lab. Presents the theory and process of health assessment. Focuses on developing skills in physical screening including anthropometrics and other body composition indicators, biochemical indices, clinical symptomatology, examination of personal history and food intake, disease prevention strategies, and health evaluations. Learning experiences include practice. Transportation may be required. Prerequisite: Credit or co-registration in NUTR 300 or 371; and acceptance into the Health Education Concentration or consent of the department.

NUTR 395 Nutrition Counseling Lab. Interviewing and counseling methods and techniques. Prerequisite: NUTR 271; and acceptance into the Dietetics Program or consent of department. 1 semester hour.

NUTR 396 Specialized Nutrition Practicum. Supervised experience designed to meet the interest of an individual student. May be at off-campus sites. Transportation may be required. Each semester and summer. Prerequisite: 3.0 GPA, Nutrition majors only, and instructor consent; additional course prerequisites are

determined by nature of experience. May be repeated for credit. Liability Fee: \$27.50 2-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 18.*

NUTR 399 Nutrition Research. A supervised nutrition research project that is conducted on or off campus. May be repeated for credit. Each semester. Prerequisites: 3.2 GPA, Nutrition majors only, and department consent. Fee: \$160. 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 18.*

Philosophy

PHIL 120 Greek Philosophy. A historical introduction to Greek thought. 3 semester hours.

PHIL 200 Introduction to Logic. What is the difference between a sound and an unsound argument? How can one tell the difference between good reasoning and bad? What sorts of evidence should one accept for certain claims? As we pursue these questions, we will discuss and practice the fundamentals of both informal and formal logic. 3 semester hours.

PHIL 205 Philosophy of Human Nature. Investigation of the classic questions regarding the human person: unity, freedom, death and immortality, mind-body relation, and community. 3 semester credit hours.

PHIL 210 Philosophy of Being. Examination of the basic principles of reality which affect all thought: change and permanence, unity in diversity, the meaning of existence, goodness, truth and beauty, the categories of being, and the analogy of being. 3 semester hours.

PHIL 215 Theory of Knowledge. Analysis of the nature, possibility, foundations, and extent of human knowledge. 3 semester hours.

PHIL 225 Medieval Philosophy. Survey of philosophy from Augustine to the 14th Century. 3 semester hours.

PHIL 235 Modern Philosophy. Survey of philosophy from the 15th century to the early 19th century. 3 semester hours.

PHIL 245 General Ethics. Investigation of ethical concepts and theories and an analysis of the norms of ethical decision. 3 semester hours.

PHIL 246 General Ethics for the Bio-Medically-Minded. Course covers major schools of thought on ethics within the bio-medical arena. 3 semester hours.

PHIL 247 General Ethics for the Business-Minded. Course covers major schools of thought on ethics within the business arena. 3 semester hours.

PHIL 248 General Ethics for the Ecology-Minded. Course covers major schools of thought on ethics within the environmental/ecology arena. 3 semester hours.

PHIL 255 Contemporary Continental Philosophy. 3 semester hours.

PHIL 260 Social and Political Philosophy. Course covers the philosophy of societal change, the forces that bring about change and the revolutionary potential of change. 3 semester hours.

PHIL 265 Contemporary Anglo-American Philosophy. Course covers 19th and 20th century philosophical movements in America and Britain. 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

PHIL 270 Medieval Philosophy. This course uses elements of fiction and non-fiction in the study of various topics of race, class and gender in American Studies (Topics vary). Cross-listed as PHIL 370. 3 semester credit hours.

PHIL 290 History and Philosophy of Science. Course covers the historical, philosophical and ethical questions of the scientific revolution through the present. 3 semester hours.

PHIL 355 Philosophy of Law. Conceptual and moral investigation of the nature of the law and of practical legal issues, such as civil disobedience or the obligation to obey the law. 3 semester credit hours.

Physics

PHYS 101 Physical Science. An introduction to the basic concepts of physics and scientific reasoning relating to the experiences encountered in the everyday physical environment. For non-science majors. Each semester. 3 semester hours.

PHYS 105 Physical Geography. An introduction to hydrology and the physical processes operating in and on the planet earth. Topics of study will include ground and surface water, the hydrologic cycle, watershed models, groundwater recharge, geomorphology, tectonics, structural features, and geological processes relating to natural resource management, environmental processes and concerns. 3 semester hours.

PHYS 106 Astronomy. Examines astronomical phenomena and concepts including the solar system, stars, galaxies, planetary motion and the evolution of the universe. 3 semester hours.

PHYS 113 College Physics I. PHYS 113, 114, 118 and 119 constitute a complete non-calculus introductory physics sequence including laboratory for life sciences majors. Topics for PHYS 113 include vectors, classical mechanics, heat and wave phenomena. Prerequisite: "C" or better in MATH 111. 3 semester hours.

PHYS 114 College Physics I Lab. Selected experiments to illustrate the experimental methods and the principles studied in PHYS 113. Prerequisite: credit or co-registration in PHYS 113. 1 semester hour.

PHYS 118 College Physics II. Topics include electromagnetism, light, atomic physics, and nuclear physics. Prerequisite: PHYS 113. 3 semester hours.

PHYS 119 College Physics II Lab. Selected experiments to illustrate the concepts studied in PHYS 118. Prerequisite: PHYS 114 and credit or co-registration in PHYS 118. 1 semester hour. *Course Repeatable. Maximum number of units allowed 1.*

PHYS 211 University Physics I. An introductory treatment of mechanics, waves, and heat. Topics include vectors, statics, dynamics, work, energy, collisions, rotational motion, gravitation, hydrostatics, vibrations, ideal gases, heat, and thermodynamics. The courses PHYS 211, 212 and 213 constitute a complete sequence for science, mathematics, computer science, and engineering students. Prerequisite: Credit or co-registration in MATH 210 or MATH 220. 4 semester hours.

PHYS 212 University Physics II. Electric field and potential, dielectrics, magnetic forces and fields, electromagnetic induction, DC and AC circuits, EM-waves, light, and optics. Prerequisite: PHYS 211 and credit or co-registration in MATH 211 or MATH 221. 4 semester hours.

Political Science

PLSC 100 Principles of Politics. Analyzes the political process and institutions in the United States and foreign nations. 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

PLSC 101 Global Affairs. This course explores some of the major issues in contemporary world politics. The end of the Cold War and the demise of the bipolar superpower relationship has reverberated across all issues in international affairs. We will consider such international issues as military security, ethnicity and nationalism, the international economy, the environment, and regional issues. Each week's readings presents an overview of the topic for that week, discussing the changing nature and relevance of the issue in light of the momentous changes taking place in the "world order." The final week will explore the role of the US in this changing world. 3 semester hours.

PLSC 102 American Government. Satisfies both the U.S. and Il., Constitution requirements for teacher certification. Political Science majors and minors should take PLSC 103, Introduction to the American Political System. Credit will not be granted for both PLSC 102 and PLSC 103. 3 semester hours.

PLSC 103 Introduction to the American Political System. Introduces students to the American political system: its foundations, institutions, political processes, and policy areas. Special focus on the role of citizens in America - how one can participate, when participation can make a difference and how one can even begin a career in government service. Course intended for Political Science majors and minors. Credit will not be granted for both PLSC 102 and PLSC 103. 3 semester credit hours.

PLSC 105 Law and Politics. An analysis of law, justice, rights, court procedures, and legislation. The development of various concepts of law and individual and group rights. Credit will not be granted for both PLSC 105 and PLSC 205. 3 semester hours.

PLSC 150 Introduction to Statistics. Basic course in statistical techniques which includes measures of central tendency, probability, sampling, estimation and hypothesis testing. For non-business majors. IAI M1 902. Prerequisite: "C" or better in MATH 105 or MATH 110. 3 semester credit hours.

PLSC 201 State and Local Government. The inter-relationships between national, state, county, and local governments. (Satisfies the Illinois Constitution requirement for teacher certification.) 3 semester credit hours.

PLSC 205 Judicial Process. An introductory course, required for all majors and minors, designed to provide an in-depth understanding of the judicial process in the U.S. Credit will not be granted for both PLSC 105 and PLSC 205. 3 semester credit hours.

PLSC 210 Introduction to International Relations. Analysis of the processes of interaction among nations and groups of nations within the international political system. 3 semester hours.

PLSC 213 American Foreign Policy. This course offers an overview of recent American Foreign policy and concentrates on both international and domestic pressures placed on foreign policy leaders. Students will participate in decision situations and debate policy options. Prerequisite: PLSC 103, 105, 205, or 210. 3 semester credit hours.

PLSC 215 Model United Nations. The use of simulation techniques to develop an understanding of the processes and operations of the United Nations. The course culminates with the students participating in the National Model United Nations. 3 semester hours. *Course Repeatable. Maximum number of units allowed 45.*

PLSC 218 Nationalism and Terrorism. This course applies theoretical and analytical tools from the fields of International Relations and Comparative Politics in an attempt to understand the two most serious threats of global security in the post-Cold War world - nationalism and terrorism. Most of the death due to political violence in recent years has been directly or indirectly linked to nationalist movements of terrorist methods. It is critical that citizens in democratic states be informed on these matters, to understand what they are and are not, in order to be responsible citizens. PLSC 103, 105, 205, or 210. 3 semester credit hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

PLSC 220 Comparative Politics. Concerned with identification of political trends and empirical generalizations of selected political systems. 3 semester hours.

PLSC 230 US Constitutional Law I. A study of the Constitution as a living and changing document underlying our entire system of government; the role played by the judiciary in developing Constitutional law. Prerequisite: PLSC 103, 105, 205, or 210. 3 semester credit hours.

PLSC 231 Constitutional Law II. A study of the Constitution as a living and changing document underlying our entire system of government; the role played by the judiciary in developing Constitutional law. Prerequisite: PLSC 103, 105, 205, or 210. 3 semester credit hours.

PLSC 237 Mock Trial. An overview of the mechanics of courtroom procedure. Usually taught in conjunction with the mock trial competition. 3 semester credit hours. Course Repeatable. Maximum number of units allowed 99.

PLSC 251 Introduction to Public Policy. This course serves as an introduction to the policy-making process, covering the various institutions, actors, and procedures involved in getting an idea for solving a policy problem adopted into law and implemented. The themes discussed may be relevant at the local, state, or national levels, and may include, but not limited to, such matters as health, education, environmental, and fiscal policy issues. Prerequisite: PLSC 103, 105, 205, or 210. 3 semester credit hours.

Psychology

PSYC 100 Survey of Psychology. Overview of the field; principles and general methodology; concepts, theories and research, applicability to modern living. 3 semester hours.

PSYC 195 Research Practicum. Participation in ongoing departmental research. Each semester. Prerequisite: Consent of department chair required. 1-3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 99.*

PSYC 200 Childhood and Adolescence. Behavioral and social analysis of human development from birth through adolescence. Prerequisite: PSYC 100. 3 semester hours.

PSYC 202 Adulthood and Aging. Biopsychological, psychosexual and social cognitive development from young adulthood through aging, to dying and death. Prerequisite: PSYC 100. 3 semester hours.

PSYC 204 Survey of Exceptional Children. Discussion of atypical development: characteristics of persons labeled as having mental retardation, learning disabilities, behavioral disabilities, sensory deficits, speech disorders and health/physical challenges. Diagnosis, referral, educational strategies and legal implications are reviewed. Cross referenced with EDUC 260. 3 semester hours.

PSYC 210 Social Psychology. How social influences affect the individual and group. Attitudes, attribution and prejudice. PSYC 210 and SOCL 210 are cross-listed. 3 semester hours. Psychology/Sociology Core Elec.

PSYC 220 Personality. Theories of personality; process and analysis of personality development and adjustment and discussion of the influence of theories on the practice of psychotherapy. Prerequisite: PSYC 100. 3 semester hours.

PSYC 241 Educational Psychology. Survey of theories of classroom learning processes including human growth and development, evaluation, the exceptional child and the disadvantaged child. Emphasis also on the developmental characteristics and nature and needs of the early adolescent. Cross-referenced with PSYC 241. 3 semester hours.

The information contained on this page is from the 2014-2015 Mesa Branch Campus Undergraduate Catalog and is valid from July 31, 2014 until August 1, 2015.

PSYC 245 Alcohol Problems and Alcoholism. Introductory course regarding the effects of alcoholism on the individual, family and society. Examines concerns related to the identification, treatment and prevention of alcoholism in the United States. 3 semester hours.

PSYC 250 Basic and Applied Statistics. Acquaints students with descriptive statistical techniques (including measures of central tendency and variability, correlation, regression and large and small sample estimation) as well as inferential statistical procedures (t, z and ANOVA designs, nonparametric tests and multiple regression). Focus will be on how these statistical procedures can be directly applied to real-life situations. Cross-listed with CJUS 250. Prerequisite: MATH 105, MATH 108 or MATH 110. 3 semester hours.

PSYC 252 Research Practicum. Goal of the course is to develop the student's research skills in a particular field (Psychology, Sociology or Criminal Justice) by involving him/her in an actual research project under the direction of a faculty member. Students will meet with the instructor on a regular basis and will write both a preliminary proposal and final paper in APA style, the latter to include identification of the subject of the study, a review of the literature, statement of a working hypothesis, construction of necessary operational definitions, delineation of variables, a description of the population (and sample) and statistical tests if appropriate. Prerequisite: Successful completion of basic skills courses and instructor consent. Offered each term. 3 semester hours. *Consent Required.*

PSYC 291 Selected Topics. Relevant to the needs and interests of the psychology major. 3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

PSYC 292 Psychology of Horror Films. Carl Jung's archetypal theory will be applied to horror films (from silent to contemporary) to better understand why people are drawn to this genre. Prerequisite: PSYC 100. 3 semester hours.

PSYC 298 Research Methods. Completion of the first part of an original research design. Prerequisite: PSYC 250 and admission into the Adult BA in Organizational Leadership Program. 3 semester hours.

PSYC 300 Abnormal Psychology. Dynamics of personality disorders, etiology, diagnosis, treatment and prognosis in neurotic and psychotic behavioral disorders. Discussion of case studies. Prerequisite: PSYC 100 and Junior/Senior status. 3 semester hours.

PSYC 302 Psychotherapy. Survey of theories and techniques of individual and group psychotherapies. Concepts and methods of evaluating therapeutic interventions. Prerequisite: PSYC 300. 3 semester hours.

PSYC 310 Social, Psychological, and Cultural Aspects of Aging. This course examines various psychological and sociological aspects which impact the aging process. An analysis of the individual and society, changes in social roles and status, intergenerational relationships, sociocultural differences, and intrapsychic dynamics will be explored. 3 semester hours.

PSYC 314 Learning and Cognition. Lecture course on principles, theories, concepts and experimental literature in learning and cognition, with emphasis on human learning in educational settings. Prerequisite: PSYC 100, PSYC 251. 3 semester hours.

PSYC 315 Learning and Cognition Lab. Utilizes a series of computer simulation / experimental techniques to illustrate recall difference in attention, learning and memory. Lab reports in APA Style are required. Prerequisite: Co-registered in PSYC 314. 1 semester hour.

PSYC 316 Sensation and Perception. Lecture analysis of the role of the senses in appreciating the external world; mechanisms of sensation and perception; introduction to psychophysical measurement of thresholds and signal detection theory. Prerequisite: PSYC 100, PSYC 251. 3 semester hours.

PSYC 317 Sensation and Perception Lab. Utilizes a series of computer simulation / experimental techniques to illustrate how we perceive information as a function of the senses, threshold detection and other measures are employed. Lab reports in APA Style are required. Prerequisite: Co-registered in PSYC 316. 1 semester hour.

PSYC 318 Physiological Psychology. Lecture relating neurophysiological correlates of human and animal behavior, emphasizing motivation, emotion, learning and memory processes. Prerequisite: PSYC 100 and Junior or Senior standing. 3 semester hours.

PSYC 319 Physiological Psychology Lab. Utilizes a series of computer simulation/experimental techniques to illustrate important physiological mechanisms (e.g., visual and auditory processing). Lab reports in APA Style are required. Prerequisite: Co-registered in PSYC 318. 1 semester hour.

PSYC 320 Organizational Behavior. Overview of organizational structures and group dynamics. Examines job satisfaction, motivation, performance evaluation, decision-making and goal setting. 3 semester hours.

PSYC 350 Systems and Theories. Historical antecedents of modern psychology; current theoretical systems. Prerequisite: Junior, senior in PSYC/SOCL program. 3 semester hours.

PSYC 351 Research Methods in the Social Sciences. An analysis of various theoretical approaches to the study of social sciences as well as discussion and completion of the first two chapters of an original research design. Prerequisite: PSYC 251 or SOCL 251 or CJUS 251. Fee: \$35. 3 semester hours. Writing Intensive Course.

PSYC 354 Behavior Modification/Lab. Focuses on basic behavioral principles and procedures. Emphasis is on the use of non-aversive techniques and applications with special needs populations. Requires lab work off campus. Prerequisite: Junior, senior in PSYC/SOCL program. 4 semester hours.

PSYC 356 Clinical Practicum/Lab. Focus is on teaching interpersonal and primary-level skills of empathy, listening, and interviewing to the introductory-level helping professional. Each semester. Prerequisite: Junior or Senior in PSYC/SOCL program. 4 semester hours.

PSYC 358 Group Dynamics Lab. A process-experimental course in how to conduct training in interpersonal skills and how to engage in organizational development activities. Weekend format only. 4 semester hours.

PSYC 371 Death and Dying. Dynamics of the grief process, the care of the terminally ill and the needs of survivors in the sociological and psychological context of death. 3 semester hours.

PSYC 373 Group Processes. Introduces theory and components of group process. Opportunities to participate in functioning groups for decision making and practicing of newly developed skills. Prerequisite: SOCL 356 3 semester hours.

PSYC 386 Professional Issues in Life Span Services. This course presents an overview of gerontology as a profession. Special attention is given to ethical issues. The course reviews contemporary settings in the field of aging and analyzes the status of gerontology in terms of the occupation as a human service provider. 3 semester hours.

PSYC 389 Organizational Leadership Capstone. Completion of an original research design. Prerequisite: PSYC 299; Admission to the Adult BA in Organizational Leadership Program. Each term. 3 semester hours.

PSYC 391 Topics. Relevant topics according to the needs and interests of psychology majors. 3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

PSYC 395 Senior Thesis. Completion of an original research project under faculty supervision, involving either an original survey design, case study, or experimental analysis. Prerequisite: PSYC 351 or SOCL 351 or CJUS 351. 3 semester hours. *Consent Required.*

PSYC 397 Psychology Field Placement. Supervised instruction in an on- or off-campus setting related to student's interest in psychology. Prerequisite: PSYC 356, and a GPA of 2.5 or better, Consent of department chair and field placement director prior to the 10th week of the semester preceding the field placement. 3-6 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 6.*

PSYC 398 Life Span Services Field Placement. Supervised experience in an off-campus assisted/independent living setting. Prerequisite: SOCL 356, and a GPA of 2.5 or better, consent of the program director and field placement director prior to the 10th week of the semester preceding field placement 3-6 semester hours. *Consent Required.*

PSYC 399 Independent Study. Provides opportunity for advanced majors to complete requirements of psychology course on their own. Prerequisite: Mutual consent of instructor and program director. 3 semester hours. *Consent Required. Course Repeatable. Maximum number of units allowed 99.*

Religious Studies

RELS 100 Religion and Culture. An investigation of the ways in which myth, ritual, and the interpretation of scripture provides meaning and orientation for human life. 3 semester hours.

RELS 105 New Testament Greek I. Beginners introduction to the grammar and vocabulary of the original Greek text. 3 semester hours.

RELS 106 New Testament Greek II. Continuation of RELS 105. Prerequisite: RELS 105 3 semester hours.

RELS 110 Ecclesiastical Latin I. A year-long introduction to the grammar and vocabulary needed to read the Latin of St. Jerome's Vulgate, liturgical and Medieval scholastic texts. Equivalent to 4 years of high school Latin. 3 semester hours.

RELS 111 Ecclesiastical Latin II. Continuation of RELS 110. Prerequisite: RELS 110 3 semester hours.

RELS 120 Eastern Religious Traditions. An appreciation and critical understanding of Hindu, Buddhist, and other Far Eastern religious traditions through reading primary sources and secondary, explanatory texts. 3 semester hours.

RELS 122 The Baptism of Europe. Studies the development and Christianization of Europe in the Middle Ages (500-1500 A.D.). Drawing upon the resources of the Catholic and Benedictine traditions, the course explores the theme of "person in community" through social structures (religious, political, economic) and through the interactions and/or conflicts between people and cultures (Eastern and Western Christianity; Christianity, Judaism, Islam). 3 semester hours.

RELS 130 Western Religious Traditions. An historical survey of Judaism, Christianity, and Islam. 3 semester hours.

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RELS 140 World Religions. An introduction to the religious teachings and practices of the major monotheistic and polytheistic religions of the world and their cultural impact. 3 semester hours.

RELS 145 Women in the Sacred Scriptures. An exploration of the literature of the Scriptures of Jewish and Christian believers as well as the Scriptures of other world religions, specifically the literature which emphasizes women's faith or women's experience. Confronted with a host of literary role models in Sacred Scripture, women and men will have the opportunity to explore to what extent, if any, women models are worthy of emulation or assist in deepening their present Spirituality. 3 semester hours.

RELS 150 Introduction to the Bible I. A reading of selections from the Christian Bible designed to deal with the historical background, literary composition, and general content of the books of the Hebrew Bible and the New Testament. 3 semester hours.

RELS 151 Introduction to the Bible II. Continuation of RELS 150. Prerequisite: RELS 150. 3 semester hours.

RELS 155 New Testament. A reading of the New Testament designed to treat the historical background, literary composition, and theological meaning of the text. 3 semester hours.

RELS 160 Jesus Christ. Studies the images of Jesus Christ in the New Testament and the development of Christological doctrine in subsequent Christian thought. 3 semester hours.

RELS 165 The Church. Investigates the apostolic origin, development, and theological understanding of the Christian community up to the present. 3 semester hours.

RELS 170 Early Christianity. Examines the first six centuries of doctrinal developments, spiritual life and morality, relations between Christianity and other religious movements, and the church and state. 3 semester hours.

RELS 180 The Divine Economy. A classic religious expression for bringing creation to full health is the unfolding of the drama of "divine economy" (oikonomia tou Theou), one mark of which is shared abundance. 3 semester hours.

RELS 191 Selected Topics. Special topics on the introductory level. A topics course may apply toward divisional core. 1-3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

RELS 220 History of Christian Thought I. This overview of the Christian intellectual tradition studies the history of reflection on Christian faith from the first through the 15th century, as seen in the writings of representative figures. 3 semester hours.

RELS 221 History of Christian Thought II. This overview of the Christian intellectual tradition studies the history of reflection on Christian faith from the 16th century to the present, as seen in the writings of representative figures. 3 semester hours.

RELS 225 Religion and Natural Sciences. Covers the same content as THEO 104 Faith and Science. 3 semester hours.

RELS 230 Judaism. Introduction to the main beliefs and practices of Judaism and the history of the Jewish people. The Herbert Portes Scholar in Residence Course in Judaism. 3 semester hours.

RELS 235 Islam. Study of the belief system, ritual, ethos and social organization of Islam, with attention to outstanding passages of the Quar'an. Co-sponsored by the Islamic Foundation of Villa Park. 3 semester hours.

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RELS 240 Christian Worship. A historical, cultural, and theological examination of the liturgical practices of Christians. 3 semester hours.

RELS 250 Christian Ethics. An understanding of the distinctively Christian strategy of life based on readings of Christian scriptures and theological interpretations. 3 semester hours.

RELS 251 Christianity in Latin America. Examines the cultural, historical and religious traditions of Latin America and the impact of social change on religious beliefs and practices in the region. 3 semester hours.

RELS 265 Eastern Christianity. History, theology and spirituality of Eastern Orthodoxy. 3 semester hours.

RELS 270 Roman Catholicism. Survey of Roman Catholic teachings, ethical principles, sacramental rituals, and structural organization. 3 semester hours.

RELS 271 19th Century Church History. Studies the European Church's reaction to the French Revolution and scientific theories and the social questions of the 19th century. Analyzes the roots of contemporary developments in the church. 3 semester hours.

RELS 272 20th Century Church History. Analyzes the impact of 19th century developments, the world wars, decolonization, intellectual trends, and Vatican II's origins and results. 3 semester hours.

RELS 275 Protestantism. Survey of the fundamental principles of Protestant teaching as rooted in the German, Swiss, and English Reformations. 3 semester hours.

RELS 285 Religion in America. Study of the prominent individuals, communities, movements, institutions and beliefs which make up the religious experience of North American people. 3 semester hours.

RELS 291 Selected Topics. Special topics on the intermediate level. A topics course may apply toward divisional core. 3 semester hours. Religious Studies and Writing Intensive. *Course Repeatable. Maximum number of units allowed 99.*

RELS 350 Christian Ethics. An understanding of the distinctively Christian strategy of life based on readings of Christian scriptures and theological interpretations. 3 semester hours.

RELS 385 Religion In America. Study of the prominent individuals, communities, movements, institutions and beliefs which make up the religious experience of North American people. 3 semester hours.

RELS 391 Selected Topics. Special topics on the advanced level. 3 semester hours. *Course Repeatable. Maximum number of units allowed 99.*

Sociology

SOCL 100 Principles of Sociology. Fundamental concepts in the scientific study of human society, culture and personality, with special study of the social organization of groups and institutions. 3 semester hours.

SOCL 205 Racial and Ethnic Groups. The nature of prejudice. Studies of ethnic relations in America and other societies. 3 semester hours.

SOCL 231 Medical Sociology. Analysis of social factors in relation to health and disease. Organization of health professions and institutions. Prerequisite: SOCL 100. 3 semester hours.

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SOCL 270 Marriage and the Family. Family system and its changing relationships to contemporary society. Structures, value orientation and personality patterns, role and status interrelationships. Prerequisite: SOCL 100. 3 semester credit hours.

SOCL 321 Crime and Delinquency. Social and psychological factors related to crime, theories of crime and delinquency, police and court systems and correctional institutions. Prerequisite: SOCL/CJUS 260. 3 semester credit hours.

SOCL 356 Clinical Practicum/Lab. Focus is on teaching interpersonal and primary-level skills of empathy, listening, and interviewing to the introductory-level helping professional. Prerequisite: Junior or Senior in PSYC/SOCL program. 4 semester credit hours.

SOCL 371 Death and Dying. Dynamics of the grief process, the care of the terminally ill and the needs of survivors in the sociological and psychological context of death. 3 semester credit hours.

Spanish

SPAN 101 Elementary Spanish I. Introduction to the basic structure of the language. Designed to enable the student to develop oral proficiency and written skills. 3 semester credit hours.

SPAN 102 Elementary Spanish II. Introduction to the basic structure of the language. Designed to enable the student to develop oral proficiency and written skills. 3 semester credit hours.

SPAN 201 Intermediate Spanish I. Review of the basic structure of the language. Emphasis on extensive language practice in simulated cultural settings which will enable students to continue to develop their oral and written proficiency. Prerequisite: SPAN 102. 3 semester credit hours.

SPAN 202 Intermediate Spanish II. Review of the basic structure of the language. Emphasis on extensive language practice in simulated cultural settings which will enable student to continue to develop their oral and written proficiency. Prerequisite: SPAN 201 or placement. 3 semester credit hours.

SPAN 211 Intermediate Grammar and Composition. Comprehensive review and synthesis of Spanish grammar. Designed to provide students with extensive writing practice in order to prepare them for more effective participation in advanced courses, and to enable them to improve their ability to use and manipulate the language with a higher degree of accuracy, flexibility, and assurance. It is highly recommended that it be taken simultaneously with SPAN 212. Prerequisite: SPAN 202. 3 semester credit hours. Writing Intensive Course. Department Consent Required.

SPAN 212 Intermediate Oral Communications. Emphasis on oral proficiency, syntax, and grammar, as well as helping students to develop their ability to respond to the cultural challenges that face someone living in an Hispanic culture. Prerequisite: SPAN 211 or concurrent registration in SPAN 211. 3 semester credit hours. Department Consent Required.

SPAN 213 Business Spanish I. Survey of the fundamental concepts of commercial language. Designed to help students improve their oral and written proficiency and cultural sensitivity while developing a vocabulary for business functions. Prerequisite: SPAN 211, SPAN 212. 3 semester credit hours. Department Consent Required.

SPAN 214 Business Spanish II. Survey of the fundamental concepts of commercial language. Designed to help students improve their oral and written proficiency and cultural sensitivity while developing a vocabulary for business functions. Prerequisite: SPAN 211, SPAN 212. 3 semester credit hours. Department Consent Required.

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SPAN 220 Introduction to Spanish Literature. Close reading of selected Spanish short stories, poetry, drama and essays. Analysis of how they reflect and influence the thinking of their times and the relevance of their ideas to the contemporary world. This course is designed to help students improve skills in written and oral narration and description, and reading proficiency. Prerequisite: SPAN 211, SPAN 212. 3 semester hours. *Consent Required.*

SPAN 221 Introduction to Contemporary Latin American Literature. Close reading of selected works of Latin American literature including poetry, the novel, drama, and the short story. Students will be exposed to the lives of the authors and their times, as well as the critical role of literature in Latin American social and political development. Emphasis on enabling students to develop skills in written and oral narration and description, and reading proficiency. Prerequisite: SPAN 211, SPAN 212. 3 semester hours. *Consent Required.*

SPAN 307 Contemporary Drama in Spain. Study of representative playwrights. Discussion of the political, social, economic and religious issues reflected in the plays. Emphasis on enabling students to develop skills in oral and written analysis, narration and description, as well as to strengthen reading proficiency. Prerequisite: SPAN 211 and 212. 3 semester hours. *Consent Required.*

SPAN 310 Contemporary Latin America Narrative. Study of novels, short stories and related videos and films that belong to the "boom" period of the Latin American narrative, as well as its immediate precursors and successors. Emphasis on enabling students to develop skills in oral and written analysis, narration and description, as well as to strengthen reading proficiency. Prerequisite: SPAN 211 and 212. 3 semester hours. *Consent Required.*

Speech

SPCH 110 Speech Communication. An introduction to public speaking, communication theory and small group and interpersonal communication. The course includes researched extemporaneous speeches and several in-class exercises. 3 semester credit hours.

Theology

THEO 101 Theology of Love. Examines the concept of "God is Love" in the systematic theology of the Trinity, the Sacramental theology of the Eucharist and Marriage, and the Moral theology of Catholic social ethics and Catholic sexual ethics. 3 semester hours.

THEO 102 Theology of Justice. This course examines the idea of justice particularly in relation to the redeeming death of Christ and its implications for theology. It will survey the systematic theology of the Christology and the Atonement; the sacramental theology of the Eucharist, Reconciliation and Holy Orders, and the Moral Theology of Law, social justice and canon law. 3 semester hours.

THEO 103 Theology of Freedom. This course examines the concept of freedom in human life and theology, particularly as it relates to the problem of evil, human action and creativity. It will survey the systematic theology of Creation, Salvation History and Eschatology, the study of the last things; the sacramental theology of Baptism, Confirmation and Reconciliation; The ecclesial theology of the laity, and the moral theology of human action and freedom of conscience. 3 semester hours.

THEO 104 Faith and Science. This course examines the relationship of faith and reason and the theological underpinnings of Catholic thought and how it related to the secular understanding of science. It will survey the systematic theology of creation and the possibility of reason, the sacramental understanding of creation, the moral theology of ecology and the ecclesial theology of the autonomy of the secular disciplines. Covers the same content as RELS 225 Religion and Natural Sciences. 3 semester hours.

THEO 150 Introduction to the Bible I. A close reading of selections from the Christian Bible which examines historical background, literary composition and general content of the books of the Hebrew Bible ("Old" Testament) and the New Testament. 3 semester credit hours. Religious Studies Core Elective.

THEO 151 Introduction to the Bible II. Continuation of RELS 150. Prerequisite: RELS/THEO 150. 3 semester credit hours.

THEO 160 Jesus Christ. Studies the images of Jesus Christ in the New Testament and the development of Christological doctrine in subsequent Christian thought. 3 semester credit hours. Religious Studies Core Elective.

THEO 165 The Church. Investigates the apostolic origin, development and theological understanding of the Christian community up to the present. 3 semester credit hours. Religious Studies Core Elective.

THEO 201 Survey of the Hebrew Scriptures. Survey of the Hebrew Scriptures with emphasis on historical context and relation to Catholic systematic theology. 3 semester hours.

THEO 202 New Testament. This course is an in-depth study of the New Testament, its origins, interpretation, and transmission to the modern world. Instructor consent. 3 semester hours. *Consent Required.*

THEO 203 Sacramental Theology. Study of the history, meaning, and theological significance of the sacraments in Catholic theology. 3 semester hours.

THEO 204 Catholic Spirituality. Examines the historical and contemporary contexts of Catholic spirituality. 3 semester hours.

THEO 205 Dogmatic Theology. Examines the critical dogmatics and creeds of the church revealing theoretical truths of catholic faith. 3 semester hours.

THEO 206 Christian Ethics. Course examines historical and contemporary issues through Christian ethical analysis. Writing Intensive. 3 semester hours.

THEO 207 Catholic Social Teaching. Course examines the history and contemporary application of Catholic social ethics. 3 semester hours.

THEO 208 Sexual Ethics. Course examines Catholic theological, social and ethical teachings on cultural conceptions of sexual identities, and politics and procreation. 3 semester hours.

THEO 220 Mediterranean World. Covers content of HUMN 220 with emphasis on history of the Old Testament. 3 semester hours. *Consent Required.*

THEO 225 Pilgrimage. This course will introduce students to the history, theology, and practice of pilgrimage in various religions, including Judaism, Christianity, Islam, and Hinduism. Students will not only study theological texts about pilgrimage, but they will also become familiar with some of the most famous pilgrimage destinations (Jerusalem, Mecca, Rome, Compostela, Guadalupe, Varanasi) and their associated practices. Department Consent. 3 semester hours. *Consent Required.*

THEO 220 Mediterranean World. Covers content of HUMN 220 with emphasis on history of the Old Testament. 3 semester credit hours. Department Consent Required.

THEO 230 Baptism of Europe. Same content as HUMN 230 with emphasis on the foundation of the Catholic Church and New Testament history. 3 semester hours. *Consent Required.*

THEO 235 Interreligious Dialogue. This course will introduce various theological approaches to interreligious dialogue, with a special focus on the Roman Catholic perspective. Students will not only study theological texts about interreligious dialogue written by Christians, Muslims, Jews, and Buddhists, but they will also become familiar with real-life encounters between adherents of the various world religions today. 3 semester hours.

THEO 252 Business Ethics in the Context of Catholic Social Teaching. This course examines the standard issues of business ethics from three perspectives: the norms of Kantian Ethics, the utilitarian calculation of the good and the emphasis on the common good, solidarity and subsidiarity of Catholic Social Teaching. It will use case studies to demonstrate the strengths and weaknesses of each of the three approaches to current business problems. 3 semester hours.

THEO 270 Benedictine Wisdom Tradition. This course will introduce students to the most prominent theologians of the Benedictine Order (and related monastic traditions) throughout history, from St. Benedict himself to medieval mystical theologians such as Bernard of Clairvaux and Hildegard of Bingen, to modern greats such as the Trappist Thomas Merton. 3 semester hours.

THEO 281/381 Great Women Theologians. In this course, students will study the writings of some of the most influential Catholic theologians of all time (many of whom are also doctors of the church), including Hildegard of Bingen, Catherine of Siena, Julian of Norwich, Teresa of Avila, Thérèse Lisieux, and Dorothy Day. At the 300 level, the course includes a 25-page research paper. This course was listed on the Program Outline Form during the original application process, but was inadvertently left off the Program Application Form.

THEO 301 Survey of the Hebrew Scriptures. Survey of the Hebrew Scriptures with emphasis on historical context and relation to Catholic systematic theology. 3 semester hours.

THEO 302 New Testament. This course is an in-depth study of the New Testament, its origins, interpretation, and transmission to the modern world. Instructor consent. 3 semester hours. *Consent Required.*

THEO 303 Sacramental Theology. Study of the history, meaning and theological significance of the sacraments in Catholic theology. 3 semester hours.

THEO 304 Catholic Spirituality. Examines the historical and contemporary contexts of Catholic spirituality. Yearly. 3 semester hours.

THEO 305 Dogmatic Theology. Examines the critical dogmatics and creeds of the church revealing theoretical truths of Catholic faith. 3 semester hours.

THEO 306 Christian Ethics. Course examines historical and contemporary issues through Christian ethical analysis. Writing Intensive 3 semester hours.

THEO 307 Catholic Social Teaching. Course examines the history and contemporary application of Catholic social ethics. 3 semester hours.

THEO 308 Sexual Ethics. Course examines Catholic theological, social and ethical teachings on cultural conceptions of sexual identities, and politics and procreation. 3 semester hours.

THEO 370 Benedictine Wisdom Tradition. This course will introduce students to the most prominent theologians of the Benedictine Order (and related monastic traditions) throughout history, from St. Benedict

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himself to medieval mystical theologians such as Bernard of Clairvaux and Hildegard of Bingen, to modern greats such as the Trappist Thomas Merton. 3 semester hours.

THEO 391 Advanced Topics. Advanced topic in Theology. 3 semester hours. *Course Repeatable. Maximum number of units allowed 3.*

THEO 399 Senior Seminar. Senior seminar which directs the research of the students to a topic relating theology and the secular discipline of their choice. The capstone project is a 20,000 word dissertation. 3 semester hours. Writing Intensive Course. *Consent Required.*

Writing Program

WRIT 101 Person in Community: Writing Colloquium. A first-year writing-intensive skills course whose content focuses on Benedictine University and its mission of higher learning grounded in the liberal arts and guided by its Benedictine Heritage and Catholic tradition. Students will be introduced to the theme of "Person in Community," which unites the Cultural Heritage sequence of courses. Readings will encourage students to understand, discuss, and write about issues of contemporary relevance. Emphasis on writing and revising argumentative essays, grammar review, basic library research skills, and textual analysis. Grade of "C" or better. 3 semester credit hours.

WRIT 102 Research Writing. A course that introduces students to writing in the disciplines of literature, social science, or biological science. Students study types of writing in the discipline, use advanced library research techniques, write brief literature reviews, and develop and write significant research papers. Grade of "C" or better. Prerequisite: WRIT 101. 3 semester credit hours.

WRIT 104 Person in Community. A first-year course whose content focuses on Benedictine University and its mission of higher learning grounded in the liberal arts and guided by its Benedictine Heritage and Catholic tradition. Students will be introduced to the theme of "Person in Community," which unites the Cultural Heritage sequence of courses. Readings will encourage students to understand, discuss, and write about issues of contemporary relevance. For all freshmen with a 3 or better on the AP test in English Lit/Comp or English Lang/Comp. 1 semester credit hour. *Department Consent Required.*

MESA BRANCH CAMPUS FACULTY DIRECTORY

Timothy J. Bengford, Assistant Professor, Humanities

B.A., English and Music, 1996, Saint Mary's College of California

M.A., Musicology, California State University, Los Angeles, 2003

Ph.D., Interdisciplinary Humanities, Florida State University, 2012

Carol Bennett, M.P.H., RD, CC-ACF, Assistant Professor, Nutrition

B.S., Nutrition, 1976, University of Minnesota

M.P.H., Nutrition, 1978, University of Minnesota

Julie Cowgill, Ph.D., Associate Professor, Criminal Justice

B.S., Justice Studies, 1994, Arizona State University

M.S., Justice Studies, 1996, Arizona State University

Ph.D. Justice Studies, 2005, Arizona State University

Daniel Fine, M.F.A., Assistant Professor, Communication Arts

B.F.A., Drama (directing), 1995, Carnegie Mellon University

M.F.A., Interdisciplinary Digital Media and Performance, 2014, Arizona State University

Ramon Luzarraga, Ph.D., Assistant Professor, Theology

B.A., Political Science and Theology, 1991, Fordham University

M.A.R., Ethics and Systematic Theology, 1994, Yale Divinity School

Ph.D., Ethics and Systematic Theology, 2006, Marquette University

Shannon Rauch, Ph.D., Assistant Professor, Psychology

B.A., Psychology, 1995, DePauw University

M.S., (Research) Applied-Experimental Psychology, 2001, Saint Louis University

Ph.D., Experimental Psychology, 2006, Saint Louis University

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B.F.A., Studio Art, 2000, University of Texas at Austin

M.F.A., Painting and Drawing, 2011, University of North Texas

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Benedictine University at Mesa is a branch campus of Benedictine University, an independent Roman Catholic institution located in Lisle, Illinois just 25 miles west of Chicago. Founded in 1887 by the Benedictine monks of St. Procopius Abbey, *The Chronicle of Higher Education* ranked Benedictine as the No. 1 fastest-growing campus in the country among private doctoral universities between 2002-2012 and *Forbes* magazine named Benedictine among “America’s Top Colleges” for the fourth consecutive year in 2014. Education and technology blog *edcetera* named Benedictine University at Mesa among 10 universities in the nation on the cutting edge of tech for 2013.



2014-2015