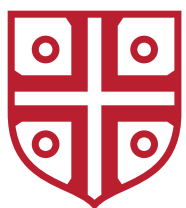




# Undergraduate Catalog

## 2017-2018



**Benedictine**  
University  
Mesa

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## ACCREDITATION

Benedictine University is accredited by The Higher Learning Commission.

Benedictine University has been granted regular degree and vocational licenses by the Arizona State Board for Private Postsecondary Education to offer programs in Arizona.

## MISSION

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church, and the principles of wisdom in "The Rule of St. Benedict."

## VISION

Benedictine University aspires to be a thought leader in Catholic higher education. We seek to provide a transformative and integrative educational experience grounded in Benedictine values, helping students shape lives of meaning and purpose as engaged citizens who care for the Earth, welcome people of diverse faiths and cultures, and promote the common good.

## COMMITMENT

Benedictine University's mission and vision reflect its Catholic and Benedictine identity, providing continuity with the past and a direction for the future.

In 1887, the monks of St. Procopius Abbey founded Benedictine University. They have been active sponsors of the institution throughout its history, first as St. Procopius College, later as Illinois Benedictine College and today as Benedictine University. The monks base their lives on "The Rule of St. Benedict," written in the sixth century. They share the Benedictine charism with all who embrace the University's Catholic and Benedictine mission.

Education at Benedictine University is rooted in values lived by Benedictine monks and sisters. These values are conveyed by the "Ten Benedictine Hallmarks" as formulated by the Association of Benedictine Colleges and Universities:

- Love: of Christ and neighbor;
- Prayer: a life marked by liturgy, *lectio* and mindfulness;
- Stability: commitment to the daily life of this place, its heritage and tradition;
- *Conversatio*: the way of formation and transformation;
- Obedience: a commitment to listening and consequent action;
- Discipline: a way toward learning and freedom;
- Humility: knowledge of self in relation to God, others and creation;

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# Benedictine University

- Stewardship: responsible use of creation, culture and the arts;
- Hospitality: openness to the other; and
- Community: call to serve the common good.

Inspired by these hallmarks, and convinced of the harmony of faith and reason, Benedictine University cultivates virtues of intellect and character, encouraging people to study, listen and engage the ideas of a variety of persons, cultures and disciplines, while imparting “the love of learning and the desire for God” to guide a lifelong pursuit of knowledge and wisdom.

As a Catholic University, we are guided by the academic ideals presented in the Apostolic Constitution on Catholic Universities *Ex corde Ecclesiae*, including:

- A Christian inspiration not only of individuals but of the University community as such;
- A continuing reflection in light of the Catholic faith upon the growing treasury of human knowledge, to which we seek to contribute by our own research;
- Fidelity to the Christian message as it comes to us through the Church; and
- An institutional commitment to the service of the people of God and of the human family in their pilgrimage to the transcendent goal which gives meaning to life.

The University’s curriculum, policies and activities draw on the wisdom of the Church regarding ways to build a just society and live lives of holiness in the modern world. To that end, the University engages key themes of modern Catholic Social Teaching identified by the United States Conference of Catholic Bishops:

- Life and dignity of the human person;
- Call to family, community and participation;
- Rights and responsibilities;
- Option for the poor and vulnerable;
- The dignity of work and the rights of workers;
- Solidarity; and
- Care for God’s creation.

As a member of the Association of Benedictine Colleges and Universities, Benedictine University is committed to academic and professional excellence. We strive to promote the common good and to assist individuals to lead lives of balance, generosity and integrity. We reflect upon Gospel values as interpreted by “The Rule of St. Benedict” and therefore take seriously:

- The primacy of God and the things of God;
- Reverent listening for the varied ways in which God is revealed;
- The formation of community built on respect for individual persons who are each regarded as Christ himself;
- The development of a profound awareness of the meaning of one’s existence; and
- The exercise of good stewardship.

## MOTTO

*"Ut in omnibus glorificetur Deus"* – That in all things God may be glorified.

## NON-DISCRIMINATION POLICY

In administering its affairs, Benedictine University does not discriminate against any person on the basis of race, creed, color, national or ethnic 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.

## 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 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, 202, 203 or 204 Catholic and Benedictine Intellectual Traditions; and IDS 301, 302, 303 or 304 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, 202, 203 and 204 are 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, 302, 303 and 304 are 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 General Education Curriculum also requires all undergraduates 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.

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- 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 Office of 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 a 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 semester credit 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 or university level on a college transcript and meets the criteria set by the Transfer Credit Policy. Coursework with a potential to count toward basic skills or major requirements is subject to review by the appropriate department chair/program director and may not fulfill degree requirements. Coursework completed in this manner and deemed transferable will be posted on the transcript indicating completion prior to high school graduation.

## **External Credit Program**

Benedictine University allows students to present various external programs for credit consideration. Credit awarded in the external credit program is subject to evaluation and must be submitted on official report documents. External credit in most cases will not fulfill co-curricular degree requirements (i.e. sustainable, global, etc.). External credit presented on another institution's transcript will not be accepted in transfer – students must submit separate documentation to Benedictine University. Benedictine University reserves the right to apply posting fees to student accounts for credit awarded for external credit. External credit is not included in a student's GPA calculation. Students must be enrolled in classes to post external credit. Unless otherwise specified, a student is allowed a maximum of 30 credit hours of external credit for degree consideration.

1. The Advanced Placement (AP) Program: AP exams are accepted in accordance with Benedictine University's AP credit award program. Students are required to submit official score reports from College Board/AP for consideration and AP exams must have been taken prior to high school graduation. AP credit will not be awarded for any transcribed institutional credit. Benedictine University adopted a new AP award structure effective for the 2017-18 catalog – any students entering Benedictine University prior to summer 2017 will receive AP credit under the previous award program.
2. International Baccalaureate (IB): IB exams are accepted in accordance with Benedictine University's IB credit award program. Students are required to submit official score reports from IB for

consideration and IB exams must have been taken prior to high school graduation. IB credit will not be awarded for any transcribed institutional credit.

3. College Level Examination Program (CLEP): CLEP exams are accepted in accordance with Benedictine University's CLEP credit award program. Students are required to submit official score reports from CLEP for consideration. CLEP credit will not be awarded for any institutional transcribed credit. CLEP credit for major coursework must be approved in advance by an advisor.
4. Work/Life Experience Credit: Work/Life experience credit represents attainment through work or other non-academic experience that Benedictine University undergraduates obtain in the classroom. This credit must be attained with the same degree of competence in a subject area (grade of "C" or higher). Consideration for work/life experience must align with a course specifically described in Benedictine University's catalog and may only be considered for students in the adult programs at Benedictine University.
5. Military Credit: Benedictine University accepts the following for consideration under the military credit program: Credit on a military transcript issued by any branch of the armed services; credit presented on a Joint Services Transcript (JST); credit for training courses and programs that have been evaluated by a national higher education associate such as ACE (American Council on Education) Military Guide Credit Recommendation; military training or experience that may be otherwise documented.

## Summer Sessions

These sessions are offered to current Benedictine and visiting students. Interested visiting students should contact the Office of 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\*  
Graphic Arts and Design  
Management  
Political Science  
Psychology\*  
Spanish  
Theology

#### **Bachelor of Business Administration:**

Management and Organizational Behavior  
Accounting\*

#### **Bachelor of Fine Arts:**

Fine Arts

#### **Bachelor of Science:**

Nutrition  
Computer Science

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

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## GRADUATION REQUIREMENTS

### Bachelor's Degrees

1. Inquiry General Education baccalaureate requirements:

a. Skills Requirements:

Unless a student can demonstrate proficiency, he/she must complete 12 semester credit hours in Basic Skills. A student must receive a "C" or better in each of these courses to meet this requirement. The Basic Skills courses and the ordinary methods of demonstrating proficiency are as follows:

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

Proficiency: by passing HRNS 191 or proficiency by examination.

iii. Quantitative Skills: MATH 105, 108 or 110

Proficiency: by earning CLEP credit in College Algebra; by demonstrating proficiency in MATH 105, 108 or 110 on the Math Proficiency Test; by passing MATH 111, 115, 170, or any 200- or 300-level math course.

b. Interdisciplinary Seminars: 6 semester credit hours:

The interdisciplinary seminars sequence consists of two courses, both of which are required of all undergraduates. Students seeking a second bachelor's degree are only required to take one IDS 200-level seminar. Students must complete one from each of the following:

IDS 201 WI Catholic and Benedictine Intellectual Traditions; or

- IDS 202 WI, Catholic and Benedictine Intellectual Traditions: S designation; or
- IDS 203 WI, Catholic and Benedictine Intellectual Traditions: G designation; or
- IDS 204 WI, Catholic and Benedictine Intellectual Traditions: S and G designation.

AND

IDS 301 Human Dignity/Common Good or

- IDS 302, Human Dignity/Common Good: S designation; or
- IDS 303, Human Dignity/Common Good: G designation; or
- IDS 304, Human Dignity/Common Good: S and G designation.

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 bridge disciplines, widen perspectives, discover connections and integrate knowledge. As part of the Inquiry General Education Curriculum, the interdisciplinary seminars address important general questions and unstructured problems that engage the themes of the Catholic and Benedictine Intellectual Traditions and of Human Dignity or the Common Good; sections designated S and/or G place these questions in the context of sustainability and/or global society. The interdisciplinary seminars 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 that inform our mission and identity.



- c. Theology requirement for incoming freshmen:  
All incoming freshmen must complete the following: THEO 101(3) Theology of Love, THEO 102(3) Theology of Justice and THEO 103(3) Theology of Freedom.
- d. Modes of Inquiry electives (as designated in this catalog):  
Note: Transfer, Degree Completion and Adult Program students see below for exceptions to these requirements.  
Arts and Humanities: 15 semester credit hours as follows:  
3 semester credit hours designated Theological/Religious Modes of Inquiry (QRT).  
The following courses are designated Theological/Religious Modes of Inquiry:

RELS/THEO 150	Introduction to the Bible
RELS 285	Religion in America
THEO 101	Theology of Love
THEO 102	Theology of Justice
THEO 103	Theology of Freedom
THEO 104	Faith and Science
THEO 150	Introduction to the Bible
THEO 203	Sacramental Theology
THEO/MGT 252	Business Ethics in the Context of Catholic Social Teaching

3 semester credit hours designated Philosophical Modes of Inquiry (QPL).  
The following courses are designated Philosophical Modes of Inquiry:

PHIL 120	Ancient Greek Philosophy
PHIL 200	Introduction to Logic
PHIL 245	General Ethics
PHIL 260	Social and Political Philosophy
PHIL 248	General Ethics for the Ecologically Minded

3 semester credit hours designated Historical Modes of Inquiry (QHT).  
The following courses are designated Historical Modes of Inquiry:

HIST 111	U.S. History Survey to 1865
HIST 112	U.S. History Survey since 1865
HIST 215	The African Diaspora in Latin America
HIST 220	The Mediterranean World
HIST 260	Women in American Society
SPAN 230	Spanish Civilization and Culture
SPAN 231	Latin American Civilization and Culture



3 semester credit hours designated Literary and Rhetorical Modes of Inquiry (QLR)  
The following courses are designated Literary and Rhetorical Modes of Inquiry:

COMM 201	Advertising Persuasion and Consumer Society
COMM 256	International Cinemas
LITR 150	Themes in Literature
LITR 210	Literature and Film
LITR 255	American Literature I
LITR 256	American Literature II
LITR 257	British Literature I
LITR 258	British Literature II
LITR 259	World Literature
LITR 263	Literature of the Early Modern Period
LITR 264	Global/Postcolonial Theory
LITR 266	Studies in the Novel
LITR 268	Studies in Drama
SPAN 220	Introduction to Spanish Literature
SPAN 221	Introduction to Contemporary Latin American Literature
SPAN 307	Advanced Contemporary Spanish Literature
SPAN 310	Advanced Latin American Literature

3 semester credit hours designated as Artistic and Creative Modes of Inquiry (QCA)  
The following courses are designated Artistic and Creative Modes of Inquiry:

COMM 250	Masters of the American Cinema
COMM 259	Italian Cinema from 1945-1975
FNAR 100	Art Appreciation
FNAR 101	Fundamentals of Design
FNAR 111	Drawing I
FNAR 203	Ancient to Medieval Art History
FNAR 204	Renaissance to Modern Art History
FNAR 205	Non-Western Art History
FNAR 206	Modern and Contemporary Art History
FNAR 240	Printmaking: Intaglio
FNAR 242	Printmaking: Silkscreen
FNAR 250	Oil Painting
FNAR 291	Topics
FNAR 293	Digital Photography
FNAR 294	Computer Art
LITR 269	Introduction to Creative Writing
MUSI 104	Music Appreciation

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Natural Sciences: 9 semester credit hours as follows:

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

The following courses are designated Life-Scientific Modes of Inquiry:

BIOL 135	Forensics
BIOL 180	Ecology of a Changing Planet
BIOL 197	Principles of Organismal Biology
BIOL 198	Principles of Biology
NUTR 200	Nutritional Science

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

The following courses are designated Physical-Scientific Modes of Inquiry:

CHEM 101	Introduction to Chemistry
CHEM 102	Introduction to Chemistry Lab
CHEM 103	Introduction to Organic Chemistry and Biochemistry
CHEM 104	Introduction to Organic Chemistry and Biochemistry Lab
PHYS 101	Physical Science
PHYS 106	Astronomy

3 semester credit hours designated Computational, Mathematical and Analytical Modes of Inquiry (QCM).

The following courses are designated Computational, Mathematical and Analytical Modes of Inquiry:

CJUS 250	Basic and Applied Statistics
CMSC 180	Introduction to Computing
CMSC 184	Microsoft Excel Lab
CMSC 185	Python Programming Lab
CMSC 200	Computer Programming
MATH 115	Business Calculus
MGT 150	Statistics I
PSYC 250	Basic and Applied Statistics
SOCL 250	Basic and Applied Statistics





Social Sciences: 6 semester credit hours as follows:

3 semester credit hours designated Social-Scientific I: Individuals, Organizations and Societies

Modes of Inquiry (QIO)

The following courses are designated Social-Scientific I Modes of Inquiry:

MKTG 300	Marketing
PSYC 100	Survey of Psychology
PSYC/SOCL 210	Social Psychology
SOCL 100	Principles of Sociology

3 semester credit hours designated Social-Scientific II: Political, Global and Economic Systems

Modes of Inquiry (QPE)

The following courses are designated Social-Scientific II Modes of Inquiry:

ECON 101	Principles of Macroeconomics
ECON 102	Principles of Microeconomics
GLBS 101	Introduction to Global Studies
INTB 101	The Global Economy
PLSC 101	Global Affairs
PLSC 102	American Government
PLSC 105	Law and Politics

Modes 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 department chair or college dean.

### Mode of Inquiry Requirements for Transfer and Adult Students

- Arts and Humanities: Transfer students with more than 20 transferable semester credit hours must complete 15 semester credit hours in at least four of the required Modes of Inquiry in this area, one of which must be Theological/Religious (QRT). Adult students must complete 15 semester credit hours in at least four of the required Modes of Inquiry in this area.
- Natural Sciences: Transfer students with more than 20 transferable semester credit hours and adult students must complete 9 semester credit hours in at least two of the required Modes of Inquiry in this area, including at least one Life-Scientific (QLS) course and one Physical-Scientific (QPS) course.
- Social Sciences: Transfer and adult students must complete 6 semester credit hours as follows: 3 semester credit hours designated Social-Scientific I: Individuals, Organizations and Societies Mode of Inquiry (QIO); and 3 semester credit hours designated Social-Scientific II: Political, Global and Economic Systems Mode of Inquiry (QPE).



e. Writing Intensive (WI) courses:

WI courses are designed to emphasize writing process and writing development through 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 201-204 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 Modes of Inquiry requirements (with the exception of the IDS seminars) will be exempt from the third WI course requirement but must complete IDS 201/202/203 or 204 WI and the required WI in the major.

Transfer students who have credit for the equivalent of the required WI course in the major will not be required to retake that WI course in the major but must complete IDS 201/202/203 or 204 WI and a second additional WI course of their choice.

**Writing Intensive Courses:**

BIOL 208 General Microbiology  
CJUS 321 Crime and Delinquency  
CJUS 351 Research Methods in the Social Sciences  
CJUS 356 Clinical Practicum Lab  
CMSC 301 Technical Communications  
CMSC/CIS 220 Introduction to Computer Systems  
COMM 150 Introduction to Communication Arts  
COMM 201 Advertising Persuasion and Consumer Society  
COMM 209 Newswriting and Reporting  
FNAR 360 Senior Seminar: Professional Portfolio  
FNAR 398 Senior Seminar: Art Criticism  
IDS 201-204 Catholic and Benedictine Intellectual Traditions  
LITR 266 Studies in the Novel  
LITR 267 Studies in Poetry  
LITR 268 Studies in Drama  
MGT 237 Business Communications  
MGT 300 Marketing  
MGT 380 Strategic Management  
NUTR 271 Health Education  
NUTR 392 Nutrition Research and Professional Writing  
PSYC 300 Abnormal Psychology  
PSYC 351 Research Methods in the Social Sciences  
SOCL 351 Research Methods in the Social Sciences  
SPAN 211 Intermediate Grammar and Composition  
SPAN 221 Introduction to Contemporary Latin American Literature  
SPAN 311 Advanced Written Communications  
THEO 399 Senior Seminar



# Benedictine University

## **Sustainability Courses:**

BIOL 180 Ecology of a Changing Planet  
BIOL 197 Principles of Organismal Biology  
HIST 215/315 African Diaspora in Latin America  
LITR 241 Environmental Literature  
MGT 120 "Going Green" in the Business World  
MGT 125 Business Sustainability Topics  
PHIL 248 General Ethics for the Ecologically Minded

## **Global Courses:**

COMM 256 International Cinemas  
GLBS 101 Introduction to Global Studies  
HIST 213/313 Contemporary Latin America  
HIST 215/315 African Diaspora in Latin America  
INTB 101 The Global Economy  
LITR 264/364 Global/Postcolonial Theory  
PLSC 101 Global Affairs  
PLSC 215 Model UN

Language coursework for Global requirement (Benedictine University courses only; no proficiency. Transfer courses must be approved for Global designation by General Education Curriculum Committee in cooperation with Languages program.)

SPAN 220 Introduction to Spanish Literature  
SPAN 221 Introduction to Contemporary Latin American Literature  
SPAN 230 Spanish Civilization and Culture  
SPAN 231 Latin American Civilization and Culture  
SPAN 307 Advanced Contemporary Spanish Literature  
SPAN 310 Advanced Contemporary Latin American Literature  
SPAN 350 Competence in Latino Culture for Health Care Professionals and Emergency Responders

- f. Co-curricular requirements:
  - i. Global and Sustainability designated courses (one of each required);
  - ii. Learning Community and Engaged Learning designated courses or experiences (see below for details)

## **Global and Sustainability Courses:**

Global and Sustainability 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.

Global 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. Sustainability 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 Global designation and one that carries a Sustainability designation. These courses may also fulfill other requirements as designated by the catalog. Some courses may be designated Sustainability or Global by class section rather than at the catalog level, so students should consult advisors and term schedules as well. Of the IDS Seminars, IDS 202 and 302 fulfill the Sustainability requirement, 203 and 303 fulfill the Global requirement, and 204 and 304 fulfill both the Sustainability and the Global requirements.

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

Successfully completed study abroad experience (must be approved by Department of Languages and Literature faculty if transfer or external).

### **Learning Community and Engaged Learning Requirements:**

All traditional undergraduates are required to complete one approved Learning Community and one approved Engaged Learning experience. Adult undergraduates are not required to complete the Learning Community requirement but must complete an Engaged Learning course or experience. Some approved transfer courses or experiences may fulfill these requirements.

Learning Communities are intentionally designed structures that encourage students to integrate what they are learning in their various studies, disciplines or experiences, and to connect with each other through ongoing social and project-based interaction. At Benedictine University, Learning Communities can be classroom, residential or experiential. Some Learning Communities are based in a single traditional class while others may require students, faculty and staff to study and travel off campus to work together in a linked group of classes, or to collaborate on projects outside the traditional academic environment. The common element in all of these options is the formation of working groups that practice effective shared learning, social organization and task completion.

Learning Community offerings typically vary by semester; see the Schedule of Classes for a given semester for details.

Engaged Learning experiences at Benedictine University can take a number of forms. An approved Engaged Learning might involve work in the larger campus community, a juried public performance or show of visual art or music, significant volunteer service, or an internship or professional project. The common element in all of these experiences is that the student must apply previously learned information, values and skills to a specific setting, and explore the connections between classroom knowledge and real-world



experiences. Engaged Learning experiences help prepare students for full participation in the world as accomplished community members and ethical professionals.

Some Engaged Learning experiences may be carried out as a component of a traditional course (for example, as part of a capstone in the major), but these Engaged Learning experiences must be at least 30 percent fieldwork, one-on-one research, real-world simulation, or a presentation of the student's work to an audience broader than the Benedictine instructor evaluating the course outcome (e.g. formal performance, conference presentation, publication, etc.). Although Engaged Learning experiences may have things in common with some types of Learning Communities, and certain offerings may be approved as fulfilling both requirements, Engaged Learning experiences need not involve group activity. Non-course Engaged Learning offerings may vary by semester.

2. A student must earn 120 semester 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 semester credit hours required for graduation.
  - University-level courses completed to fulfill a condition of admission count toward the 120 semester credit-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 semester 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 earned a "C" or better may be applied to the major requirement.
  - b. A major field of study requires at least 36 semester credit hours, of which a minimum of 24 semester credit hours must be completed at the 200-level or above, of which at least 9 semester credit hours must be at the 300-level or above.
  - c. Students are encouraged to supplement major and Modes 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 semester credit hours of courses completed from the specified list for the minor program. At least 12 semester credit hours at the 200-level or above, including at least 3 semester 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 semester credit hours completed for a minor may be used to fulfill Modes 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 credit 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 54 of the 120 semester credit hours for graduation must be completed at a four-year regionally accredited college and at least 30 of the final 45 semester credit hours must be completed at Benedictine University, including at least 12 semester 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 semester credit hour academic residency requirement. See Degree Completion Program.*

5. A maximum of 30 semester credit hours earned through any one or combination of external credit programs may be applied with the approval of the University toward the 120 semester credit hours required for the bachelor's degree. These credits will not normally satisfy the academic residency requirement. The Petition for External Credit form may be found on the Office of the Registrar web page at [ben.edu/registrar/upload/Petition-for-External-Credit-Updated-6-15-17-2.pdf](http://ben.edu/registrar/upload/Petition-for-External-Credit-Updated-6-15-17-2.pdf).
  - 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 a three, four or five are given credit in the appropriate course area.
  - b. International Baccalaureate – Credit earned for courses in the International Baccalaureate (IB) Programme may be applied to certain major/minor requirements, general education requirements or to electives [as determined by faculty]. Scores of four or more on higher-level IB exams will be given credit in the appropriate course area.
  - c. 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 coursework. CLEP credit in major courses must be approved in advance by the department chair.
  - d. 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 Work/Life Experience credit must be for a course specifically described in the University Catalog.



- e. Other External Credit – Benedictine University allows students to apply acceptable hours that have been earned through military experience and/or courses toward the 120 semester credit hours required for the bachelor's degree.
6. A student may apply internship credit toward graduation credit as follows: Humanities, 12 semester credit hours; Business Programs, 12 semester credit hours; Nutrition, 12 semester credit hours; Sociology/Psychology, 6 semester credit hours; Computer Science, 12 semester credit 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 semester credit hour minimum, the minimum GPA of 2.000, 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.
10. All incoming freshmen must complete the requirements for a Catholic Studies minor [requirements may be found on Page 77 of this catalog].

## 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 director. Transfer grades are not counted in the cumulative GPA earned at Benedictine University.

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

- 5 quarter credit hours = 3.33 semester credit hours
- 4 quarter credit hours = 2.67 semester credit hours
- 3 quarter credit hours = 2 semester credit hours
- 2 quarter credit hours = 1.33 semester credit hours
- 1 quarter credit hour = 0.67 semester credit hours



### *Transfer Credit Policy/Practice*

Benedictine University accepts transfer course credit 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 GPA. Students cannot earn duplicate credit for repeated courses.

Acceptance of transfer credit to be applied to the major 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 nontraditional experiences, including military education, will be considered based upon American Council on Education recommendations for each veteran's previous education and training. Military education credit is considered as an external credit program. Transcripts will be requested from all prior institutions and training.

Credit from international institutions must be evaluated by Educational Perspectives in Chicago, Ill., or Educational Credential Evaluators Inc. in Milwaukee, Wis., 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 semester credit 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. Theology requirement for incoming transfer students:  
THEO 103(3) Theology of Freedom and either THEO 101(3) Theology of Love or THEO 102(3) Theology of Justice.





- c. 15 semester credit 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).
- d. 9 semester credit 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).
- e. 3 semester credit hours in the Social-Scientific I Mode of Inquiry (QIO).
- f. 3 hours in the Social-Scientific II Mode of Inquiry (QPE).
- g. One G-designated course or experience and one S-designated course or experience.
- h. Writing Intensive (WI) Courses:  
WI courses are designed to emphasize writing process and writing development through 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 Modes 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 Modes of Inquiry (MI) requirements may be exempt from taking the third (non-major) WI course. Transfer students who have already taken a course in their major that is designated WI may be exempt from taking the corresponding MI course in the major.
- 4. Transfer students with 20 or fewer transferable semester credit 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 credit hours for students who are eligible for the Degree Completion Program (DCP).

A minimum of 15 of the 75+ transferable semester credit hours required for DCP status must be earned from a four-year regionally accredited college or university 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 semester credit hours of their undergraduate degree through coursework at Benedictine University as a degree-seeking student; and
3. Complete at least 12 semester credit hours of coursework at the 200-level or above in their major field at Benedictine University.

DCP 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 semester credit hours.

### **Adult Accelerated Undergraduate Program**

The University provides an exception to the normal academic residency requirement of 45 semester credit 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 semester credit hours of their undergraduate degree through coursework at Benedictine University as a degree-seeking student; and
3. Complete at least 12 semester credit hours of coursework at the 200-level or above in their major field at Benedictine University.

Adult Accelerated Undergraduate 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 semester credit hours.

### **Inquiry General Education Requirements for Adult Undergraduates**

1. 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).



2. Theology requirement for incoming adult program students:  
All incoming freshmen must complete THEO 103(3) Theology of Freedom and either THEO 101(3) Theology of Love or THEO 102(3) Theology of Justice.
  3. 15 semester credit 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).
  4. 9 semester credit 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).
  5. 3 semester credit hours in the Social-Scientific I Mode of Inquiry (QIO).
  6. 3 semester credit hours in the Social-Scientific II Mode of Inquiry (QPE).
  7. One G-designated course or experience and one S-designated course or experience.
  8. Writing Intensive (WI) courses:  
WI courses are designed to emphasize writing process and writing development through 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.
9. IDS 201, 202, 203 or 204 WI Catholic and Benedictine Intellectual Traditions, and IDS 301, 302, 303 or 304 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 University 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 University 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 semester credit 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. Certificate programs are designed for non-degree seeking students and certificate program students are not eligible for financial aid.

## **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:*

1 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 3 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:*

1 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 semester credit hours

Sophomores: 30 to 59.99 semester credit hours

Juniors: 60 to 89.99 semester credit hours

Seniors: 90 or more semester 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 semester credit hours. The normal course load is 15 semester 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 semester credit hours

Full-time academic status: 12-18 semester credit hours

Full-time academic status + Overload: 18.01 or greater semester 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.
- 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 Office of the Registrar to justify this late course withdrawal and will then be presented to the Appeals Committee for a determination. Appeals should be submitted within a timely manner for a request for a late 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 GPA 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.

## **Community College Credit Policy**

Undergraduates with junior or senior standing (60 or more semester credit hours earned) will not be eligible to transfer community college course credit back to Benedictine University. Credit from accredited four-year institutions is not affected, nor is coursework required, by special agreements such as 2+2 or 2+3 programs. Students enrolled in 3+1 undergraduate baccalaureate completion programs are exempt from this policy.

### **Exceptions to the Community College Credit Policy:**

An undergraduate student who is 15 or fewer semester credit hours from degree completion may petition to complete no more than 6-8 of those hours (two courses, including any labs or co-requirements) through eligible community college credit under the following conditions:

1. The student's major advisor and chair of the major department both support the request in writing, with rationale and approval of specific transfer courses to complete the requirement(s),

**AND**

2. All other degree requirements have been met or are currently in progress, as demonstrated by current transcript and records;

**AND** one of the following:

- 3a. The requirements represented by the course(s) are not available in any format at or from the student's home campus for a full term (relative to the student's usual academic calendar, i.e. semester, quarter, etc.) following the planned degree completion date, thus delaying degree completion for two full terms;

**OR**

- 3b. The requirements represented by the course(s) are not available in any format at or from the student's home campus prior to the student's planned graduation date (as applied for and audited), and the student provides documentation establishing that failure to complete the degree by that date will result in loss of secured employment, promotion or professional certification already in progress;

**OR**

- 3c. The student's permanent place of residence (as established by FAFSA, tax records or other proof of long-term residency) is more than 100 miles from the home campus;

**OR**

- 3d. The student's place of residence has been relocated as a consequence of active military service.

Any student who wishes to apply for such an exception is to file a Community College Completion Credit Application Form. As part of completing this form, the student must provide clear course equivalencies and indicate which of the above exceptions apply, and append any required documentation. The form must also be signed by the student's academic advisor and approved by the chair or director of the program from which the student is seeking a degree. The completed form must be submitted and approved by the dean before any relevant credit is posted to the student's transcript. If such a request is approved, all other Benedictine University policies relevant to transfer



and credit still apply, including but not limited to, those governing eligibility for GPA inclusion, non-repeatability, and articulation with native programs and requirements.

## 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)	W — Withdrawal*
B — Good (3.000)	P — Pass*
C — Satisfactory (2.000)	X — Deferred*
D — Passing (1.000)	IP — In Progress*
F — Failure (0.000)	AUD — Audit*
I — Incomplete*	

*\*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 GPA 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 due to illness or other circumstances beyond the student's control (as determined by the instructor), cannot complete the required work 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 coursework 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.

## Official Transcripts

A student may order official transcripts through [Parchment.com](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=nsPw5iKSgbS09e1O). Official transcripts will contain information regarding final official grades for courses and are always posted three days after the end of a term.

[https://exchange.parchment.com/send/adds/index.php?main\\_page=login&s\\_id=nsPw5iKSgbS09e1O](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=nsPw5iKSgbS09e1O)

## Independent Study Courses

Requests for an independent study must be first submitted through the student's advisor. Formal requests are submitted to the Office of the Registrar with approvals from the department head and course instructor. Timelines for completion are the same under a traditional undergraduate semester. Communications between the faculty member and student who has requested the independent study are determined prior to the start of the independent study and are to be followed as indicated in the formal request submitted to the Office of the Registrar. Official copies of the request and the syllabus for the course will be kept in a student's permanent file.

## 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 eight-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 80 percent 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 [ben.edu/ahp](http://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 School of Graduate, Adult and Professional Education 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 semester credit hour. Thus in a 3 semester 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 GPA 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 3.500 semester average with a grade of at least "C" in each course and must not have received any "I" or "X" grades. The Dean's Recognition List is also computed and published once each semester. To qualify, a student must be enrolled for a minimum of 3 semester credit hours, 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 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:

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- Current semester GPA.
- Cumulative GPA.
- Likelihood that the student is capable of achieving “satisfactory academic standing” before graduation.
- Recommendation from the associate vice president for 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.

## **Policy for Traditional Undergraduate Students to Enroll in Adult Accelerated General Education (AAGE) Classes**

- A student must have advisor approval.
- A student must have a cumulative GPA of 2.750 or higher. As a result, traditional program undergraduate students in their first term of enrollment at Benedictine are not eligible to enroll.
- A student may register for only one AAGE class in a term [terms are the fall, spring and summer semesters]. No study skills courses permitted.
- Enrollment is permitted in all terms with a priority of students enrolling in traditional courses if academic and work schedules allow.
- This policy takes effect on February 1, 2017. This policy does not apply to undergraduate students 22 years of age or older with two or more years of full-time work experience.

## **Academic Amnesty Policy**

Students who have left the University with a cumulative GPA of less than 2.000 may have the option to re-enter under the academic amnesty policy. The conditions for re-admission under amnesty include:

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 coursework 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;

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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 credit 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 re-entry 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 for 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, an application must be made through the Office of 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 re-admission.

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 Student Accounts or 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 for 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.*

## **Student Deactivation Policy**

Any matriculated undergraduate student who fails to register for classes for any three full consecutive terms including summer term 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, he/she must first contact the Office of Admissions and apply for re-admission. Once re-admitted, the student record will be placed back in an "active" status.

## Application for Graduation

Students must apply to the Office of 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.

## Participation in Graduation

Students are allowed to participate in only one graduation ceremony. Benedictine University Mesa holds only one ceremony per year in May. Participation in the ceremony is determined by the student's conferral date on the formal application for graduation. Students who are receiving degrees in December of the previous year through August of the following year participate in the May graduation within that academic year. See below for a table of conferral dates and the corresponding graduation ceremony a student may participate in.

Ceremony Month Year	Degree Conferral Date
May 2018	December 31, 2017
	March 31, 2018
	May 31, 2018
	June 30, 2018
	August 31, 2018
May 2019	December 31, 2018

## Graduation Honors

Graduation honors are determined on the basis of coursework 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 (for those in the Degree Completion Program (DCP) 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 Office of 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 Office of the Registrar 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 nonforcible 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 University Planning and Research and at the [General Consumer Information](#) webpage. Information on financial assistance, including descriptions of application procedures and forms, may be obtained from the Office of Financial Aid at the Mesa branch campus (Gillett Hall) and on Pages 55-63 of this undergraduate catalog. Information concerning athletic program participation may be obtained from the Athletics Department on the Mesa 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. 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

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relevant University policies. The electronic versions of these reports are available on the Benedictine University website at <http://www.ben.edu/mesa/campus-community/public-safety.cfm>.

Printed copies of these reports may be obtained at the Benedictine University at Mesa Public Safety department or by calling (602) 888-5516.

## **GENERAL ADMISSION INFORMATION**

### **Tuition Deposit**

To complete the admissions process, incoming traditional program freshmen are required to submit a \$100 tuition deposit and incoming adult program undergraduate students are required to submit a \$125 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 [ben.edu/deposit](http://ben.edu/deposit).

### **Re-Admission**

Former Benedictine University students, who are 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 re-evaluated under the transfer scholarship rules. If a student's enrollment has been terminated for poor scholarship, a student may be re-admitted 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 re-admission 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 University Catalog or by contacting the faculty member 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 semester classes, outstanding applications will be automatically withdrawn or have their term of entry changed to the next available semester. An application may be withdrawn due to lack of communication from student at any point during the admissions process.

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## Language Proficiency

All international students must demonstrate that 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: 6.5

Test scores must be no more than 1 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 GPA and overall academic performance.
- Completing a year or more of academic coursework at a United States institution, pending review of transcripts.
- Completing an in-house English assessment with the Department of Languages and Literature per the recommendation of the Office 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, Office of International Programs and Services, or the Department of Languages and Literature can require further documentation, request the student submit an official TOEFL/IELTS or complete a formal assessment through the Department of Languages and Literature.* 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. 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 semester credit hours required for graduation. University-level courses (100-level or above) completed to fulfill a condition of admission will count toward the 120 semester credit 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 school district or charter school);
4. Three credits of science (laboratory science); and
5. One credit of fine arts

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

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).

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.

## **Mesa Branch Campus Freshman 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 Freshman Admission:**

- High School Diploma or GED
- 2.500/4.000 GPA
- 21 ACT/980-1010 SAT
- Top 50 percent of graduating class
- Letter of recommendation from high school guidance counselor (if requested)
- 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, who intend to enroll in the traditional daytime program. Transfer candidates with less than 20 transferrable semester credit 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)**

If an applicant has 20 or more transferable semester credit 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 credit 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.

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.

## **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 credit hours (If a student has fewer than 20 semester credit hours of transfer credit, freshman requirements apply).
- A cumulative GPA of 2.000 on a 4.000 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 United States are encouraged to contact the Office of Admissions.

## **ADULT ACCELERATED UNDERGRADUATE ADMISSION**

The Adult Accelerated Undergraduate programs were created to best serve the needs of adult and returning students who are generally 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 visit the University for further assessment. The Admissions 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.

Our adult programs were developed to provide an environment that supports adults in taking responsibility for their own learning while valuing and utilizing 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.

### **School of Graduate, Adult and Professional Education Application Materials**

Send all materials to the appropriate regional School of Graduate, Adult and Professional Education location (Lisle/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 the School of Graduate, Adult and Professional Education. Application materials or official electronic transcripts can be sent to [adultenrollment@ben.edu](mailto: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 credit 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 or [adultenrollment@ben.edu](mailto:adultenrollment@ben.edu).



2. Submit official transcripts directly from each college or university attended. Submit official course by course detailed Educational Credentials Evaluators ([www.ece.org](http://www.ece.org)) evaluation or Educational Perspectives evaluation ([eduperspectives.org/benedictine](http://eduperspectives.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 credit hours, submit proof of high school graduation or GED completion.

## School of Graduate, Adult and Professional Education 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
<b>Bachelor of Arts in Criminal Justice, Bachelor of Arts in Management, Bachelor of Arts in Psychology and Bachelor of Business Administration in Accounting</b>	Cumulative GPA 2.000/4.000 from any college-level coursework, 22 years of age or older, two years of full-time work experience. Identified Basic Skills and prerequisite courses may be required before enrolling in the major learning team.

Students who do not meet the above admissions requirements are encouraged to contact the School of Graduate, Adult and Professional Education 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. 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.
- 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.

## FINANCIAL POLICIES

Benedictine University is a nonprofit 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 2017-2018

### Tuition and Fees\*

#### Undergraduate

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

Tuition (per semester): \$10,650

Semester Student Service fee: \$500

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

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Part-Time Students (1-11 credit hours):  
Tuition (per credit hour): \$710  
Student Service fee (per credit hour): \$40

#### Summer Term

Directed Study Tuition (per course): \$1,000.  
Audit Tuition (no credit) (per credit hour): \$335

#### Adult Accelerated Undergraduate Students

Adult Accelerated General Education (per credit hour): \$100  
Bachelor of Arts in Criminal Justice (per credit hour): \$345\*\*  
Bachelor of Arts in Psychology (per credit hour): \$345\*\*  
Bachelor of Business Administration in Accounting (per credit hour): \$345\*\*

#### Online Undergraduate Certificates

Certificate in Human Resources Management (per credit hour): \$345  
Certificate in Marketing (per credit hour): \$345  
Certificate in Digital Marketing for the Working Professional (per credit hour): \$345  
Certificate in Advanced Digital Marketing for the Working Professional (per credit hour): \$345  
Certificate in Diversity and Criminology (per credit hour) \$345

#### **Course-related Charges per Semester\***

(Nonrefundable after the first week of the semester)

Biology lab: \$130-160  
Chemistry lab: \$175  
Computer Science: \$15  
Communication Arts: \$45-200  
Fine Arts: \$35-170  
Mathematics lab: \$65  
Natural Science lab: \$140-170  
Nutrition lab: \$160  
Statistics: \$35  
Writing lab: \$35

All course related charges subject to change. See the current course schedule for updates. Students are responsible for securing required textbooks and other educational resources prior to the start of each course.

#### **Administrative Service Charges**

Administrative fee: \$250  
Advanced Placement credit posting fee (per examination credited): \$30  
Application fee: \$40  
BenCard (ID card) replacement fee: \$25  
Certification fee: \$25  
CLEP posting fee (per examination credited): \$30  
Diploma red cover: \$10

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Duplicate diploma fee: \$25  
Electronic transcript fee: \$5  
Enrollment deposit (traditional undergraduate): \$100  
Enrollment deposit (adult accelerated): \$125  
Express transcript mailing (per address): \$30  
Graduation fee: \$145  
Insufficient funds (NSF) fee: \$25  
Late payment fee: \$100  
New student orientation fee: \$150  
Paper transcript fee: \$10  
Parking tag replacement: \$5  
Placement test posting fee: \$10  
Special Examination: \$5  
Work/Life Experience fee (per credit hour granted): \$100

All tuition remission students and consortium students must pay applicable fees such as student service, graduation, certificate, course and lab fees.

\*All fees are subject to change without further notice.

\*\*Some programs may qualify for partnership tuition eligibility if on-site. Academic partnership approval is required and dual discounts cannot be applied. Flat rate programs do not apply.

## Payment Options

Payments made by personal check, business check or online by ACH will be subject to a three-day hold to allow for clearance of funds. This hold will not be lifted until three days have passed, regardless of your scheduled registration date. Any holds on your account must be satisfied before registration for the upcoming term will be allowed.

If you have questions regarding an outstanding balance or a financial hold on your account, please contact Student Accounts at (630) 829-6503.

Tuition and fees are incurred at the time of registration. For ALL programs, payment of tuition, fees and housing charges is due seven (7) calendar days after the first day of class unless the balance is covered by financial aid or set up on a payment plan through the Tuition Payment Plan or through your employer via direct billing (see #3 below).

1. **Payment in Full** - Benedictine University accepts cash, personal checks, money orders, Visa, MasterCard, American Express and Discover. PAYMENT DEADLINE: within seven calendar days after the first class meeting. Students may view and pay their accounts online at [ben.edu/MyBenU](http://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 [ben.edu/MyBenU](http://ben.edu/MyBenU).

**Monthly Payment Plans** - Benedictine University has partnered with Higher One to provide interest-free monthly payment options through the Tuition Payment Plan. Students may create budgets to manage their tuition costs annually or per term. Students may enroll online at [tuitionpaymentplan.com/ben](http://tuitionpaymentplan.com/ben) or call (800) 635-0120 to speak with a Higher One consultant.

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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 Higher One 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.

- Annual budgets - For a fee of \$50, students can make monthly payments toward their full-year's tuition balance (September-August).
- 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

Higher One website: [tuitionpaymentplan.com/ben](http://tuitionpaymentplan.com/ben). Click on "Enroll in a plan for the first time" for a list of available plans. For students in a plan for the first time, select "Mesa, AZ Campus" from the dropdown box under "Term of Study."

2. **Employer Tuition Reimbursement** - For a fee of \$30, students can arrange with Higher One's Tuition Payment Plan, 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 eligibility in your employer's reimbursement policy must be submitted to Student Accounts at Benedictine University prior to enrolling in this plan. An updated copy of your continued eligibility 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, students 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 Higher One consultant at (800) 635-0120.

If the student makes a payment directly to Benedictine rather than through their Tuition Payment Plan, it is the student's responsibility to contact Student Accounts so that we may notify Higher One. The bill payer must electronically sign a consent agreement to accept the responsibilities of the payment plan. Student Accounts cannot enroll students or make adjustments to these accounts. However, Student Accounts 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 Higher One regardless of when individual employers reimburse their employees.

3. **Third Party Payment Authorization/Direct Company Billing** - Student Accounts will bill a third party (an organization, business or agency) for any and all charges on a student's account, if a valid authorization from the third party sponsor is received on or before the beginning of the course/term. Benedictine will send an invoice to the third party after the add/drop period. Payment is due upon receipt of the invoice and is not contingent upon the student successfully



completing the course. All authorized and non-authorized charges not paid for by the third party will be the responsibility of the student.

**\*\*Upon the student's request, Benedictine can prepare an itemized receipt for the student's completed (and paid) courses that he/she may provide to his/her employer for reimbursement. If the student provides a written request, along with documentation of his/her eligibility in their employer's tuition assistance/reimbursement program, Benedictine can provide these receipts to the student on a quarterly basis.**

***\*\*Failure to meet options 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 the 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 semester 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.
  - 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 Office of 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	School of Graduate, Adult and Professional Education (SGAPE) Programs)
<b>Full Refund</b>	Up to 7 calendar days after first class meeting	Up to 3 calendar days after first class meeting	Up to 7 calendar days after the first class meeting
<b>75% Refund</b>	8-14 calendar days after the first class meeting	N/A	N/A
<b>50% Refund</b>	15-21 calendar days after the first class meeting	4-6 calendar days after the first class meeting	N/A
<b>No Refund</b>	22 calendar days or more after the first class meeting	7 calendar days or more after the first class meeting	8 calendar days or more after the first class meeting
<b>No Refund</b>	After the first class meeting for courses with a condensed meeting schedule	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 for traditional programs. 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.

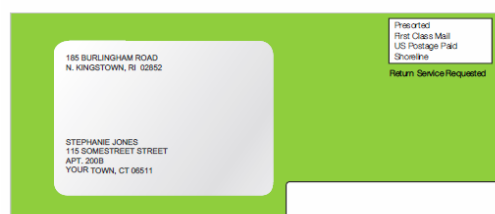
Students who are expelled or suspended from the University during the course of an academic term will not be allowed any financial credit on tuition charges. Similarly, resident students who are expelled or suspended from campus housing and from the accompanying food service plan, either permanently 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. 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, Student Accounts will process a refund within 10 to 14 days. When a student receives their refund depends on the refund method they have selected.

In order to select your refund preference, you will receive a green envelope in the mail from BankMobile Disbursements. Inside the green envelope will be a Refund Selection Kit and personal code. Look for this kit to be delivered to your home address on file with the University in an envelope like the one shown below.



Please make your refund selection as soon as you receive the envelope shown above. Even if you are not currently expecting a refund from Benedictine, there may be a refund for you in the future as a result of a dropped class or you may receive financial aid that you were not anticipating. Selecting a refund preference ensures you will receive your refunds in a timely manner. BankMobile Disbursements attempts to contact students via email to students' ben.edu email address and by phone to assist students in making their refund preference.

Select your refund preference by going online to [RefundSelection.com](http://RefundSelection.com) and login using the personal code (ex. ABCD-1234-5678) enclosed with the envelope.

If you had already activated your refund preference via Higher One using the MyOne Money Card, you will continue to receive your refunds using the method you had previously selected. Your existing

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MyOne Money Card will still be active and you will be able to access your funds. The only difference will be the new benefits provided by BankMobile will be applied to your existing MyOne Money account.

There are three options to choose from for receiving your refunds:

1. ACH transfer to your bank account (refunds are available two to three business days). For example, if your aid posts to your account on Tuesday, September 6, creating a credit balance, the refund would appear as a charge to your student account on Wednesday, September 14, funds are released to BankMobile on Thursday, September 15, and the refund would typically be available to your bank account the following Monday, September 19, or Tuesday, September 20.
2. Easy refund to BankMobile Vibe Account (refunds available the same day Benedictine releases them).
3. Paper check mailed to the home address on file.

If no choice is made after 21 days of the refund, a paper check will be mailed to the student's home address on file with the University. You only need to choose your refund preference once, but you can change your preference at any time.

To learn more about BankMobile Disbursements and BankMobile Vibe, visit [RefundSelection.com](http://RefundSelection.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 at [ben.edu/student-accounts/upload/REFUND-REQUEST-2016.pdf](http://ben.edu/student-accounts/upload/REFUND-REQUEST-2016.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](mailto: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

For more information on Student Accounts, please visit [ben.edu/studentaccounts](http://ben.edu/studentaccounts).



## **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 processed on MyBenU. 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 prorated 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 prorated 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 seven days of the start of the semester or within seven 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 three-day hold to allow for clearance of funds. Regardless of your scheduled registration date, this hold will not be lifted until three days have passed unless proper documentation is provided from your bank to Student Accounts 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 minimum number of semester 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 financial aid 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 and 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 October 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 2016-17 award year.

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**Arizona Leveraging Educational Assistance Partnership (AzLEAP)**

Amount: Up to \$2,500

Eligibility: Arizona resident and demonstration of exceptional need (FAFSA)

**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 per year.

Eligibility: Evaluation of academic performance in high school curriculum; cumulative GPA of 3.500-4.000 or an ACT score of 33.

Renewability: Cumulative 2.750/4.000 GPA; full-time enrollment.

**St. Benedict Award**

Amount: \$6,000 per year.

Eligibility: Evaluation of academic performance in high school curriculum; cumulative GPA of 3.000-3.400 or an ACT score of 28-33.

Renewability: Cumulative 2.500/4.000 GPA; full-time enrollment.

**Benedictine Heritage Award**

Amount: \$3,000 per year.

Eligibility: Evaluation of academic performance in high school curriculum; cumulative GPA of 2.500-2.900 or an ACT score of 18-27.

Renewability: Cumulative 2.500/4.000 GPA; full-time enrollment.

**Catholic High School Recognition Award\***

Amount: \$5,000 per year.

Eligibility: Graduate of a Catholic high school.

Renewability: Full-time enrollment.

**Mesa Community Award**

Amount: \$3,000 per year.

Eligibility: Graduate of a Mesa high school.

Renewability: Full-time enrollment.

**Leadership Award\*\***

Amount: \$10,000 per year.

Eligibility: Students who are accepted into the Jo Wilson Leadership Program.

Renewability: Full-time enrollment.

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## Incoming Transfers:

### Presidential Award

Amount: \$8,000 per year.

Eligibility: Evaluation of academic performance in high school curriculum; cumulative GPA of 3.500-4.000.

Renewability: Cumulative 2.750/4.000 GPA; full-time enrollment.

### St. Benedict Award

Amount: \$6,000 per year.

Eligibility: Evaluation of academic performance in high school curriculum; cumulative GPA of 3.000-3.400.

Renewability: Cumulative 2.500/4.000 GPA; full-time enrollment.

### Benedictine Heritage Award

Amount: \$4,000 per year.

Eligibility: Evaluation of academic performance in high school curriculum; cumulative GPA of 2.500-2.900.

Renewability: Cumulative 2.500/4.000 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.

### Mesa Community Award

Amount: \$3,000 per year.

Eligibility: Graduate of a Mesa community college

Renewability: Full-time enrollment.

Please note:

- Full-time enrollment is defined as 12 or more semester credit 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 Award are mutually exclusive and may not be combined.
- Institutional awards are applicable to the cost of tuition only during the fall and spring semesters.

\*Can only be combined with academic awards.

\*\*This is a stand-alone scholarship that cannot be combined with other scholarships.

## **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 6 semester credit hours.

The interest rate for Federal Direct Stafford Loans is established each year and the rate is fixed for the life of the loan. Unsubsidized Stafford Loans will begin to accrue interest from the date that loan funds are disbursed.

### **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**

### **Overview**

Federal regulations require that Benedictine University establish standards of Satisfactory Academic Progress (SAP) 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.

### **Financial Aid Programs Included Under this Policy**

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

### **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 GPA requirement of this policy prior to receipt of financial aid.

### **Satisfactory Academic Progress includes three criteria:**

1. Qualitative - Academic standing based on the undergraduate or graduate student's cumulative GPA;
2. Quantitative - The student's cumulative progression toward successful degree completion and,
3. Degree completion within a maximum timeframe of 150 percent of the published length of a program for undergraduate and graduate students.

In order to maintain SAP, students must comply with the following requirements:

1. Remain in good academic standing or on academic probation. The minimum cumulative GPA for an undergraduate is 2.000 and the minimum cumulative GPA for a graduate student is 3.000 (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. This quantitative requirement ensures the student is steadily progressing toward their degree by completing at least two-thirds of all attempted credit hours. For example, a student who has attempted a cumulative total of 12 semester credit hours must complete at least 8 semester credit hours to meet the requirement ( $12 \text{ semester credit hours} \times .67 = 8 \text{ semester credit hours}$ ).
3. Complete their degree requirements within 150 percent of the required hours to complete their degree. For example, a student enrolled in a traditional undergraduate bachelor's degree program that requires a total of 120 semester credit hours would have a maximum limit of 180 semester credit hours.

Once a student has reached the maximum semester credits hours, the student is no longer eligible to receive federal or state financial assistance. All terms of enrollment are reviewed as well as all transferred credits regardless of whether aid was received.

### **Satisfactory Academic Progress Review Process**

SAP for traditional undergraduate students is reviewed on an annual basis, typically at the end of the Spring Term. SAP for learning team undergraduate and graduate students is reviewed at the end of each payment period. SAP for online undergraduate and graduate students is reviewed twice at the end of the fall and spring sessions. Students failing to meet SAP will be notified in writing of their loss of financial aid eligibility.

### **Appeal Procedure**

Cancellation of financial aid because of a student's failure to meet SAP 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 SAP; what has changed in the student's situation that would allow the student to demonstrate SAP at the next evaluation; a realistic educational plan that outlines how the student will meet the SAP criteria; and a meeting with an academic advisor to assess the viability of the educational plan to meet the degree requirements. 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 SAP standards after the subsequent payment period, or the student submits an academic plan that, if followed, will ensure that the student is able to meet SAP standards by a specific point in time.

**The deadline to submit an appeal to reinstate financial aid must be received at least 30 days prior to the anticipated term of enrollment.**

Probation: If the student's appeal is approved, he/she may continue to receive Title IV aid for one additional payment period. SAP will be monitored at the end of the probationary period.

Reinstatement: A student may regain eligibility for financial aid once the student has met the minimum requirements of SAP.

It is the student's responsibility to contact the Office of Financial Aid to request a review of his/her SAP for reinstatement of assistance.

### **Definitions for Financial Aid Purposes**

#### *Completion of courses*

For undergraduate students, hours completed are based on grades of "A," "B," "C," "D" and "P" (pass). 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.

For graduate or doctoral students, hours completed are based on grades of "A," "B," "C" and "P" (pass). Hours with a "D", "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.

Class repeats, all transfer credits and developmental course hours are counted in the total number of hours attempted/completed.

Note: It is the student's responsibility to notify the Office of Financial Aid when an incomplete grade has been satisfactorily completed.

If you have any questions about this policy, please contact:

Office of Financial Aid  
Lownik Hall  
5700 College Road  
Lisle, Illinois 60532  
(630) 829-6100

### **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. If a student who received Title IV funds withdraws, either officially or unofficially, on or before completing the payment period, the Office of Financial Aid is required to recalculate and review the student's eligibility for the financial aid.

### **Students Subject to this Policy**

All students currently receiving federal funds are subject to this policy.



### **Financial Aid Programs Included Under this Policy**

All Title IV federal financial aid programs are subject to this policy. This includes:

1. Federal Direct Unsubsidized Stafford Loan
2. Federal Direct Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Direct PLUS Loan
5. Federal Direct Graduate PLUS Loan
6. Federal Pell Grant
7. Federal Supplemental Educational Grant (SEOG)
8. Iraq Afghanistan Service Grant

### **Consequences of Withdrawing From Courses**

Withdrawing from courses may affect a student's financial aid award eligibility. Prior to withdrawing from courses, students are advised to speak with their financial aid counselor and academic advisor or Academic and Career Enrichment Center representative. (Refer to the Withdrawal Guidelines to understand possible effects of withdrawing on many aspects of a student's education.)

### **Financial Consequences of Withdrawing**

Financial aid is awarded to assist with educational expenses for the length of an entire payment period. If a Title IV recipient withdraws prior to completing 60 percent of the payment period, the Office of Financial Aid must determine how much of the federal funding was "earned" up to the time of withdrawal. This review and recalculation is called a "Return of Title IV Aid" (R2T4).

If the recalculation determines the student did not earn all of the funds that were disbursed, the excess aid received must be returned to the federal government within 45 days of the date of the student's withdrawal. The Office of Financial Aid will notify the student of the return of funds.

If the student previously received a refund from financial aid, the student may be required to return a portion of those funds to the University.

Title IV funds that must be returned to the government may create a balance due to the University.

### **Number of Weeks a Student Must Complete to Earn Financial Aid for Each Payment Period**

The following chart represents the approximate number of weeks for each program type students need to complete to retain all aid that was disbursed for the payment period (minimum of 60 percent of the payment period).

<b>Program</b>	<b>Payment Period</b>	<b>60% Completion</b>
Traditional Undergraduate Semester	16 weeks	10 weeks
Online Undergraduate Semester Session	8 weeks	5 weeks
Cohort Undergraduate Semester	15 weeks	9 weeks
Adult Undergraduate	16 weeks	10 weeks

**Determination of Withdrawal Date***Official Withdrawal:*

A withdrawal is considered to be an “official” withdrawal when the student completes an official withdrawal form through the Academic and Career Enrichment Center, their academic advisor or verbally notifies the Office of Financial Aid.

Or, on a weekly basis, the Office of Financial Aid runs a report to identify students who have withdrawn from their courses but have not completed an official withdrawal form. The counselor then uses the date indicated on the report as the official date of withdrawal.

*Unofficial Withdrawal:*

- A withdrawal is considered to be an “unofficial” withdrawal when the student stops attending classes and does not withdraw from those classes or notify the University. In these circumstances, the withdrawal date is based on the student’s last academic activity (i.e. took an exam, submitted a term paper, etc.). If the date is unknown, the withdrawal date will be the midpoint or 50 percent of the payment period.
- If the student could not notify the University of their intent to withdraw because of extenuating circumstances (illness, accident, grievous personal loss or other circumstances beyond the student’s control), the withdrawal date used will be based on documentation related to the event once the Office of Financial Aid is notified.
- If a student does not return from an approved leave of absence (LOA) or does not indicate a date of return less than 180 days on the LOA form, the withdrawal date will be the student’s last day of attendance prior to the beginning of the LOA and a Return of Title IV funds will be calculated.

**Students with all Failing Grades**

Most academic programs at Benedictine do not require monitoring of student attendance. For Title IV recipients, federal regulations state that if a student fails to earn a passing grade in at least one course within the payment period, the institution must assume that the student has unofficially withdrawn unless there is documentation that the student completed the period.

**Reinstatement/Re-award**

A student may have their financial aid reinstated or re-awarded after a Title IV calculation has been processed once the student returns to the University.

**Definitions for Financial Aid Purposes**

A Leave of Absence (LOA): For all students, a leave of absence is a process designed to allow students to interrupt their academic program for a limited period of time during which the student is considered to have an active status with the University.

**Post-Withdrawal Disbursement**

Funds that a student is eligible to receive but were never disbursed prior to the last day of attendance.

## **PROGRAM FORMATS**

### **Traditional Undergraduate Programs**

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

### **Adult Accelerated Undergraduate Hybrid Programs**

Hybrid classes meet once per week in the evening on campus. Hybrid classes meet for five weeks per term and have one weekly four-hour asynchronous session online in Desire2Learn (D2L). Hybrid classes are completed in two years or less and begin year-round.

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.

### **Adult Accelerated Undergraduate Online 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, a program coordinator, financial aid advisors and career services.



## ACADEMIC CALENDAR

# 2017-2018

# Master Academic Calendar

Traditional Undergraduate Programs

### FALL 2017

#### August

25-27	Fri-Sun	Welcome Weekend
28	Mon	<b>Fall semester begins</b>
30	Wed	Opening Liturgy; <b>no classes between 10:30 a.m. and 1:30 p.m.</b> ; all University offices open
31	Thur	August degree conferral

#### September

3	Sun	End of add/drop course changes and late registration for 15-week classes
4	Mon	Labor Day; <b>no classes; all University offices closed</b>

#### October

13	Fri	Midterm Break; <b>no classes; all University offices open</b>
16	Mon	Application for May 2018 graduation degree/certificate recipients due

#### November

6-10	Mon-Fri	Spring 2018 term registration begins
19	Sun	Last day to withdraw from 15-week classes
22-24	Wed-Fri	Thanksgiving holiday; <b>no classes</b>
23-24	Thur-Fri	Thanksgiving holiday; <b>all University offices closed</b>

#### December

8	Fri	Last day of class meetings before finals week
11-15	Mon-Fri	Finals week
17	Sun	<b>Fall semester ends</b>
25-29	Mon-Fri	Christmas holiday observed; <b>all University offices closed</b>
31	Sun	December degree conferral

### SPRING 2018

#### January

1	Mon	New Year's Day observed; <b>all University offices closed</b>
12	Fri	New Student Orientation
15	Mon	Rev. Dr. Martin Luther King Jr. Day observed; <b>no classes; all University offices open</b> ; application for August 2018 graduation degree/certificate recipients due
16	Tues	<b>Spring semester begins</b>
22	Mon	End of add/drop course changes and late registration for 15-week classes

#### March

5-9	Mon-Fri	Summer and Fall 2018 term registration begins
16	Fri	Application for December 2018 graduation degree/certificate recipients due
19-25	Mon-Sun	Spring Break; <b>no classes; all University offices open</b>
30-31	Fri-Sat	Good Friday and Holy Saturday; <b>no classes; all University offices closed</b>

#### April

1	Sun	Easter Sunday; <b>no classes; all University offices closed</b>
2	Mon	Easter Monday; <b>no classes; all University offices closed</b>
15	Sun	Last day to withdraw from 15-week classes





**Benedictine**  
University

# 2017-2018

## Master Academic Calendar

### Traditional Undergraduate Programs

#### May

4	Fri	Last day of class meetings before finals week
7-11	Mon-Fri	Finals week
13	Sun	<b>Spring semester ends</b>
28	Mon	Memorial Day; <b>no classes; all University offices closed</b>
31	Thur	May degree conferral

#### SUMMER 2018

##### June

10	Sun	<b>Summer session 1 begins</b>
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##### July

4	Wed	Independence Day; <b>no classes; all University offices closed</b>
15	Sun	Summer session 1 ends
16	Mon	<b>Summer session 2 begins</b>

##### August

19	Sun	Summer session 2 ends
31	Fri	August degree conferral

#### NOTE:

*Spring Baccalaureate Mass and Commencement Convocation are to be determined.*

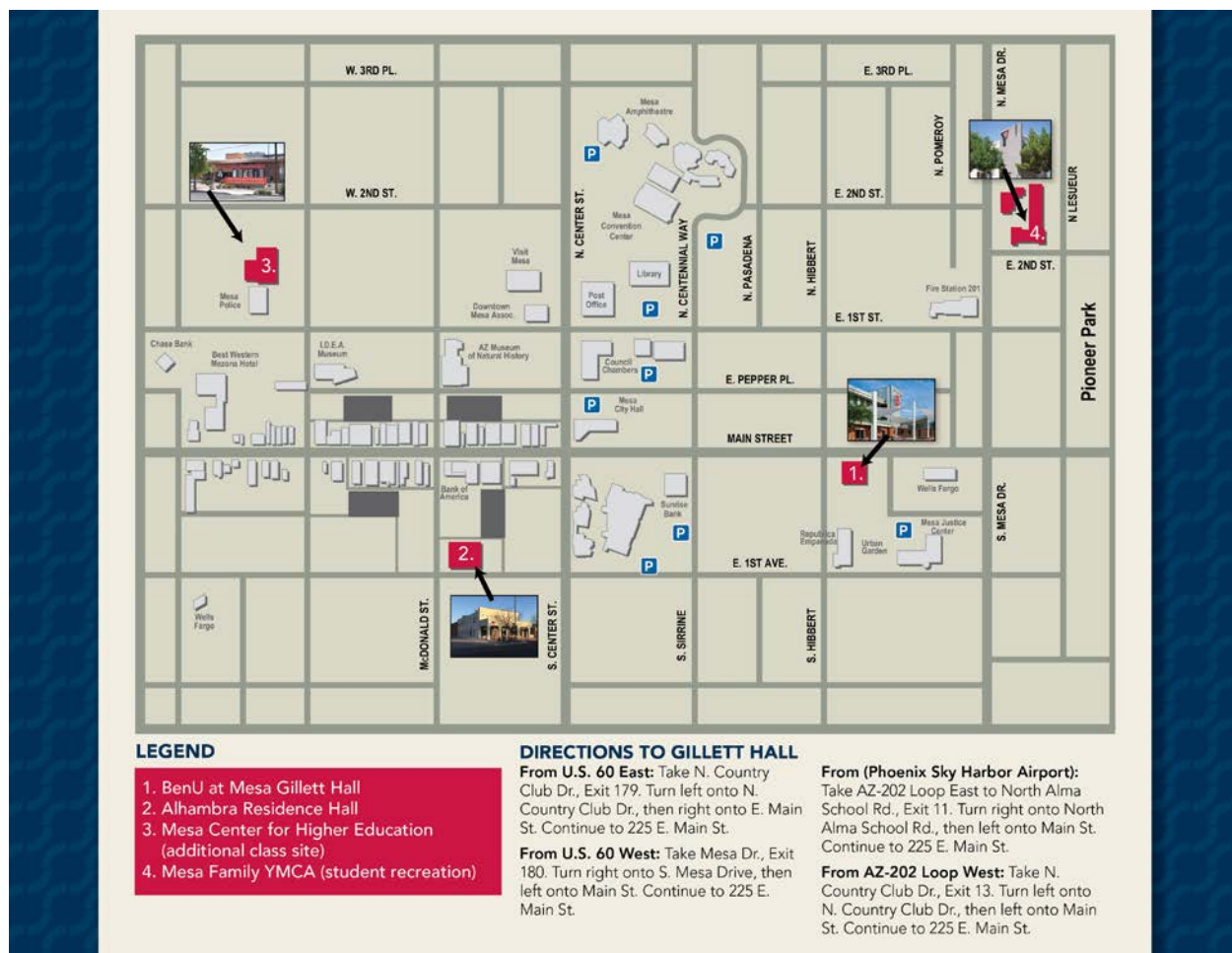


**Benedictine University Mesa**

Gillett Hall, 225 E. Main St., Mesa, AZ 85201  
(602) 888-5500 • [ben.edu/mesa](http://ben.edu/mesa)

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## DESCRIPTION OF FACILITIES



**Gillett Hall:** Faculty/Advisor offices, Athletics, Enrollment, Administration, classrooms and Student Services

**Alhambra Residence Hall:** Student housing

**Mesa Center for Higher Education:** Classroom, labs, School of Graduate, Adult and Professional Education (SGAPE) administrative offices, SGAPE advisors

**Mesa Family YMCA:** Student recreation and student athletic training

For more information, go to [ben.edu/mesa/about/location.cfm](http://ben.edu/mesa/about/location.cfm)

## **LIBRARY**

The Benedictine University Library directly supports the academic mission of the University through selecting, curating, creating, preserving and providing anytime access to digital and physical resources and through providing the finest in-person and virtual support and services to all of our regional and global library constituents. The library also seeks to support an Inquiry General Education Curriculum which is at the heart of our liberal arts-based system of curricular and co-curricular electives in areas representing multiple disciplinary approaches and modes of problem-solving. Benedictine's courses are designed 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.

In accordance with the University's mission, the library endeavors to enhance the University's Roman Catholic tradition and Benedictine heritage, the multicultural character of the campus community, and the 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.

The Information Literacy curriculum offered by the library covers all coursework and is designed to help students at all levels to find, evaluate, use, analyze and share information, and construct knowledge in a clear, compelling and ethical manner. Librarians are available to work with faculty, classes and individual students to achieve these goals.

### Collections:

- More than 335,000 books (print and electronic).
- Access to more than 125,000 periodicals (print and electronic).
- More than 86,000 streaming videos.
- More than 110 different databases in a variety of subject areas, most accessible from off campus.
- Instructional Materials Collection – juvenile books, teachers' kits, curriculum resources
- More than 2,000 pieces in the music score collection.
- Copies of theses and dissertations completed at Benedictine University and George Williams College.
- Illinois Documents Depository.
- Institutional Repository/Constellation.
- Archives and Special Collections.

### Services:

- Information Literacy Instruction
- Reference
- Circulation
- Reserves
- Interlibrary Loan
- Collection Development, Acquisitions

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Consortium affiliations:

- Consortium of Academic and Research Libraries in Illinois (CARLI)
- LIBRAS
- Catholic Research Resources Alliance (CRRA)
- Center for Research Libraries (CRL)
- American Benedictine Academy
- Theological Library Cooperative of Arizona (TLCA)

## 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, Student Services include:

- Academic support and tutoring functions;
- Accommodation services for students with disabilities;
- Advising and related support for undecided majors, students on academic probation and continuing probation;
- Student organizations and activities;
- Leadership development;
- Supplemental educational programming 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 Student Services team 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, students are offered 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 peer tutors 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 and times of tutoring sessions vary by semester.

### *Academic Coaching and Success Skills*

The University 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. This notice is sent to the student's University email account and the student's advisor. Tutoring is provided 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.

Students with a disability are encouraged to seek assistance with the associate vice president for 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 Academic and Career Enrichment Center will assist students and alumni in developing, implementing and evaluating career and life plans. Our goal is to promote students' 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 Academic and Career Enrichment 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.

#### *Campus 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 engage in a search for 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 guardians will be notified at the discretion of University staff.

#### *Student Activities*

Student Activities is charged with helping students to grow and develop outside the classroom, and assists in the area of program content and purpose. Student Activities plans special lectures, seminars and cultural events throughout the calendar year, and provides direction and mentorship in developing and managing student clubs and organizations.

#### *Safety and Security*

The role of the Department of Public Safety at Benedictine University at Mesa 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 presence on campus and are prepared 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 to help provide a safe and positive environment for learning and growth.

#### *Alumni Association*

Graduating students become 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 Relations. These programs include: 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 Relations at (630) 829-6077 or [tarens@ben.edu](mailto:tarens@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: [ben.edu/mesa/campus-community/student-complaint-form.cfm](http://ben.edu/mesa/campus-community/student-complaint-form.cfm). It is important to report

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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 appeals processes, or is a question of academic discretion, the complaint will be dismissed without further action.
  - The Office of Student Life 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 the complaint has been referred to an administrator for investigation and resolution, and to whom the complaint was referred, or (b) that the complaint has been dismissed 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](http://www.azppse.gov).



**Benedictine**  
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## **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

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate and Adult Accelerated Undergraduate

**Faculty:** Cyndi Laurin, Ph.D., Assistant Professor, Management and Organizational Behavior  
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 through evening classes in time periods and formats that are designed for the needs of adult learners.

#### **Requirements - Major:**

Accounting majors must complete the University's Inquiry General Education Curriculum requirements, which are partially satisfied by MGT 252 Business Ethics (which also counts as a Theological/Religious Mode of Inquiry) or one approved philosophical Mode of Inquiry 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)

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or BALT 301(3), MGT 300(3) and MGT 380(3). In addition, Accounting majors must complete BALT 240 or ACCT 310 (Accounting Information Systems) and ACCT 309 (Accounting Information Systems Lab).

Accounting majors must also complete the following 200- and 300-level courses, with a "C" or better: ACCT 211(3), 212(3) and 311(3) along with 9 semester credit hours of major specialization courses from the following list: ACCT 309(2), 310(2), 312(3), 313(3), 315(3) and 316(2). 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, 309, 310, 311, 312, 313, 315, 316, 321, 322, 323 and 324 (30 units at the 300+ level) along with ACCT 120(1) (VITA), 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) or BALT 301(3), 300(3) and MGT 380, ACCT 111(3), 112(3), 211(3), 212(3) and 311(3) along with 9 credit hours of major specialization courses from the following list: ACCT 309(2), ACCT 310(2), 312(3), 313(3), 315(3), 316(2) and ACCT 321(3).

CLEP, life experience, work experience, internships, advanced 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 earned a "C" or better may be applied to the minor. Students are limited to one minor in the Accounting and Management and Organizational Behavior 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 credit hours which must include ACCT 111(3), 112(3), 211(3) and 212(3); ECON 102(3); and at least six credit hours of 300-level courses in Accounting.

A Bachelor of Arts in Management or Bachelor of Business Administration in Management and Organizational Behavior 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.

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.



**Requirements - Concentration:**

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, student study area with carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job opportunities:* Staff accountant, accountant, academic financial specialist, senior finance manager, financial analyst, tax manager or property accountant. Average salary: \$46,518.

*Potential employers:* All companies, from small to large, can benefit from the assistance and expertise of an accountant. Accountants are needed in all lines of work and fields, from health care to retail, and there are plenty of opportunities available for graduates. In the United States alone, almost 280,000 new accounting related jobs are expected to be created from 2008-2018. Job growth for accountants and auditors, for example, is expected to be much higher than average, at 22 percent during this 10-year period.

## **Catholic Studies (Minor Only)**

**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:**

Catholic Studies minors 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 that the search for truth has many methodologies and integrate their experiences in the Modes of Inquiry Curriculum with the Catholic intellectual tradition;
3. Show knowledge of Catholic views of religious diversity; and
4. Engage ethical problems thoughtfully and actively, and contribute to the work of peace and justice.

### **Requirements - Minor:**

Catholic Studies minors: 21 semester credit hours with a grade of "C" or better, met through various courses including one THEO course designated as a Religious/Theological Mode of Inquiry and one Philosophical Mode of Inquiry course; one 300-level Theology course and participation in the Catholic Studies Learning Community for four semesters.

At least 12 semester credit hours at the 200-level or above, including a 3 semester credit-hour 300-level Theology course.

### *Learning Community*

The Catholic Studies Learning Community will meet at the beginning and the end of the semester and attend the Visiting Scholar in Catholic Thought and Benedictine Heritage lecture series.

## Communication Arts

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate

### 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 semester credit hours within the department with a grade of "C" or better, including: COMM 201(3) or 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 384(3), 385(3), 386(3), 388(3), 390(3), one 300-level applied course from: COMM C316(3), 337(3), 353(3), 381(3) or 382(3), at least one 300-level Communication Arts elective (theory or applied) and one 200- or 300-level Communication Arts elective. No more than 3 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 semester credit 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 3 semester 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 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 355(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:**

Flash drive, DSLR camera and external hard drive.

**General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Program Equipment:**

PC and Mac computer lab with Adobe Creative Cloud, editing and desktop publishing software, small chroma key studio, three professional DSLR camera kits (including lens kit, tripod, monopod, dolly, glidecam and external field monitors), four lighting and grip kits (including stands, sandbags, gels, gloves, power cables, etc.), three audio kits (including microphone, boom pole, audio recorder, headphones and cables), two iPads, three archival photo printers, various cables and connectors, and two point-and-shoot digital cameras. Equipment is used in the classroom, studio and most gear is available for student checkout.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job Opportunities:* Creative marketing specialist, correctional education program teacher, communications and public relations intern, instructional assistant, receiving specialist or assistant campus coordinator for co-curricular programs. Average salary: \$47,000.

*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, colleges and universities.

## Computer Science

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**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 2.500 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 2.500 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 44 semester credit hours of Computer Science courses numbered 180 or above, including 21 semester credit hours at the 300 level.

Required courses are CMSC 180(2), CMSC 185(2), CMSC 200(3), CMSC 205(3), CMSC 220(3), CMSC 270(3), CMSC 264(3), CMSC 274(3), CMSC 301(3), CMSC 330(3), CMSC 375(3) and CMSC 398(3).

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Students must also complete at least 9 semester credit hours from the following list: CMSC 310(3), CMSC 311(1), CMSC 331(1), CMSC 315(3), CMSC 365(3), CMSC 366(1), CMSC 391(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 one of the following computational courses (AP credit cannot be applied to this computational requirement): MATH 115(3), MATH 150(3), MATH 170(5), MATH 200(4), MATH 210(5) or MATH 211(4), MGT 150(3).

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 semester credit hours of Computer Science coursework, including CMSC 180(2), CMSC 185(2), CMSC 200(3), CMSC 205(3) and CMSC 270(3) or CMSC 274(3). One course must be at the 300 level.

**General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job Opportunities:* Applications systems administrator, software engineer, IT, Java developer, application developer, web designer, software architect or LAMP developer. Average salary: \$76,000.



## **Criminal Justice**

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate and Adult Accelerated 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:**

The Criminal Justice major must complete: MATH 105(3) or 108(3) or 110(3), 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(3-6) 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 391(3), CJUS 390(3-6) if CJUS 395 is taken for MI, and CJUS 395(3) if CJUS 390 is taken for MI.

Each major course must be completed with a grade of "C" or better. In addition, each major must take an ethics course to meet the Philosophy Mode of Inquiry requirement.

### **Requirements – Minor:**

A minor in Criminal Justice consists of a program of courses totaling at least 21 semester credit hours with a grade of "C" or better, submitted to and approved by the department chair, consisting of CJUS 260, CJUS 206, CJUS 294, CJUS 301, CJUS 321, one course (3 semester credit hours) from CJUS 233, CJUS 240 or CJUS 243, and one course (3 semester credit hours) from CJUS 330, CJUS 372 or CJUS 391. CJUS 250 and 351 may not be included for the minor.





Concentrations are available in combination with this major. Requirements listed below must be completed with a "C" or better.

**Requirements - Concentration:**

Diversity and Criminology: Students must complete the following courses: CJUS 212(3), CJUS 296(3), CJUS 320(3) and CJUS 360(3).

**Certificate in Diversity and Criminology:**

Student Type: Adult Accelerated Degree-Seeking Undergraduate

Objectives: Expand student knowledge and understanding and diversity in the criminal justice system, related directly to a critical criminology approach that shows the relationship between race, gender inequality and crime and to prepare the student to create research-based recommendations toward public policy.

Requirements: Students must complete with a grade of "C" or better, the following for a total of 15 semester credit hours: CJUS 212(3), CJUS 260(3), CJUS 296(3), CJUS 320(3) and CJUS 360(3).

**General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job Opportunities:* Compliance officer, security manager, probation officer, victim service specialist, security consultant or policy analyst. Average salary: \$58,720.

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

## **Fine Arts**

**A student must earn 126 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**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 a Master of Fine Arts 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 credit hours of 200-level coursework in one each of Photography, Graphic Design, Painting, Printmaking, Sculpture, Clay Art and 12 semester credit 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 credit hours of art electives and two courses in a modern language.

### **Requirements - Fine Arts Minor:**

The University offers a minor in Fine Arts requiring 21 semester credit hours 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 200-level studio arts electives from: any printmaking course (3), 250(3), 210(3), 293(3), 294(3), and one 300-level 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 and Reeves BFK paper.

### **General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.



**Benedictine**  
University

**Program Equipment:**

Photography lab with developing capabilities, printmaking studio (lithography, intaglio, silkscreen, woodcutting), easels, taborets, darkroom and drawing horses.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at

<http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job Opportunities:* Creative services producer, videographer/producer instructional professional, interior designer, senior graphic designer or creative photographer. Average salary: \$37,333.

*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 or photo agencies.

## Graphic Arts and Design

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate

**Faculty:**

Michael Tole, M.F.A.

**Objectives:**

The Graphic Arts and Design program will teach students to create effective and innovative solutions to the problems of visual communication and product design in practical applications such as: advertising, entertainment, web design, print media, product design, branding, illustration and other commercial endeavors. This requires students to master the following objectives:

- Identify the idea or message to be communicated, or in the case of product design, identify the function, setting, operation and optimal user interface for the object.
- Research the topic by gathering information from the client/potential consumer, appraising existing solutions/comparable products, and considering the various aesthetic choices and their potential impact, etc.
- Brainstorm a multitude of possible solutions.
- Select the most appropriate/effective solution for the individual project by analyzing the benefits and detriments of each possible solution within the context of the individual design project either through careful theoretical consideration or hands on trial and error.
- Effectively applying the elements and principles of design, typography, knowledge of materials and construction techniques, and knowledge of contemporary and historical aesthetics to the execution of the solution.
- Using various techniques and technology to transform the idea into something that exists in the real or digital world. This may include, but is not limited to: drawing, sculpture, photography and film, computer graphics programs such as Adobe Creative Suite, CAD, computer animation programs, video editing programs, web design, digital printing, 3D printing, etc.
- In the Benedictine tradition, the Graphic Arts and Design program also includes a solid, well-rounded liberal arts education that provides a social, historical, literary, psychological, scientific, mathematic, philosophical and theological framework that will inform the graduate's future work and life.

**Major Requirements:**

The Graphic Arts and Design major must complete each of the following courses with a grade of "C" or better: FNAR 101(3), FNAR 111(3), FNAR 203(3), FNAR 204(3), FNAR 205(3), choice of one course from FNAR 120(3) or FNAR 294(3); GAD 230(3), GAD 260(3), GAD 293(3), GAD 360(3), GAD 300(3), COMM 208(3), COMM 353(3), COMM 381(3), GAD 297(2-6), GAD 393(3), 3 semester credit hours in a three dimensional course and one of the following Art courses – FNAR 240(3), FNAR 241(3), FNAR 242(3), FNAR 243(3), or FNAR 250(3).

**Cognate Course:**

Three credit hours in a modern language.

**Requirements for three Minor Programs:**

**Fine Arts:** FNAR 101(3), FNAR 111(3), FNAR 203(3), FNAR 204(3), choice of two 200-level studio art courses and choice of one 300-level Art course.

**Graphic Design:** FNAR 111(3), GAD 205(3), GAD 230(3), choice of one Art History course, GAD 260(3), choice of GAD 360(3) or GAD 300(3), GAD 393(3)

**Art History:** FNAR 203(3), FNAR 204(3), FNAR 205(3), FNAR 206(3), FNAR 111(3), choice of GAD 205(3) or FNAR 207(3) or FNAR 208(3), and FNAR 398(3).

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

Projections for career opportunities in the graphic arts and design field from 2012 to 2022 include employment growth in computer systems design and related services by 35 percent over graphic design production that pertains to newspaper, periodical, book and directory publishers. With increased use of the Internet, graphic designers will be needed to create designs and images for portable devices, websites, electronic publications and video entertainment media. (Bureau of Labor Statistics, Job Outlook).

*Job Opportunities:* Senior graphic designer, creative marketing specialist, adjunct professor of fine arts and production-image creation, or social media specialist. Average salary: \$57,500.

According to a 2016 study from the Arizona Department of Administration's Office of Employment and Population Statistics, the annual average salary for graphic designers was \$45,197 in 2015.

"By acquiring a graphic design degree, students can make nearly \$10,000 more per year than those without college experience. An analysis of more than 15,000 graphic design jobs posted throughout the past year showed that 82 percent preferred candidates to have a bachelor's degree." (Burning-glass.com 10/22/2012 - 10/21/2013)

## Management

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**College:** College of Business

**Department:** Undergraduate Business

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

**Student Type:** Adult Accelerated Undergraduate

### Objectives:

This program and courses are designed to:

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

This program is designed to:

1. Enable you to perform effectively in professional and career positions in management; and
2. 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 (the tool for the discipline); and
3. The principles pertinent to all of the functional areas of business, accounting, management, information technology and marketing, in an integrated manner and with adequate focus on strategic management.

The Management program is offered in a learning team/blended format through evening classes, as well as in a fully online format. These options provide time periods and formats designed for the needs of adult learners. Management students must complete a minimum of 120 semester credit hours for degree completion.

### Requirements - Business Cognates:

Management students must complete the following cognate courses with a grade of "C" or better: ECON 101(3), PSYC 100 (3) and PHIL 245 (3).

### Requirements - Major

Management students must complete the following major courses with a grade of "C" or better: MGT 217(3), which must be the first course taken, BALT 240(3), ACCT 111(3), ACCT 112(3), ECON 102(3), MGT 300(3), MGT 150(3), MGT 237(3), MKTG 300(3), MGT 320(3), BALT 301(3),

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MGT 235(3), MGT 333(3), MGT 330(3), INTB 302(3), MGT 347(3), FINA 300(3) and MGT 387(3) which should be the last major course taken.

**Transfer Credits:**

Transfer credits for major courses and MATH 105(3) will not be accepted after a student is admitted into the Bachelor of Arts in Management program. The following courses must be completed at Benedictine University: MGT 217(3), IDS 202(3), IDS 304(3) and MGT 387(3).

**Work/Life Experience Credits:**

General elective credit hours may be demonstrated through the Prior Learning Assessment (PLA) program by the submission and approval of a Work/Life Experience portfolio. Students need to complete all of the requirements of the PLA program within one year of starting their degree program. The maximum number of credits that may be obtained through work/life experience is 18 semester credit hours.

**Concentrations:**

For Management students, optional concentrations provide an opportunity to expand knowledge in different areas. Each concentration is composed of four courses for a total of 12 semester credit hours. In order to qualify for a concentration, a grade of "C" or better must be obtained for each course. The following three concentrations are available:

- The Human Resources Management concentration requires completion of the following courses: MGT 262(3), MGT 264(3), MGT 266(3) and MGT 270(3). It is recommended that students complete MGT 330 prior to taking the concentration courses.
- The Marketing concentration requires completion of the following courses: MKTG 310(3), MKTG 330(3), MKTG 331(3) and MKTG 350(3).
- The Digital Marketing for Working Professionals concentration requires completion of the following courses: MKTG 241(3), MKTG 242(3), MKTG 243(3) and MKTG 244(3).





## **Management and Organizational Behavior**

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate

**Faculty:** Cyndi Laurin, Ph.D., Assistant Professor, Management and Organizational Behavior

### **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 program is designed so that the entire degree is available through day classes for the traditional undergraduate student.

### **Requirements - Major:**

Management and Organizational Behavior majors must complete the University Inquiry Curriculum requirements, which are partially satisfied by MGT 252 Business Ethics (which also counts as a Theological/Religious Mode of Inquiry) or one MI approved philosophy course in ethics, MATH 105(3) or MATH 110(3), and MATH 115(3). All business majors must complete BALT 240.

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), MGT 300(3) and MGT 380(3).

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 courses from among BALT 310(3), BALT 320(3), BALT 340(3), BALT 350(3), BALT 360(3), MGT 301(3), 302(3), 303(3), 305(3), 315(3), 334(3), 335(3), 347(3), 237(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 earned 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 credit hours which must include ECON 101(3), 102(3); ACCT 111(3); MGT 300(3); and at least three unique 300-level courses in management. A Bachelor of Arts in Management student may not minor in Management and Organizational 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 or 301.

#### **Student Materials:**

Calculator (Texas Instruments graphing calculator or equivalent).

#### **General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with



PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Clinical Training, Practicum, Externships or Special Features:**

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

**Graduate Employment Opportunities:**

A bachelor's degree in Management and Organizational Behavior can assist entry-level jobs in all major industry sectors (goods-producing and service sectors according to the U.S. Bureau of Labor Statistics - [http://data.bls.gov/cgi-bin/print.pl/iag/tgs/iag\\_index\\_naics.htm](http://data.bls.gov/cgi-bin/print.pl/iag/tgs/iag_index_naics.htm))

*Job Opportunities:* Clinical office manager, organizational development manager, HR generalist, business analyst or research manager. Average salary: \$53,700.

*Potential Employers:* Insurance firms, banks, real estate brokers, large corporations, credit unions, federal reserve banks, manufacturers, industrial organizations, for-profit and nonprofit organizations, or internet companies.

## Nutrition

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate

**Faculty:** Carol Bennett, M.P.H., RDN, 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. Demonstrate 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 science and techniques of food preparation.
4. Demonstrate use of scientific information and research into practice.
5. Develop teamwork, cultural competence and critical-thinking skills.

### Requirements - Major:

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

University Skills and Modes of Inquiry:

WRIT 101(3) and 102(3), SPCH 110(3); MATH 108(3) or MATH 110(3); PSYC 100(3); and an approved ethics course (PHIL 245, 248 or 346 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 PSYC 250(3).

Nutrition Science Courses:

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

Major Electives:

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

**Nutrition Major with Self-Designed Track:** MGT 300 WI (3); NUTR 300(4); plus at least 3 additional semester credit hours of 300-level NUTR; and an additional 14 semester credit hours of 200-level or above coursework in one or more of the following areas: NUTR, BIOL, ENVS, HLSC, COMM, MGT, MKTG or PSYC. The following courses in SPAN are allowed to count toward this option: SPAN 215, 216, 230, 313, 350 and 360 only. In addition, up to 3 semester credit hours of 100-level credit with non-redundant content in one of the aforementioned areas may count toward this option only with written approval of the Nutrition academic advisor and Nutrition department chair.

**OR 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(1), 300(4), 362(3), 363(3), 364(3), 366(3), 369(2) and 393(1); NUTR 381 or 385; and MGT 300(3). Students in the Health Education concentration must maintain a cumulative GPA of 3.000/4.000. *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); and at least 16 semester credit hours in NUTR including: NUTR 200(3) or 201(3) or 241(3); NUTR 251(3); two courses from among the following: NUTR 271WI(3), 280(3), and/or 345(3); and one of the following: NUTR 300(4) or 371(4).

**Health Education Certification Information (Mesa Campus only):**

The Health Education concentration of the Nutrition major is designed to prepare students to pursue the Certified Health Education Specialist (CHES) certification, which grants licensure to qualified individuals. The CHES examination is offered through the National Commission for Health Education Credentialing, Inc. (NCHEC – <http://www.nchech.org>).

Health Educators foster awareness of positive health behaviors and promote behavior change for health promotion and disease risk reduction. The Health Education concentration provides students with the knowledge and practice of skills to assess, create, plan, implement, monitor and evaluate programs designed to promote, maintain and improve the health of individuals, groups and communities, as well as impact environments and policies. Students learn to coordinate the provision of health education services and act as resources during field experiences, communicating needs, concerns and resources. This concentration provides a unique focus on nutrition for risk reduction.

**Student Materials:**

Computer or iPad and white laboratory coat.

**General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Program Equipment:**

State-of-the-art culinary arts lab complete with professional quality equipment.

Health Assessment Lab: professional quality equipment to measure cholesterol, blood pressure, blood glucose, hematocrit and standard anthropometric measurements.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**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:* Director of enteral nutrition, enteral technician, registered dietitian, nutrition services manager, health coach or therapeutic dietitian-nutrition services. Average salary: \$48,090.

*Potential Employers:* Hospitals, nursing care facilities, health centers and clinics, exercise centers, public health departments, community centers, day care centers, community health organizations, hospitals, schools, college and universities, camps, restaurants, hotels, U.S. Department of Health and Human Services, U.S. Department of Agriculture, Peace Corps, grocery stores, sports teams or catering services.

## Political Science

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate

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

### Objectives:

Political Science students at Benedictine University learn both theoretical and practical material about political systems and their processes, both domestic and international, as part of our overarching goal to develop a strong understanding of the concept of citizenship and commitment to service. Our faculty take pride in challenging our students and helping them to develop critical research, writing and oral communications skills.

The program is designed to:

1. Provide theoretical and practical knowledge about politics in the United States and political systems and processes around the world;
2. Prepare students to pursue careers in law, journalism, business, advocacy groups, nonprofit organizations, politics and public service, government, and international organizations and agencies, among others;
3. Provide students an opportunity to choose from concentrations in pre-law or international affairs;
4. Develop writing and research ability and critical-thinking essential for success in any career choice;
5. Develop a strong understanding of the concept of citizenship and a commitment to public service;
6. Provide internships and other non-classroom learning experiences in government, law and business, and other opportunities through the University's Center for Civic Leadership.
7. Encourage participation in our award-winning Model United Nations and Mock Trial teams.

### Requirements - Major:

Political Science majors must complete ECON 101(3); and PSYC 100(3). HIST 111(3) and 112(3) are strongly recommended. Also recommended are 12 semester credit hours in a modern language and HIST 223(3). The major itself consists of a minimum of 36 semester credit hours in political science, completed with a grade of "C" or better, including PLSC 102(3), 105(3) or 205(3), 201(3), 210(3), 299(3), 399(3), and 18 semester credit hours in other political science courses, 9 semester credit hours of which must be at the 300 level. All major and cognate courses must be completed with a grade of "C" or better. Although repeatable for credit, both PLSC 215(3) and 237(3) courses can be counted only once toward completion of the 36 semester credit hour Political Science major requirement.

Global Studies (PLSC 101) will not count toward a Political Science major or minor requirement. Credit will not be granted for both PLSC 105 and PLSC 205.



**Pre-Law Concentration:**

In response to law school recommendations, the pre-law concentration does not require a specific course of study but focuses on a broad range of offerings out of six academic programs. The thrust is a broad liberal arts background, which makes the student aware of pressing social problems, knowledgeable about the American system of government and capable of reading critically and writing in a clear, concise manner.

The student in the Pre-Law concentration is required to complete the following courses in political science with a grade of "C" or better: PLSC 102(3), 105 or 205(3), 201(3), 210(3), 230(3)/330(3), 231(3)/331(3), 243(3)/343(3), 299 and 399, ECON 101(3), and five electives from the following courses: ACCT 111(3), 112(3); COMM 317(3); ENVS 205(3); GENS 100(3); HIST 112(3), 260(3), 265(3); MGT 235(3), 236(3), PHIL 200(3), 240(3), 245(3), 250(3), 260(3), 355(3); PSYC 210(3); SOCL 205(3), 240(3), 260(3), 306(3), 321(3), 391(3); other courses related to the law, as approved by the Pre-Law advisor; or any PLSC 200- or 300-level course.

**Requirements - Minor:**

21 semester credit hours, with a grade of "C" or better, are required for a minor in Political Science. These 21 semester credit hours must include PLSC 102(3), 201(3), 105(3) or 205(3), 210(3), 299(3) and 6 additional semester credit hours above 200, including 3 semester credit hours at the 300 level. PLSC 215 and PLSC 237, while repeatable for credit, may only be counted once toward satisfying requirements for the minor.

**Other Information:**

Course repeat policy for majors and minors in Political Science: A student who has received an unsatisfactory grade (below a "C") in a course that satisfies requirements within the major or minor may repeat that course one time only. The course must be completed satisfactorily at Benedictine University. After three attempts (defined as enrollment beyond the add/drop date), a student will be denied further enrollment in a course within the major or minor. A student who has completed PLSC 399 Thesis Research and Writing and received a letter grade may not repeat the course.

**General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job Opportunities:* Director of intergovernmental affairs, senior public involvement coordinator, global security watch officer, site planner or teacher-social studies. Average salary: \$45,500.

*Potential Employers:* Law firms (as attorneys and/or paralegals), courthouses, the federal government, state and local government offices, Peace Corps, the United Nations, NGO's such as UNICEF, CARE,

etc., think tanks such as the Brookings Institute, interest groups (lobbying groups) or media (CNN, local, etc.).

## Psychology

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate and Adult Accelerated 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 110(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 exclusive of: PSYC 250, and 17 semester credit hours at the 300 level exclusive of PSYC 351 and 395. One additional choice of a 200- or 300-level course is required.

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 semester credit hours with a grade of "C" or better, submitted to and approved by the department chair, including at least 12 semester credit hours at the 200 level or above, of which at least 3 semester credit 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, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**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:* Probation officer, prevention and education specialist, crisis specialist (mobile team), substance abuse counselor, youth engagement specialist or academic advisor. Average salary: \$43,400.

*Potential Employers:* Community service agencies, advocacy groups, nonprofit 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 or Peace Corps.

## **Religious Studies (Minor Only)**

**Student Type:** Traditional Undergraduate

**Objectives:** Religious Studies minors 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 semester credit hours with a grade of "C" or better, met 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 a 300-level course arranged with faculty. At least 12 semester credit hours at the 200 level or above, including at least 3 semester credit hours at Benedictine at the 300 level, must also be completed.

### **Assigned textbooks or learning materials:**

Students can view current textbooks with ISBN numbers before each semester at

<http://bookstore.mbsdirect.net/benumesa.htm>

## Spanish

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**Student Type:** Traditional Undergraduate

**Faculty:** Anthony Cella, Ph.D., Assistant Professor, Spanish

### Objectives:

The faculty members who teach in the Spanish program firmly believe that, for the person who possesses the ability to communicate in another language and who shows sensitivity toward and understanding of other cultures, the world will have fewer boundaries. The development of language skills and cultural understanding and sensitivity will stimulate students' intellectual and personal growth and broaden their perspective, thus enabling them to become responsible citizens and leaders in the world community.

We currently offer several major and minor options:

- Bachelor of Arts in Spanish
- Bachelor of Arts in Spanish with Minor in Education
- Bachelor of Arts in Spanish with Medical Spanish Concentration
- Minor in Spanish
- Minor in Medical Spanish
- Minor in Medical Spanish Interpretation

In addition, students can combine the Spanish major with a major or minor in another discipline such as global studies, social sciences, international business and economics, education, pre-law, health sciences or social work.

The faculty subscribes to the proficiency guidelines of the American Council on the Teaching of Foreign Languages (ACTFL) and uses them as a basis for instruction.

Courses in Spanish are designed to enable students to:

1. Initiate and progressively develop skills in listening comprehension, speaking, reading, writing and cultural understanding;
2. Recognize the close relationship between language and culture, enabling them to become culturally sensitive to non-English speaking peoples and societies;
3. Be able to use highly specialized terminology from a variety of professional fields, including, but not limited to, health care, business and finance, foreign language education, translation and interpretation, and law and law enforcement; and
4. Broaden their career opportunities and marketability in an increasingly globalized and interdependent world.



The majors in Spanish are designed to:

1. Enable students to develop at least Intermediate-High level proficiency in all four skills, as described in the guidelines of the American Council on the Teaching of Foreign Languages (ACTFL). At this level students will be able to:
  - a. Create with the language;
  - b. Handle successfully most uncomplicated communicative tasks and social situations;
  - c. Initiate, sustain and close a general conversation with a number of strategies appropriate to a range of circumstances and topics, although errors may still be evident;
  - d. Ask and answer questions;
  - e. Demonstrate emerging evidence of connected discourse, particularly for simple narration and/or description; and
  - f. Be generally understood even by interlocutors not accustomed to dealing with intermediate-high level speakers;
2. Immerse students in the culture of a Spanish-speaking country through a study abroad experience;
3. Familiarize students with Spanish and Latin American culture, literature, art and current political issues and their international ramifications; and
4. Enable students to effectively use Spanish in a variety of professional contexts (health care, business, foreign language education, etc.).

The minors in Spanish are designed to:

1. Enable students to develop at least Intermediate-Mid level proficiency in all four skills, as described in the ACTFL guidelines. At this level students will be able to:
  - a. Create with the language;
  - b. Handle successfully a variety of uncomplicated, basic and communicative tasks and social situations;
  - c. Talk simply about self and family members;
  - d. Ask and answer questions and participate in simple conversations on topics beyond the most immediate needs, such as personal history and leisure time activities; and
  - e. Be generally understood by sympathetic interlocutors, although misunderstandings may still arise; and
2. Expose students to the traditions, values and lifestyles of a culture different from their own.
3. Introduce students to the grammatical structures and terminology most commonly used in a variety of professional settings (health care, business, foreign language education, etc.).

### **Requirements – Bachelor of Arts in Spanish:**

A Spanish major must complete at least 36 semester credit hours from among Spanish courses numbered 201 or above, all with a grade of "C" or better. The 36 semester credit hours (typically 12 classes) must include all of the following courses or equivalents: SPAN 201(3), SPAN 202(3), SPAN 211(3), SPAN 212(3) [heritage speakers may seek departmental approval in order to replace this class with any course above SPAN 212(3)], SPAN 230(3), SPAN 231(3), SPAN 311(3) and SPAN 312 (3); and a 6 semester credit-hour literature requirement consisting of one of the following three options: a) SPAN 220(3) and SPAN 310(3), b) SPAN 221(3) and SPAN 307(3), or c) SPAN 307(3) and SPAN 310(3). In order to satisfy the 36 semester credit-hour graduation requirement, Spanish majors must also take two additional elective classes. At least one must be taken at the 300-level, but the other can be



any class above SPAN 212 (both need to be pre-approved by the Department of Languages and Literature).

Students are also required to participate in a study abroad experience in a Spanish-speaking country, but in some extraordinary circumstances a waiver of this requirement may be requested from the chair of the Department of Languages and Literature (in place of studying abroad, these students may be required to participate in an internship and/or service-learning experience with an agency, educational institution or company where Spanish is used extensively, in which case they must earn a minimum of 3 semester credit hours for the internship).

Majors must also demonstrate Intermediate-High level proficiency in spoken Spanish according to the ACTFL guidelines. Students should arrange to take an oral proficiency exam during the semester PRIOR to the semester in which they plan to graduate. This ACTFL oral proficiency exam is administered online for a modest fee. After taking the test, students receive a nationally-recognized certificate of their oral language ability from ACTFL. For information on the ACTFL online test, contact Rafael Iglesias at (630) 829-6268. The interview may be repeated for an additional fee until the required level of proficiency is demonstrated.

#### **Requirements – Bachelor of Arts in Spanish with Medical Spanish Concentration:**

To earn a major in Spanish with a concentration in Medical Spanish, students must complete at least 36 semester credit hours from among Spanish courses numbered SPAN 201 or better, all with a grade of "C" or better. The 36 semester credit hours (typically 12 classes) must include all of the following courses or equivalents: SPAN 201(3), SPAN 202(3), SPAN 211(3), SPAN 212(3) [heritage speakers—students who grew up in a Spanish-speaking home—may seek departmental approval to take a 200- or 300-level SPAN elective in lieu of SPAN 212(3)], SPAN 215(3), SPAN 216(3), SPAN 230(3) or SPAN 231(3), SPAN 311(3), SPAN 313(3) or SPAN 360(3), and SPAN 350(3). In addition, students must complete a 6 semester credit-hour literature requirement consisting of one of the following three options: a) SPAN 220(3) and SPAN 310(3), b) SPAN 221(3) and SPAN 307(3), or c) SPAN 307(3) and SPAN 310(3).

All students pursuing a Spanish major are required to participate in a study abroad experience in a Spanish-speaking country, but in some extraordinary circumstances a waiver of this requirement may be requested in writing from the chair of the Department of Languages and Literature (students who are granted a study abroad waiver will normally be required to participate in a 3 semester credit-hour internship and/or service-learning experience with an agency, educational institution or company in the United States where Spanish is used extensively). Students pursuing a Spanish major with a Medical Spanish concentration are strongly encouraged to participate in an internship or service-learning opportunity either as part of their study abroad experience or in the United States (SPAN 297 and/or SPAN 397).

To earn a Bachelor of Arts in Spanish with a Medical Spanish concentration, students must earn a rating of Intermediate-High level proficiency or above in spoken Spanish according to ACTFL guidelines. Students should arrange to take the ACTFL oral proficiency exam during the semester PRIOR to the semester in which they plan to graduate. The ACTFL oral proficiency exam is administered online for a modest fee. After taking the test, students receive a nationally recognized certificate of their oral language proficiency rating from ACTFL. For information on the ACTFL online

test, contact Rafael Iglesias at (630) 829-6268. The ACTFL oral proficiency exam may be repeated for an additional fee until the required level of proficiency is demonstrated.

**Requirement - Minor in Spanish:**

A minor in Spanish consists of at least 21 semester credit hours of Spanish courses at or above the 200 level completed with a "C" or better. Students must complete all of the following courses or equivalents approved by the department: SPAN 201(3), SPAN 202(3), SPAN 211(3) and SPAN 212(3) (heritage speakers may seek departmental approval in order to replace this class with any course above SPAN 212). Students must also complete three more courses above the SPAN 212 level (9 semester credit hours), at least 3 semester credit hours of which must be at the 300 level. Only two of the three courses can be chosen from among the Medical Spanish courses (SPAN 215, SPAN 216, SPAN 313, SPAN 350 and SPAN 360). Minors in Spanish must also demonstrate Intermediate-Mid level proficiency in spoken Spanish according to the ACTFL guidelines. The interview may be repeated for an additional fee until the required level of proficiency is demonstrated.

**Requirement - Minor in Medical Spanish:**

To complete the minor in Medical Spanish, a student must earn at least 21 semester credit hours in Spanish (typically seven classes). The requirements for the minor are SPAN 202, SPAN 211, SPAN 212 (heritage speakers may seek departmental approval to take a 200- or 300-level SPAN elective in lieu of SPAN 212), SPAN 215 or SPAN 216, SPAN 350 or SPAN 360, plus two more elective courses (6 semester credit hours) chosen from classes above the SPAN 212 level, one of which (3 semester credit hours) must be in the area of Medical Spanish (currently, SPAN 215, SPAN 216, SPAN 313, SPAN 350, SPAN 360, or any medically-related Spanish class or internship preapproved by the department).

The second elective must be chosen from among non-Medical Spanish courses (SPAN 220, SPAN 221, SPAN 230, SPAN 231, SPAN 305, SPAN 307, SPAN 310, or any Spanish class or internship preapproved by the department). In order for a course to count toward this minor, the student must earn a grade of "C" or better. In order to graduate with a minor in Spanish, students must earn a rating of Intermediate-Mid level or above on the ACTFL oral proficiency exam. The online ACTFL oral proficiency interview may be repeated for an additional fee until the required level of proficiency is demonstrated.

**Requirement - Minor in Medical Spanish Interpretation:**

This minor is designed for students interested in the fast-growing profession of Medical Interpretation. It enables graduates to demonstrate to potential employers or professional graduate programs (for example, in medicine, law or business) a high level of linguistic proficiency in Spanish, mastery of the concept of cultural competency, and a deep understanding of and appreciation for various Latino and Hispanic cultures, in particular as they relate to health care beliefs and practices.

This minor program will prepare graduates with native or near-native proficiency in Spanish to undertake advanced coursework and seek official Certified Medical Interpreter (CMI) certification from the National Board of Certification for Medical Interpreters (NBCMI) because this Benedictine program has been carefully designed to take into account the Medical Interpreting Standards of Practice of the International Medical Interpreters Association (IMIA), as well as those outlined in two documents created by the National Council on Interpreting in Health Care (NCIHC): 1) the National

Standards of Practice for Interpreters in Health Care, and 2) the Program Content Standards of the 2011 National Standards for Healthcare Interpreter Training Programs.

To complete the minor in Medical Spanish Interpretation, a student must earn at least 22 semester credit hours in Spanish (typically seven classes + a 1 semester credit hour internship). Required courses include: SPAN 211, SPAN 212 (heritage speakers may seek departmental approval to take a 200- or 300-level SPAN elective in lieu of SPAN 212), SPAN 215 or SPAN 216, SPAN 350, SPAN 360, plus two SPAN elective courses (6 semester credit hours) above the SPAN 212 level. At least one of the SPAN electives must be chosen from among non-Medical Spanish courses (SPAN 220, SPAN 221, SPAN 230, SPAN 231, SPAN 307, SPAN 310, or any Spanish class or internship preapproved by the department). In order for a course to count toward this minor, the student must earn a grade of "C" or better.

Students pursuing the minor in Medical Spanish Interpretation are REQUIRED to participate in an internship (SPAN 297/SPAN 397) for a minimum of 1 semester credit hour. While students in this minor program are strongly encouraged to study abroad, they are NOT REQUIRED to do so.

In order to graduate with the minor in Medical Spanish Interpretation, students must earn a rating of Intermediate-High or above on the online ACTFL oral proficiency interview.

#### **Other Information:**

##### **Demonstrating Proficiency in Spanish and Placement Credit through Department:**

A Spanish placement exam is required for students who have taken any Spanish classes in high school. The placement test is also required for students who have acquired a level of proficiency in Spanish in a non-classroom setting (e.g., native speakers, heritage speakers – home use – of Spanish or study abroad), and for those students who have a lapse of a year or more in their language studies.

If a student takes the Benedictine University placement exam, is placed into SPAN 102 or above, AND completes at least one Spanish course at Benedictine above the SPAN 101 level in which he/she earns a grade of "C" or better, the student should submit a ["Petition for External Credit"](#) form (available in the Academic and Career Enrichment Center and online on the [Advising Center](#) page of the Benedictine University website). After completing and signing the appropriate form, the student should obtain an unofficial copy of his or her transcript and attach it to the form. The form and the attachment should then be given to the chair of the Department of Languages and Literature for approval of placement credit. Under NO CIRCUMSTANCES will academic credit or waiver of a language requirement be awarded on the basis of performance on the placement exam alone.

Students seeking a major or minor in Spanish should be aware that courses below the SPAN 201 level, although they count as hours toward graduation, do NOT fulfill any requirement for the major or minor. All students should be aware that a maximum of 6 hours of proficiency credit are allowed per student. Therefore, if a student places into SPAN 202 or better and has already received AP, CLEP or IB credit for SPAN 101 and SPAN 102, that student cannot also receive departmental placement credit for SPAN 201 or better. Once posted to the student's transcript, AP, CLEP or IB credit cannot be removed, therefore it is highly recommended that students pursuing a major or minor in Spanish

consult with the chair of the Department of Languages and Literature BEFORE posting AP, CLEP or IB credit. The granting of external credit for courses at or above the SPAN 211 level will only be considered in exceptional circumstances. Students should also be aware that SPAN 211 and SPAN 212 are parallel courses and not sequential courses and that completing 212 does not imply proficiency in 211.

### **Demonstrating Language Proficiency in Languages Other than Spanish:**

Candidates for the B.A. degree in some programs (e.g., English Language and Literature, History, Philosophy, Writing and Publishing, Theology) are required to demonstrate competency in a second language by successful completion of at least one language course at or above the 202 level. Students in the Scholars Program are required to demonstrate the ability to speak, read and write a second language at a level equivalent to six semesters of college study (completion of 211 and 212).

In addition to the major and minor programs in Spanish, the Department of Languages and Literature offers courses in Arabic and a minor in Chinese. Benedictine University students can also use the University's consortium agreements with North Central College and Aurora University to take courses in languages not offered at Benedictine. Students who want to take advantage of these agreements must obtain a "Consortium Exchange Course Authorization" form from the Office of the Registrar (approval from the student's academic advisor and the consortium University's registrar is necessary before a student may register for a course at the host institution).

While the final decision regarding fulfillment of a student's second language proficiency requirement rests with the student's program, the Department of Languages and Literature has traditionally helped students in other programs satisfy these requirements by proctoring online-based proficiency examinations in Arabic, Chinese (Mandarin), French, German, Korean, Pashto, Persian, Punjabi, Russian and Spanish. Writing (online-based or paper and pencil exams) and/or oral proficiency examinations (conducted by phone interviews) in dozens of other languages can also be arranged through LTI (Language Testing International), a partner of the American Council on the Teaching of Foreign Languages (ACTFL). For information on the ACTFL language proficiency tests, contact Rafael Iglesias at (630) 829-6268 or Beth Vinkler at (630) 829-6264.

### **Placement Tests versus Language Proficiency Examinations:**

It is important to understand that placement tests and language proficiency examinations are fundamentally different.

[Placement exams \(via WebCAPE\)](#) and/or interview with instructor) simply allow academic advisors to identify a language course offered at Benedictine University (in Arabic, Chinese or Spanish) in which students are most likely to succeed given their current level of proficiency, but under no circumstances are they used by themselves to grant credit and/or to fulfill any graduation requirement. Only if a student takes a Benedictine University language placement exam, is placed into a 102-level class or better, AND completes at least one language course at Benedictine above the 101-level in which he/she earns a grade of "C" or better, can he/she then petition for up to 6 semester credit hours of departmental external credit (in addition to any credit earned by passing the course itself). If, for example, a student is placed in CHIN 202 (3 semester credit hours), and he/she passes this course with a "C" or better, credit for CHIN 102(3) and CHIN 201(3) can be requested by submitting a "Petition for External Credit" form as long as no AP, CLEP or IB credit has been posted to the student's transcript.

ACTFL language proficiency examinations, on the other hand, are closely proctored and more comprehensive and rigorous than placement tests. As such, they are designed to determine whether students have reached the proficiency level necessary to satisfy the language requirement of a particular program.

For more information about language proficiency testing procedures, please contact the department chair, Rafael Iglesias at [riglesias@ben.edu](mailto:riglesias@ben.edu).

**Study Abroad and Internships:**

All majors and minors in languages are strongly encouraged to spend at least a summer, and preferably a semester, studying abroad. This experience is vital in that it gives the student the opportunity to experience firsthand the culture he or she has been studying at Benedictine. It also provides intensive real-life language exposure and practice that simply cannot be replicated in the classroom.

Benedictine students have access to a variety of internship opportunities (required for Medical Spanish Interpretation students) and study abroad programs through Benedictine University and other accredited institutions. The languages faculty, in cooperation with the staff of the Office of International Programs and Services, will assist each student in selecting the program best suited to his or her interests, and scheduling and financial needs.

**Departmental Distinction:**

Students majoring in English Language and Literature or Spanish in the Department of Languages and Literature who meet the following criteria may apply for Departmental Distinction: 1) GPA in the major of 3.500 or better; 2) Overall GPA of 3.250 or better; 3) Successful completion of a senior thesis or a senior capstone project; 4) Presentation of a paper at either a regional undergraduate conference or a conference or colloquium sponsored by the University or the department; 5) Active participation in department activities; and 6) At least 25 semester credit hours of service-learning related to the field (e.g. volunteer tutoring in the Academic and Career Enrichment Center, community literacy volunteer, work at an area social service agency serving the Hispanic community, etc.).

Students interested in working toward Departmental Distinction should speak with their advisor and contact the chair of the Department of Languages and Literature as early as possible in their academic career. Students must apply for Departmental Distinction during the semester BEFORE the semester in which they plan to graduate (October or February).

**General Equipment:**

Wireless access throughout the building, public area visual displays, student study areas carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned Textbooks or Learning Materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job Opportunities:* Youth care worker bilingual in Spanish/English, early childhood bilingual assessor, foreign language teacher or family support assistant. Average salary: \$30,333.

*Human resources specialist:* By 2020, Latinos are expected to compose 19 percent of the U.S. labor force, according to the U.S. Department of Labor. To help with multicultural recruitment needs, more companies are hiring bilingual recruiters and human resources professionals to help find qualified candidates and assist them with their employment transitions. Median annual pay: \$52,690.

*Social worker:* Social workers often deal with sensitive situations, including substance abuse, mental illness and child care negligence. Therefore, the fewer language barriers there are between the workers and their clients, the smoother and more effective the interactions will be. Median annual pay: \$42,480.

Median annual pay figures from the U.S. Bureau of Labor Statistics; pay figures cover all workers in the occupation (not just bilingual).



## Theology

**A student must earn 120 semester credit hours to qualify for graduation and must maintain a "C" average (2.000) in all Benedictine University coursework.**

**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:**

The Theology 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 complete at least 36 semester credit hours in major courses, including THEO 101, 102, 103 and 104, with a grade of "C" or better, of which 24 semester credit hours are at the 200 level or above, including 9 semester credit hours at the 300 level (3 semester credits of which must be THEO 399 Seminar).

One Writing Intensive course must be completed within the major.

### **Requirements - Minor:**

Minors must complete, with a grade of "C" or better, 21 semester credit hours including: THEO 104; one from THEO 101, 102 or 103; 9 semester credit hours at the 200 level; and 6 semester credit hours at the 300 level.

### **Requirements - Other:**

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

### **Student Materials:**

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



**General Equipment:**

Wireless access throughout the building, public area visual displays, student study area carrels with PCs, a common area printer, audio/visual equipment (LCD projector and/or TV monitor), lecterns with PCs and white boards.

**Assigned textbooks or learning materials:**

Students can view current textbooks with ISBN numbers before each semester at <http://bookstore.mbsdirect.net/benumesa.htm>.

**Graduate Employment Opportunities:**

*Job Opportunities:* Director of Campus Ministry or chaplain. Average salary: \$52,500. 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 or religious camp administration.

*Potential Employers:* International aid and relief organizations, nonprofit organizations, private voluntary organizations, United Nations, schools, universities and colleges, museums, galleries, United Way, America Red Cross, hospitals, shelters, nursing homes, churches, synagogues and mosques, monasteries or military.

## AREAS OF EMPHASIS

An emphasis is a grouping of courses outside a student's major or minor. The grouping consists of at least 12 and no more than 18 semester credit hours of required or recommended courses designed to focus on a particular area of study. At least 6 semester credit hours of coursework must be completed at Benedictine University. Only courses in which a student has received a grade of "C" or better may be applied to an emphasis. Successfully completed emphases are designated on the transcript following graduation.

### Emphasis in Advanced Digital Marketing for the Working Professional

**Student Type:** Adult Accelerated Degree-Seeking Undergraduate

**Objectives:**

1. Program prepares students to create, implement and evaluate digital marketing strategic plans in the workplace.
2. Program provides practice with authentic digital marketing tools and software used in a work setting.
3. Program provides opportunities to complete authentic industry certifications in the process of taking courses, such as an official certification from Google Analytics.

**Requirements:**

Complete 12 semester credit hours, with a grade of "C" or better, from the following: MKTG 336(3), MKTG 337(3), MKTG 338(3) and MKTG 339(3).

### Emphasis in Digital Marketing for the Working Professional

**Student Type:** Adult Accelerated Degree-Seeking Undergraduate

**Objectives:**

1. Program prepares students to create, implement and evaluate digital marketing strategic plans in the workplace.
2. Program provides practice with authentic digital marketing tools and software used in a work setting.
3. Program provides opportunities to complete authentic industry certifications in the process of taking courses, such as an official certification from Google Analytics.

**Requirements:**

Complete 12 semester credit hours with a grade of "C" or better from the following: MKTG 241(3), MKTG 242(3), MKTG 243(3) and MKTG 244(3).

## **Emphasis in Diversity and Criminology**

**Student Type:** Adult Accelerated Degree-Seeking Undergraduate

**Objective:**

Expand student knowledge and understanding of the criminal justice system related directly to a critical criminology approach that shows the relationship-based recommendations toward public policy.

**Requirements:**

Students must complete with a grade of "C" or better, the following for a total of 15 semester credit hours: CJUS 212(3), CJUS 260(3), CJUS 296(3), CJUS 320(3) and CJUS 360(3).

## **Emphasis in Human Resource Management**

**Student Type:** Adult Accelerated Degree-Seeking Undergraduate

**Objective:**

The program prepares human resources professionals, as well as new and experienced managers, for a constantly evolving workplace by focusing on the fundamental issues related to employee recruitment, employee performance, compensation and benefits and employee law.

**Requirements:**

Complete 12 semester credit hours with a grade of "C" or better from the following: MGT 262(3), MGT 264 (3), MGT 266(3) and MGT 270(3).

## **Emphasis in Marketing**

**Student Type:** Adult Accelerated Degree-Seeking Undergraduate

**Objective:**

The program expands student knowledge of marketing and consumer behavior with an emphasis on understanding market, product, price, promotion and place of distribution.

**Requirements:**

Complete 12 semester credit hours, with a grade of "C" or better, from the following: MKTG 300(3), MKTG 310(3), MKTG 330(3) and MKTG 350(3).

## **CERTIFICATE PROGRAMS**

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. Financial aid may not be awarded for coursework that meets only the requirements for a pre-baccalaureate certificate.

### **Advanced Digital Marketing for the Working Professional Certificate**

**Student Type:** Adult Accelerated Non Degree-Seeking Undergraduate

**Objectives:**

1. Program prepares students to create, implement and evaluate digital marketing strategic plans in the workplace.
2. Program provides practice with authentic digital marketing tools and software used in a work setting.
3. Program provides opportunities to complete authentic industry certifications in the process of taking courses, such as an official certification from Google Analytics.

**Requirements:**

Complete 12 semester credit hours, with a grade of "C" or better, from the following: MKTG 336(3), MKTG 337(3), MKTG 338(3) and MKTG 339(3).

### **Digital Marketing for the Working Professional Certificate**

**Student Type:** Adult Accelerated Non Degree-Seeking Undergraduate

**Objectives:**

1. Program prepares students to create, implement and evaluate digital marketing strategic plans in the workplace.
2. Program provides practice with authentic digital marketing tools and software used in a work setting.
3. Program provides opportunities to complete authentic industry certifications in the process of taking courses, such as an official certification from Google Analytics.

**Requirements:**

Complete 12 semester credit hours, with a grade of "C" or better, from the following: MKTG 241(3), MKTG 242(3), MKTG 243(3) and MKTG 244(3).



## **Diversity and Criminology Certificate**

**Student Type:** Adult Accelerated Degree-Seeking Undergraduate

**Objectives:**

1. Expand student knowledge and understanding of the criminal justice system related directly to a critical criminology approach that shows the relationship between race, gender inequality and crime.
2. Prepare the student to create research-based recommendations toward public policy.

**Requirements:**

Students must complete with a grade of "C" or better, the following for a total of 15 semester credit hours: CJUS 212(3), CJUS 260(3), CJUS 296(3), CJUS 320(3) and CJUS 360(3).

## **Human Resource Management Certificate**

**Student Type:** Adult Accelerated Non Degree-Seeking Undergraduate

**Objective:**

The program prepares human resources professionals, as well as new and experienced managers, for a constantly evolving workplace by focusing on the fundamental issues related to employee recruitment, employee performance, compensation and benefits and employee law.

**Requirements:**

Complete 12 semester credit hours with a grade of "C" or better from the following: MGT 262(3), MGT 264(3), MGT 266(3) and MGT 270(3).

## **Marketing Certificate**

**Student Type:** Adult Accelerated Non Degree-Seeking Undergraduate

**Objective:**

The program expands student knowledge of marketing and consumer behavior with an emphasis on understanding market, product, price, promotion and place of distribution.

**Requirements:**

Complete 12 semester credit hours, with a grade of "C" or better, from the following: MKTG 300(3), MKTG 310(3), MKTG 330(3) and MKTG 350(3).

## COURSE DESCRIPTIONS

### Accounting

**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 100. Prerequisite: MATH 105 or MATH 110 or co-registration 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. 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 is 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 and MATH 115. 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 297 Internship.** Practical experiences in business-related fields under the supervision of the program coordinator. 2-6 semester credit hours. Engaged Learning. Department consent required. Course repeatable. Maximum number of units allowed is 12.

**ACCT 309 Accounting Information Systems Laboratory.** Students will learn how to use accounting software to perform accounting-related tasks. Prerequisite: ACCT 111 and ACCT 112 and sophomore standing. Students must complete both ACCT 309 and ACCT 310 to waive the CMSC 180/184 department cognate requirement. 2 semester credit hours.

**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 study auditing of accounting information systems, databases and e-business. Prerequisite: ACCT 111 and ACCT 112 and sophomore standing. 3 semester credit hours.

**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 Public Company Accounting Oversight Board 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, nonprofit entities and partnerships. Prerequisite: ACCT 212. 3 semester credit hours.

**ACCT 316 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. Prerequisite: ACCT 212 and junior standing. 2 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 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 credit hours. Course repeatable. Maximum number of units allowed is 12.

**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 is 99.

**ACCT 397 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 is 12.

## **Anthropology**

**ANTH 200 Cultural Anthropology.** Study of the origins of humankind and culture. Development of human language, culture and institutions, and cross-cultural analysis of societies and cultures. 3 semester credit hours. Anthropology Core and Multicultural.



## Benedictine Beginnings

**BENB 98 First Semester Freshman Seminar.** A mandatory course designed to provide incoming freshmen with the skills necessary to be successful in a problem-based, lecture-free course model and the college environment as a whole. The class will consist of hands-on exercises, visiting speakers and discussion topics related to student experiences in the classroom. Instruction will also be provided on the classroom technology being used on campus as well as the learning management system. Transfer students have the option of registering for this course. Pass/Fail.

## Biology

**BIOL 135 Forensics.** Fundamental principles and methods of biological forensics. Intended for non-biology majors. Life-Scientific Mode of Inquiry (QLS). 3 semester credit hours. Life Science Core elective.

**BIOL 180 The Ecology of a Changing Planet.** Introduces the non-science major to the basic ecological processes and science that are involved in many environmental concerns. Life-Scientific Mode of Inquiry (QLS). 3 semester credit hours. Sustainability.

**BIOL 197 Principles of Organismal Biology.** Key concepts in organismal biology on which advanced courses will build. Includes introduction to evolution, ecology, development, and reproduction and survey of bacteria, protists, fungi, plants and animals. Life-Scientific Mode of Inquiry (QLS). 3 semester credit hours. Sustainability.

**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. Prerequisite: Co-registration or credit in CHEM 113 or CHEM 103. Life-Scientific Mode of Inquiry (QLS). 3 semester credit hours. Life Science Core elective.

**BIOL 199 Principles of Biology Lab.** Methods and techniques of laboratory investigation. Co-registration or "C" or better in BIOL 198 or equivalent and "C" or better in MATH 110 or MATH 105, or MATH 108 or above. 1 semester credit hour. Life Science Core elective.

**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 [Lisle main campus]: "C" or better in BIOL 197 or 297, BIOL 198, BIOL 199 or 299, and CHEM 103 or 123. Prerequisite [Springfield Campus]: BIOL 193, CHEM 121. Prerequisite [Mesa branch campus]: "C" or better in BIOL 197 or 297, BIOL 198, and CHEM 103. 4 semester credit hours. Writing Intensive and Engaged Learning.

**BIOL 258 Human Physiology.** The study of the control and function of human organ systems. Lecture only. Prerequisite: "C" or better in: BIOL 197 or 297, BIOL 198, and CHEM 103 or 123. 4 semester credit hours.

## Business Analytics

**BALT 240 Excel for Mere Mortals.** The participants in this course will not merely be able to calculate the bottom line, they will engage in the art of business analytics. Mastering the basics will open the door for serious financial calculations using real data modeling. Having delivered the numbers, extensive use of Excel's graphic functions will be deployed to tell the business story. Since not all things can be calculated, use of Excel's statistical functions will be exercised to determine probabilities. To embolden the brave, we will delve into the

*The information contained on this page is from the 2017-2018 Mesa Branch Campus Undergraduate Catalog and is valid until August 1, 2018.*



extensive capabilities of macros that provide complete access to the whole of the Microsoft Office suite.  
3 semester credit hours.

**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. Prerequisite: MGT 150.  
3 semester credit hours.

**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 and 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 includes the introduction to the SAS programming language and SQL, overview of data warehouse structure and access and 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, and measure, identify and interpret key web metrics and KPIs. Additionally, students will gain an understanding of main data collection techniques, and their impact and limitations on metrics. 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.

## 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. Physical-Scientific Mode of Inquiry (QPS). 3 semester credit hours. Physical Science Core elective.

**CHEM 102 Introduction to Chemistry Laboratory.** Experiments that explore the principles discussed in CHEM 101. Prerequisite: Registration or credit in CHEM 101. Physical-Scientific Mode of Inquiry (QPS). 1 semester credit hour.

**CHEM 103 Introduction to Organic Chemistry and Biochemistry.** The structure, nomenclature and reactions of organic compounds, and an introduction to biochemistry. Prerequisite: CHEM 101 or CHEM 123. Physical-Scientific Mode of Inquiry (QPS). 3 semester credit hours.

**CHEM 104 Introduction to Organic Chemistry and Biochemistry Laboratory.** Experiments examine the applications of organic and biochemical theory. Prerequisite: CHEM 102 or CHEM 124 and co-registration or credit in CHEM 103. Physical-Scientific Mode of Inquiry (QPS). 1 semester credit hour.

## Communications

**COMM 150 Introduction to Media Studies and Mass Persuasion.** 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 credit hours. Writing Intensive.

**COMM 201 Advertising Persuasion and Consumer Society.** A critical examination of Madison Avenue's advertising images and narratives. Students in the class learn how to recognize the hidden persuasion techniques that are used in advertising. Writing Intensive. Meets Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours.

**COMM 207 Editing for Publications.** Introduction to the principles and practices of editing for books, magazines and newspapers. Prerequisite: WRIT 102 or 103 or HNRS 190. 3 semester credit hours.

**COMM 208 Layout and Design for Publication.** Graphic design principles and professional processes are emphasized. Print projects may include advertising, newspaper, magazine and other projects using InDesign and Photoshop. Course fee: \$50. 3 semester credit 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 credit hours. Writing Intensive.

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

**COMM 250 Masters of the American Cinema.** A historical study of representative fiction film makers from D.W. Griffith to Spike Lee. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Communications Core elective.

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

**COMM 255 Television Production.** Laboratory course introducing students to the technical and aesthetic principles utilized in preparing programming for television. Fee: \$50. 3 semester credit hours.

**COMM 256 International Film.** A study of the film form as seen in the most important films produced outside the United States. Literary and Rhetorical Mode of Inquiry (QLR). Communications Core elective. 3 semester credit hours.

**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 credit hours. Typically offered periodically.

**COMM 259 Italian Cinema from 1945 to 1975.** The course focuses on Italian cinema as a form of artistic expression and a critique of the existing social reality. Meets Artistic and Creative Mode of Inquiry (QCA) Elective. 3 semester credit 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 credit hours.

**COMM 291 Topics.** Study of aspects of communication on the intermediate level not listed as regular course offerings. Prerequisite: WRIT 102. Course repeatable. Maximum number of units allowed is 12. 3 semester credit hours. Fine Arts Core elective.

**COMM 295 Independent Study.** Designed for the student who wishes to explore aspects of communications not normally offered in the regular curriculum. 1-3 semester credit hours. Department consent required. Course repeatable. Maximum number of units allowed is 12.

**COMM 297 Internship.** Practical experience in public relations, electronic media, journalism, advertising or multimedia supervised by the Department of Communication Arts. Up to 3 semester credit hours may be applied from the internship toward the 39 semester credit hour major requirement. Up to 12 semester credit hours may apply toward the 120 semester credit hours for graduation. Prerequisite: Consent of internship coordinator, and at least 3.000 GPA 2-6 semester credit hours. Engaged Learning. Department consent required. Course repeatable. Maximum number of units allowed is 12.

**COMM 303 Media and Society.** A critical investigation of the role of media in human societies. 3 semester credit hours.

**COMM 304 Media and Environment.** A critical investigation of the role of the media in the global discussion of environmental issues. 3 semester credit hours. Sustainability.



**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 credit hours. Communications Core elective.

**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 credit hours.

**COMM 381 Multimedia Production for the Web.** Students experiment with a variety of web-based materials, explore different uses of social media and learn to build webpages in HTML and CSS. Course Fee: \$50. 3 semester credit hours. Department 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 or co-registration in COMM 255. Course fee: \$50. 3 semester credit hours.

**COMM 388 Studies in Film Theory and Criticism.** Selected topics in film theory and criticism. 3 semester credit hours. Communications Core elective. Course repeatable. Maximum number of units allowed is 9.

**COMM 391 Topics.** Study of aspects of communications on the advanced level not covered in the above course offerings. Prerequisite: COMM 207, COMM 208 and WRIT 102. 3 semester credit hours. Course repeatable. Maximum number of units allowed is 12.

**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 credit hours. Engaged Learning.

**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. Prerequisite: COMM 207 and GPA of 3.500 in major. 1-3 semester credit hours. Department consent required. Course repeatable. Maximum number of units allowed is 12.

## Computer Science

**CMSC 100 Introduction to PC Software Applications.** Introduction to the software applications of word processing, spreadsheet and database management using the Microsoft Office Suite for Windows. For non-majors. 3 semester credit hours.

**CMSC 180 Introduction to Computing.** An introduction to the fundamental principles of computing and the relevance and impact computers have 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. Computational, Mathematical and Analytical Mode of Inquiry (QCM). 2 semester credit hours. Math Computer Science Core elective.

**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. Co-registration or credit in CIS/CMSC 180. Computational, Mathematical and Analytical Mode of Inquiry (QCM). Math Computer Science Core elective. 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. Co-registration or credit in CMSC 180. Computational, Mathematical and Analytical Mode of Inquiry (QCM). 2 semester credit hours. Math Computer Science Core elective.

**CMSC 200 Computer Programming.** An introduction to software design, algorithm development and implementation in a high-level programming language. Elementary programming structures, methods, string processing and functions, and file processing. Functional design and programming, real-world and application modeling, testing and debugging. Prerequisites: CMSC 180, MATH 105 or MATH 110. Computational, Mathematical, and Analytical Mode of Inquiry (QCM). 3 semester credit hours. Math Computer Science Core elective.

**CMSC 205 Data Structures and Algorithms I.** The study of data structures, their applications and implementations including one of the two dimensional arrays, classes, lists, stacks, queues, linked lists, binary search trees and heaps. Introduction to object-oriented programming, exception handling and unit testing. Prerequisite: "C" or better in CMSC 200 and co-registration or credit in Math 240. 3 semester credit hours.

**CMSC 220 Computer Architecture.** A breadth course in computer architecture including logic design, CPU organization, assembly language, integer and floating point representations, instruction representation, pipelining, memory hierarchy and instruction-level parallelism. Prerequisite: "C" or better in CMSC 200. 3 semester credit hours. Writing Intensive.

**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. Prerequisite: "C" or better in CMSC 185. 3 semester credit hours.

**CMSC 270 Data Structures and Algorithms II.** The further study of data structures including AVL-trees, B-trees and graphs. Sorting algorithms, hashing and recursion. Algorithm analysis techniques. Prerequisite: "C" or better in CMSC 205 and MATH 240. 3 semester credit hours. Typically offered: Spring Term.

**CMSC 274 Object-Oriented Design and Programming.** Design and implementation of object-oriented applications through the use of Java programming language. Includes classes, inheritance, encapsulation, polymorphism, interfaces, graphical user interface, nested classes, generics, abstract classes, reflection, multitasking, UML and design patterns. Prerequisite: "C" or better in CMSC 205. 3 semester credit hours.

**CMSC 301 Technical Communications.** A focus on communication from both an oral and a written perspective within a purely technical environment. Topics include client/customer requirements gathering, project leadership and detailed application documentation intended for various audiences. Prerequisite: "C" or better in CMSC 274. 3 semester credit hours. Writing Intensive. Typically offered: Periodically.

**CMSC 310 Operating Systems.** An introduction to operating systems including the topics of processes, threads, synchronization, CPU scheduling, deadlocks, memory management, virtual memory, and distributed systems. Prerequisites: "C" or better in both CMSC 220 and CMSC 274. 3 semester credit hours. Typically offered: Fall Term.

**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, re-implementing existing data structures and designing new functionality. Linux kernel projects and



programming. Prerequisite: Credit or co-registration in CMSC 310. 1 semester credit hour. Typically offered: Fall Term.

**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. 3 semester credit hours. Typically offered: Periodically.

**CMSC 330 Database Management Systems.** Database design and implementation including the relational data model, ER diagrams, relational algebra, SQL, functional dependency theory, normalization techniques, query processing and optimization, concurrency control, recovery, security, and database administration. Prerequisite: "C" or better in CMSC 274. 3 semester credit hours. Typically offered: Spring Term.

**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 co-registration in CMSC 330. 1 semester credit hour. Typically offered: Spring Term.

**CMSC 365 Computer Networks and Data Communication.** An introductory course in computer networking and data communications. Topics include, the Internet Protocol Stack, wireless and mobile networks, multimedia networking and security issues. Prerequisite: "C" or better in both CMSC 220 and CMSC 274. 3 semester credit hours. Typically offered: Fall Term.

**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 co-registration in CMSC 365. 1 semester credit hour. Engaged Learning. Typically offered: Fall Term.

**CMSC 375 Software Engineering.** An introduction to software engineering from project conception to implementation. Students will work in teams to develop multiple software projects throughout the semester practicing various types of software development processes and working in multiple roles within their team. Topics include software development processes (waterfall, Agile, etc. ) unit testing, calc overage, requirements elicitation and specification, software documentation, work estimation, and release planning. Prerequisite: "C" or better in CMSC 330 and CMSC 301. 3 semester credit hours. Writing Intensive Course. Typically offered: Fall Term.

**CMSC 387 Independent Study.** 1-3 semester credit hours. Typically offered: Fall and Spring Terms. Course Repeatable. Maximum number of units allowed is 6.

**CMSC 391 Selected Topics.** Various topics to supplement the curriculum. 3 semester credit hours. Typically offered: Periodically. Course repeatable. Maximum number of units allowed is 12.

**CMSC 398 Capstone Project.** A team-oriented, software engineering project experience to implement a solution to an information-based problem. Prerequisite: Senior Standing, "C" or better in both CMSC 330 and CMSC 375. 3 semester credit hours. Engaged Learning. Typically offered: Spring Term.



## **Criminal Justice**

**CJUS 205 Racial and Ethnic Groups.** The nature of prejudice. Studies of ethnic relations in America and other societies. Cross-listed as CJUS 205/SOCL 205. 3 semester credit hours.

**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 credit hours.

**CJUS 212 Race and Crime.** The effects of social construction of race and criminal justice. An overview of race relations and social control agencies throughout time. 3 semester credit hours.

**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 credit 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 credit 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. Prerequisite: CJUS 260. 3 semester credit 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. Prerequisite: MATH 105, MATH 108 or MATH 110. 3 semester credit hours. QCM.

**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 credit hours.

**CJUS 291 Topics.** Topics of interest to criminal justice majors. 3 semester credit hours. Course repeatable for a maximum of 9 units.

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

**CJUS 296 Critical Criminology.** Racism, sexism, imperialism and any other violation of human dignity are real crimes in society. The damage these crimes do will be the focus compared to street crimes. 3 semester credit hours.

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

**CJUS 320 Gender, Crime and Justice.** Studies the experience of women and the criminal justice system. The exploration of social inequalities and the search for justice. 3 semester credit 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 credit 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 credit hours.

**CJUS 326 Introduction to Criminal Investigation.** Fundamentals of investigation beginning with the discovery of a crime, 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 credit 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 credit 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 credit 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 250 or SOCL 250 or CJUS 250. Fee: \$35. 3 semester credit hours. Writing Intensive. Department consent required.

**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. Prerequisite: Junior or senior in Criminal Justice program. 4 semester credit hours.

**CJUS 360 Inequalities and War on Drugs.** The effects of policies, fear and social class are examined. 3 semester credit 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 field placement director prior to the 10th week of the semester preceding the field placement and a GPA of 3.000 or greater. 3-6 semester credit hours. Engaged Learning. Department consent required. Course repeatable. Maximum number of units allowed is 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 credit hours. Course repeatable. Maximum number of units allowed is 9.

**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 credit hours. Department consent required.

## Economics

**ECON 101 Principles of Macroeconomics.** Determination of income, employment and the price level. Effects of fiscal and monetary policies. Prerequisite: MATH 105, 108 or 110. Social-Scientific II Mode of Inquiry (QPE). 3 semester credit hours. Economics Core elective.

**ECON 102 Principles of Microeconomics.** Demand-supply model, consumer and firm decision-making, market structures, price determination and resource allocation. Prerequisite: MATH 105, 108 and 110. Social-Scientific II Mode of Inquiry (QPE). 3 semester credit hours. Economics Core elective.

## Finance

**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 credit hours.

**FINA 300 Managerial Finance.** An analysis of the functions of financial management in the decision-making process of the firm. Prerequisite: ACCT 11, MATH 105 or MATH 110. 3 semester credit hours.

## Fine Arts

**FNAR 100 Art Appreciation.** Introduction to the visual arts through lectures, discussions and field trips. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 101 Fundamentals of Design.** Emphasizes the knowledge and application of basic design principles of two-dimensional images in abstract and representational forms. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**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 I.** FNAR 111 Drawing I. Fundamentals of drawing from observation with emphasis on sight measuring, linear perspective and tone modeling. Subjects of drawing comprise the still life, perspective interior and the portrait. Fee \$40. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**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.

**FNAR 161 Ceramics I.** Introduction to various hand-building techniques, decorative methods, firing processes and use of the potter's wheel. IAI ART 912. 3 semester credit hours.

**FNAR 203 Ancient and Medieval Art.** Art historical survey of significant paintings, sculptures and buildings with emphasis on religious concepts. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 204 Renaissance to Modern Art.** Art historical survey of painting, sculpture and architecture in Western civilization with emphasis on religious concepts. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 205 Non-Western Art History.** Introduction to the history of the visual cultures of Africa, India and Southeast Asia, China and Japan. Emphasizes the arts in context, especially the world religions: Buddhism, Christianity, Hinduism and Islam. Core. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 206 Modern and Contemporary Art History.** Survey of major visual arts movements from 1865 to present. Emphasizes artists' contexts and audience reception. Core. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

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

**FNAR 211 Drawing II.** This studio art course is a continuation and expansion of Drawing I which utilizes the representational tradition of drawing. Drawing II will give focus to the compositional and design aspects of picture-making. Toward the conclusion of the course, the nature of abstraction will be investigated. Reference to historical models of drawing is a constant factor of the course. A variety of materials will be included. Prerequisite: FNAR 111 Drawing I. 3 semester credit hours. Core elective.

**FNAR 240 Printmaking: Intaglio (Etching).** A studio course emphasizing the etching medium. Core. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 242 Printmaking: Silk-Screen.** A studio course on silk-screen printing. Core. Artistic and Creative Mode of Inquiry (QCA). 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. The genre of still life is a major component of the course. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 260 Intermediate Painting.** This studio art course continues on the foundations of the beginning Oil Painting course which seeks to establish the groundwork for painting from life and the mechanics and craft of oil painting, which includes learning to conceptualize working with a pallet of color. Exploration of new genre, including the still life, will be a factor in the course. Prerequisite: FNAR 250 Oil Painting. 3 semester credit hours.

**FNAR 291 Topics.** Focuses on various topics relating to the needs of the students and recent events and/or topics of interest. Core. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective. Course Repeatable. Maximum number of units allowed is 3.

**FNAR 293 Digital Photography.** Emphasis on shooting and manipulation of digital camera imagery. Core. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 294 Computer Art.** Creation of artwork using the computer as medium. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective.

**FNAR 295 Intermediate Photography.** A study art course that further exposes students to the discipline of Studio assignments. Assignments would involve the control of lights, exposures, background selections, still life/product photography, portraiture and figure studies. A digital SLR camera required for the assignments. Prerequisite: FNAR 293 Digital Photography. 3 semester credit hours. Course repeatable for a maximum of 99 credits.

**FNAR 305 Advanced Painting.** An advanced 300-level studio art course that explores the meaning of Modernist abstraction, which also includes the representational tradition. The course will also consider the relevance of understanding contemporary art as it becomes pertinent to conceiving of a personal artistic vision. Having an aesthetic posture of creativity, invention and discovery is the primary attitude toward the course. This course is not a Core elective. 3 semester credit hours.

**FNAR 311 Advanced Drawing.** FNAR 311 Advanced Drawing. An intensive investigation into the use of value and the compositional elements of picture-making, while seeking a personal vision. Emphasis will be placed on the methods of representation as evidenced by the traditions of past masters. This is not a Core elective. Prerequisite: FNAR 211 Drawing II. 3 semester credit hours.

**FNAR 350 Senior Portfolio: Thesis Exhibition.** This is a capstone course for senior Art majors. Students are expected to produce a developed vision within their chosen medium of concentration, and then exhibit their artwork on campus. The course will also consider the development of a digital portfolio that can serve the student post-graduation. The critique process by Art faculty is a constant factor in this course. Prerequisite: One of the three: FNAR 305, FNAR 340 or FNAR 394. 3 semester credit hours. Engaged Learning. Department consent required.

**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 credit hours. Fine Arts Core and 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 credit 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. Prerequisite: Advanced Studio I (FNAR 381). 3 semester credit 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. Prerequisite: Advanced Studio II (FNAR 382). 3 semester credit 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. Prerequisite: Advanced Studio III (FNAR 383). 3 semester credit hours.

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

**FNAR 398 Senior Seminar: Art Criticism.** This is a Writing Intensive course that focuses on the methods, theories and imagery that contribute to the art of writing art criticism. Much emphasis will be placed on the act of interpretation. This course is also intended toward the fine artist who is serious about developing a personal artistic vision. 3 semester credit hours. Course repeatable. Maximum number of units allowed is 99.

## Global Studies

**GBLS 101 Introduction to Global Studies.** This interdisciplinary course will survey and interrogate the major events and processes such as colonialism, imperialism and globalization that shape and inform the contemporary world. From the perspectives of selected regions, Latin America, non-Latin America, the Middle East and the Mediterranean, the course will explore the 21st century challenges they face and the solutions they offer for preserving and inhabiting the new, global and interdependent world. Social-Scientific II Mode of Inquiry (QPE). 3 semester credit hours. Global Studies Core elective.

## Graphic Arts and Design

**GAD 205 History of Graphic Design.** This course explores the relationship between the history of graphic design, fine art and modern graphic design. The impact of political and social movements as it relates to graphic design will be of critical importance. 3 semester credit hours.

**GAD 230 Typography.** This course introduces typography as a vital element of visual communications. Typographic structure, terminology, expression and strategy will be explored from the single letter form to an entire page layout. The 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 is an intermediate-level studio course which introduces students to effective strategies of visual communication in print media by the relationship of text and image. Visual practice such as appropriate image generation, experimental typography and communicative layout will be explored by assigned projects and readings. \$150 lab fee. 3 semester credit hours.

**GAD 261 Graphic Design II.** This course is an advanced-level studio course continuation of Graphic Design I. To create effective visual message by the interaction of text and image, more complex theme and information will be examined. A real-world project, writing and field trip will be assigned additionally to enhance students' visual problem-solving proficiency. \$150 lab fee. 3 semester credit hours.

**GAD 300 New Media and Design.** 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. \$150 lab fee. 3 semester credit hours.

**GAD 360 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. Prerequisite: GAD 260. \$150 lab fee. 3 semester credit hours.

## Health Education and Promotion

**HLED 271 Health Education.** Health education for groups. Examination of topics pertaining to competencies of health educators, including health behavior change theories and cultural competence. Focus on processes of program planning for health education, including pre-planning, needs assessment, writing and evaluating goals

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and objectives, and development of the intervention. Introduction to the evaluation process. Students develop a theory-based intervention to effect change and enhance wellness. Prerequisite: credit or co-registration in NUTR 200, 201 or 241. 3 semester credit hours. Writing Intensive.

**HLED 280 Community Health and Nutrition.** Introduction to the role of the public and community nutrition professional. Overview of health care policy, health care systems and legislation, discussion of the legislative and regulatory basis of nutrition and dietetics practice, and advocacy. Discussion of current public health and nutrition problems, existing programs and other resources, health literacy, role of environment and marketing for improving the health of the population, as well as application through development of an educational intervention for the community. Transportation may be required. Cross-listed with NUTR 280. Prerequisite: NUTR 200 or 241; or junior standing by credits with co-registration in NUTR 241 and consent. 3 semester credit hours. Engaged Learning.

**HLED 362 Evaluation of Health Outcomes.** This course provides an overview of the skills and activities for evaluating health programs in an effective manner. Key topics focus on: selection of instruments/technology to manage data; the communication and application findings; and the assessment of impact on health policy. Prerequisites: NUTR or HLED 271; and PSYC 250. 3 semester credit hours.

**HLED 363 Management of Health Initiatives.** This course addresses key concepts for effective management of health education activities. Key topics focus on the administration organizational structure and include facilitating partnerships, coordinating logistics, training staff/volunteers, monitoring resources, assessing technology needs, building relationships with partners/stakeholders, demonstrating strategic leadership, conducting quality assurance tasks and engaging in purposeful advocacy. Prerequisite: NUTR or HLED 271. 3 semester credit hours.

**HLED 366 Health Education Field Experience.** Students participate in a pre-determined community health project. Working as an individual or a small team, students take an active part in a community health education process: assessing a need, implementing a project, serving as a health or nutrition education resource for the project. Students will meet regularly with the instructor. Students will conduct a seminar detailing the project at the end of the semester. Prerequisites: HLED or NUTR 231 or 241, HLED or NUTR 271 and HLED or NUTR 280 HLED or NUTR 362 and credit or co-registration in HLED or NUTR 363. Off-campus sites. Transportation required. Liability fee \$27.50. 3 semester credit hours. Engaged Learning. Department consent required.

**HLED 369 Health Coaching Techniques.** This course introduces the health coaching principles and skills for health professionals. It provides a practical foundation about evidence-based coaching psychology. Participants will explore a driving question – How can one inspire others to take charge of their lives and make healthful behavior choices? The course addresses coaching relationship skills and presence; harnessing motivation; identifying generative moments; conducting coaching sessions; and thriving as a coach.

**HLED 392 Health Research and Professional Writing.** This course provides an overview of research methodology. Locate using current information technologies, interpret and evaluate professional health literature as a foundation to develop a professional manuscript and complete a journal critique. Prerequisite: Grade of C or better in WRIT 102. Credit or co-registration in BIOL 229 or PSYC 250. Credit or co-registration in NUTR 300, 345, 371, 374, 378 or 379. Cross-listed with NUTR 392. 2 semester credit hours. Writing Intensive.

**HLED 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. 1 semester credit hour.

## History

**HIST 111 American History to 1865.** Covers the Colonial era, the Revolutionary age, internal growth of the Republic and causes of the Civil War. Historical Mode of Inquiry (QHT). 3 semester credit hours.

**HIST 112 American History since 1865.** Covers the industrialization of America; the organization of labor; the development of imperialism; and the growth of foreign policy. Historical Mode of Inquiry (QHT). 3 semester credit hours.

**HIST 215 The African Diaspora in Latin America, 1899-2000.** An interdisciplinary course that explores the experiences of people of African descent in Latin America focusing on the fight for independence of Latin America and the continuing struggle for economic and social equality in contemporary Latin America. Cross-listed with HIST 315. Historical Mode of Inquiry (QHT). 3 semester credit hours. Global and Sustainability.

**HIST 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. Cross-listed with HIST 320. Historical Mode of Inquiry (QHT). 3 semester credit hours.

**HIST 260 Women in American Society.** Examines women's roles in American life and the ways in which they have shaped society, culture and politics. Topics include the major experience of women from the Colonial era to the present; gender ideology and the changing images of women; the diversity of race, class and religion. Historical Mode of Inquiry (QHT). 3 semester credit hours.

## 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. Cross-listed with HIST 320. Historical Mode of Inquiry (QHT). 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? Students with more than 60 semester credit hours earned. 3 semester credit hours. Writing Intensive.

## Interdisciplinary Seminar

**IDS 201 Catholic/Benedictine Traditions.** Interdisciplinary seminar focused on various religious and philosophical traditions, including one or more Catholic or Benedictine hallmark(s). Students with 30 or more semester credit hours earned. 3 semester credit hours. Writing Intensive.

**IDS 202 Catholic/Benedictine Intellectual Traditions: Sustainability/Stewardship.** Interdisciplinary seminar focused on various religious and philosophical traditions, including one or more Catholic or Benedictine hallmark(s). Students with 30 or more semester credit hours earned. 3 semester credit hours. Writing Intensive and Sustainability.

**IDS 301 Human Dignity/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 or more semester credit hours earned. 3 semester credit hours.

**IDS 302 Human Dignity/Common Good: Sustainable.** Interdisciplinary seminar focused on issues of social responsibility, stewardship of self and environment, civic engagement, and personal and intellectual development. Students with 60 or more semester credit hours earned. 3 semester credit hours.

**IDS 303 Human Dignity/Common Good: Global.** Interdisciplinary seminar focused on issues of social responsibility, stewardship of self and environment, civic engagement, and personal and intellectual development. Students with 60 or more semester credit hours earned. 3 semester credit hours. Global course.

**IDS 304 Human Dignity/Common Good: Sustainability/Stewardship and Global.** Interdisciplinary seminar focused on issues of social responsibility, stewardship of self and environment, civic engagement, and personal and intellectual development. Students with 60 or more semester credit hours earned. 3 semester credit hours. Global and Sustainability.

## International Business

**INTB 101 The Global Economy.** This 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. Social-Scientific II Mode of Inquiry (QPE). 3 semester credit hours. Global course.

**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 150 Themes in Literature.** This course is designed primarily for non-majors. Students will be introduced to literary methods and theories, with a focus on transferable skills, such as literary analysis, close reading and essay writing. 3 semester credit hours. Typically offered: Periodically. Literary and Rhetorical Mode of Inquiry (QLR).

**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. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours. Literature Core elective.

**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. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours. Typically offered: Fall Term.

**LITR 256 American Literature II.** Survey of American literature since the Civil War. Emphasis on development of realism and naturalism in the 19th century and modernism in the 20th century. Counts as post-1800. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credits hours. Literature Core elective. Typically offered: Spring Term.

**LITR 257 British Literature I.** Historical survey of representative British literary texts from the Anglo-Saxon period to 1789, with attention to modes of critical reading and development of important genres. Counts as pre-1800. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credits hours. Literature Core elective. Typically offered: Fall Term.

**LITR 258 British Literature II.** Historical survey of representative British and Anglophone literary texts from 1789 to the present, with attention to modes of critical reading and relevant cultural and historical contexts. Counts as post-1800. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours. Literature Core elective. Typically offered: Spring Term.

**LITR 259 World Literatures.** Study of major literary works from the ancient and classical, pre-modern, modern and/or global eras in English. May include comparative study of world traditions or mythologies. Not a Global-designated course. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours. Literature Core and Writing Intensive.

**LITR 263 Literature of the Early Modern Period.** Selected literary and cultural texts drawn from the late 16th to the 18th centuries. Places these texts in the context of emerging modernity. Counts as pre-1800. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours. Literature Core elective. Typically offered: Spring Term; Odd Years.

**LITR 264 Global/Postcolonial Literature and Theory.** Comparative study of literature and theory concerning Colonial, Postcolonial, Third World, and diasporic cultures and communities. 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. Cross-listed with LITR 364. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours. Literature Core elective. Typically offered: Spring Term; Odd Years.

**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. Literary and Rhetorical Mode of Inquiry (QLR). 3 semester credit hours. Literature Core elective. Writing Intensive. Typically offered: Spring Term; Odd Years.

**LITR 268 Studies in the Drama.** Critical study of selected dramatic literature from a range of cultures and periods; theories of drama as literary genre. Topics will vary. Literary and Rhetorical Mode of Inquiry (QLR). Writing Intensive. 3 semester credit hours. Literature Core elective, Writing Intensive. Typically offered: Fall Term; Odd Years.

**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. Artistic and Creativity Mode of Inquiry (QCA). 3 semester credit hours. Fine Arts Core elective. Typically offered: Periodically.

**LITR 291 Topics in Literature.** Intermediate-level study of authors, themes, movements and genres; attention to historical context. Topics will vary. May count as pre-1800, post-1800 or diversity course for majors, depending on topic. May be designated as Literary and Rhetorical Mode of Inquiry (QLR), depending on topic. 3 semester credit hours. Typically offered: Periodically. Course repeatable. Maximum number of units allowed is 99.

**LITR 298 Advanced Academic and Nonfiction Writing.** Advanced introduction to academic writing and research, with emphasis on understanding the essay form and its history. Students will develop versatility in adapting writing skills to different platforms, media and genres. Introductory course for English Language and Literature majors; prerequisite for 300-level Literature courses. 3 semester credit hours. Typically offered: Fall Term.

**LITR 299 Introduction to Literary Analysis.** Advanced introduction to literary study and criticism. Focus on genres, techniques and development of literature. Emphasis on critical reading and writing. Introductory course for English Language and Literature majors; prerequisite for 300-level Literature courses. 3 semester credit hours. Typically offered: Spring term.

**LITR 300 Advanced U.S. Literary and Cultural Studies I.** Explores critical questions, analytical categories and common methodologies that structure the practice of U.S. literary and cultural studies. Students will work primarily with literary texts written before 1800 as well as with secondary sources and theoretical works. Students will also complete a research paper. Counts as pre-1800. Prerequisite: LITR 298 or LITR 299. 3 semester credit hours. Typically offered: Periodically.

**LITR 357 The Nineteenth Century.** Advanced study of 19th century fiction, poetry and/or drama. Topics may vary. Counts as post-1800. Prerequisite: LITR 298 or LITR 299. 3 semester credit hours. Typically offered: Spring Term; Odd Years.

**LITR 364 Global/ Postcolonial Literature and Theory.** Comparative study of literature and theory concerning Colonial, Postcolonial, Third World, and diasporic cultures and communities. May include such topics as education and the colonial. Postcolonial conditions; 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. Prerequisite: LITR 298 or LITR 299. Cross-listed with LITR 264. 3 semester credit hours. Typically offered Spring Term; Odd Years.

**LITR 369 Advanced Creative Writing.** Advanced writing workshop with focus on writing and revision of fiction and poetry; includes group discussions and individual conferences. Students will produce a professional portfolio of creative work. Prerequisite: LITR 269 or department approval. 3 semester credit hours. Typically offered: Periodically.

**LITR 381 Theories of Gender in Literary Analysis.** Advanced readings in literature and in selected gender-based modes of textual analysis, as well as theories of the relationship between gender and language. Counts as diversity elective for majors. Prerequisite: LITR 298 or LITR 299 or GENS 100. 3 semester credit hours. Typically offered: Spring Term; Odd Years.

**LITR 384 Major Authors and Genres I.** Detailed study of major writers and/or literary genres prior to 1800. Authors to be studied may include such figures as Geoffrey Chaucer, Aphra Behn or John Milton; genres to be studied may include the epic or the rise of the novel. Counts as pre-1800 for majors; may also count as diversity course depending on the topic. Prerequisite: LITR 298 or LITR 299. 3 semester credit hours. Typically offered: Periodically.

**LITR 385 Major Authors and Genres II.** Detailed study of major writers and/or literary genres after 1800. Authors to be studied may include such figures as Jane Austen, Robert Browning or Toni Morrison; genres to be studied may include slave narrative and the poetic collection. Counts as post-1800 for majors; may also count as diversity course depending on topic. Prerequisite: LITR 298 or LITR 299. 3 semester credit hours. Typically offered: Fall Term; Odd Years.

**LITR 391 Advanced Topics in Literature.** Advanced study of authors, themes, movements and genres, with attention to historical context. May count as pre-1800, post-1800, or diversity course for majors depending on the topic. Prerequisite: LITR 298 or LITR 299. 3 semester credit hours. Typically offered: Periodically. Course repeatable. Maximum number of units allowed is 12.

## Management and Organizational Behavior

**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 and 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. Computational, Mathematical and Analytical Mode of Inquiry (QCM). 3 semester credit 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 Bachelor of Arts Learning Team or Online program. 3 semester credit 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 credit 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. 3 semester credit hours. Writing Intensive.

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

social teaching provides a guide to business, why ethics are necessary to business and how ethics influence corporate success. Cross-listed as THEO 252. Theological/Religious Mode of Inquiry (QRT). 3 semester credit hours. Religious Studies Core elective.

**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 credit 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 credit 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 credit 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 credit hours.

**MGT 268 Managing Workplace Relationships.** This course will focus on analyzing, developing, implementing, 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 credit 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 credit 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 credit hours. Consent required. Course repeatable. Maximum number of units allowed is 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 credit hours. Business Core and Writing Intensive.

**MGT 301 Entrepreneurship.** Application of business principles to planning, organizing and operating the entrepreneurial enterprise. 3 semester credit 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. Social-Scientific II Mode of Inquiry (QPE). 3 semester credit hours. Global course.

**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. Prerequisite: MGT 300. 3 semester credit 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 credit hours.

**MGT 315: Lean Six Sigma for Operational Excellence.** Lean Six Sigma is a methodology that focuses on process efficiency and effectiveness which directly translates into increased customer satisfaction and improved return on investment (ROI). This course focuses on the linkage between strategy and achieving operational efficiency using real-world projects and business cases. Cross-listed with BALT 325. 3 semester credit 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 credit 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 credit hours.

**MGT 330 Human Resource Management.** Relationship of internal and external labor market concepts to organizational work force planning. Prerequisite: MGT 300. 3 semester credit hours.

**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. Prerequisite: MGT 300. 3 semester credit 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 credit 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 credit 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 credit 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. Writing Intensive (WI). Prerequisite: MGT 302, 330, 347 and admission to the adult B.A. in Management Program.

**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 credit hours. Writing Intensive.

**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 credit hours. Consent required. Course repeatable. Maximum number of units allowed is 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 credit hours. Consent required.

## Marketing

**MKTG 241 Introduction to Social Media Marketing.** Introduction to social media marketing including Facebook, Twitter and LinkedIn. Students learn how to develop a social media presence and work toward fulfilling requirements for a social media certification (e.g. Hootsuite). To help develop critical-thinking and strategic ability, students are exposed to current trends and diverse viewpoints in social media marketing, including evolving best practices. Credit cannot be earned in both MKTG 241 and MKTG 347. 3 semester credit hours.

**MKTG 242 Introduction to Search Engine Optimization (SEO).** Students learn the fundamentals about how content development relates to SEO, including applying SEO techniques to a blog. As part of the course, students work toward fulfilling requirements for an SEO certification. Students are exposed to sources for gaining an up-to-date perspective on the constantly evolving field of SEO and the ethics of "white hat" and "black hat" SEO techniques. Credit cannot be earned in both MKTG 242 and MKTG 348. 3 semester credit hours.

**MKTG 243 Introduction to Search Engine Marketing.** Students learn fundamentals of SEM (search engine marketing) through hands-on exposure to the Google Adwords platform. Concepts and skills include creating ads, choosing keywords and monitoring performance. Students take the Google Adwords Fundamentals exam, which is one of two exams required for Google Adwords certification. Students are exposed to real-world scenarios and live Adwords campaigns to help develop critical-thinking and strategic ability, and to learn how to discriminate between various potential strategies and their relative effectiveness. Credit cannot be earned in both MKTG 243 and MKTG 349. 3 semester credit hours.

**MKTG 244 Introduction to Web Analytics (Google Analytics).** Students learn fundamentals of Web Analytics through hands-on exposure to the Google Analytics platform. Concepts and skills include learning how Web Analytics can provide insight on website visitors and their behavior, and the importance of monitoring ROI (return on investment). Students are exposed to current trends and viewpoints in Web Analytics to help develop critical-thinking and strategic ability, and to understand the importance of the insights that analytics can provide and how it can inform clients' strategic marketing plans. Credit cannot be earned in both MKTG 244 and MKTG 345. 3 semester credit hours.

**MKTG 291 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.

**MKTG 300 Marketing.** This course is 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. It focuses on how companies develop marketing strategies based on the decisions they make about the types of products they will offer and how those products will be distributed, promoted and priced. The impact the external market environment can have on those strategies is also examined. Prerequisite: Sophomore standing. Social-Scientific I Mode of Inquiry (QIO). 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.** This course is an in-depth examination of the internal and external factors that influence consumers in their selection, use and disposition of products and services. In examining consumer needs, wants and behavior as a foundation for the formulation of effective marketing strategies, the course emphasizes the importance that organizations must place on understanding not only the demographic and economic factors that drive consumers to behave in certain ways, but the psychological, cultural and social factors as well. This course examines consumers' needs, wants and market behavior as a foundation for the formulation of effective marketing strategies by organizations. The course also provides an understanding of consumer behavior that can be used by all students to enhance their ability to consume wisely and to enable them to appreciate the critical role consumers play in our economic system. Prerequisite: MKTG 300. 3 semester credit hours.

**MKTG 330 Promotional Strategy.** Companies must coordinate and integrate all of their marketing functions to maximize their impact on both end consumers and other businesses. Using an integrated marketing communications (IMC) approach, this course goes beyond the traditional study of advertising, sales, promotion, personal selling, direct marketing and public relations to show how all of these components of promotion, as well as the other three elements of the marketing mix, must blend together to present a unified message to consumers. An integrated marketing communications (IMC) approach to the study of the strategies organizations use to promote their products and services. The course goes beyond the traditional study of advertising, sales promotion, personal selling, direct marketing, and public relations to show how all four elements of the marketing mix – product, price, promotion and distribution – must blend together to present a unified message to customers. Prerequisite: MKTG 300. 3 semester credit hours.

**MKTG 331 Internet Marketing Communications.** Internet marketing is reshaping the way businesses and consumers interact with each other. This course studies how the internet as a communication channel can be valuable to marketing decision-makers eager to understand and utilize Internet technology to grow their businesses. Examining the internet and its evolution from a research tool to a marketing communications medium, this course shows how the internet offers an array of one-to-one, real-time, personalized marketing communications. Through various exercises and projects, students will explore how the internet affords decision-makers the opportunity to customize their marketing approaches to meet individual customers' needs and to make the internet an effective part of an overall Integrated Marketing Communications Strategy. Prerequisite: MKTG 300. 3 semester credit hours.

**MKTG 350 International Marketing.** Studies strategic issues in marketing products and services across national borders. Examines cultural, legal, ethical and economic constraints. Prerequisite: INTB 300 or MKTG 300. Cross-listed as MKTG 350/INTB 350. 3 semester credit hours.

**MKTG 336 Advanced Social Media Marketing.** Advanced coverage of social media marketing, including creating and monitoring social media ad campaigns, as well as social media monitoring. To help develop critical-thinking and strategic ability, students gain additional exposure to applications, evaluation of best practices and advanced skill development in various situations. Credit cannot be earned in both MKTG 336 and MKTG 347. 3 semester credit hours.

**MKTG 337 Advanced Search Engine Optimization (SEO).** Advanced coverage of SEO (search engine optimization), including developing skills through creating a website, and using related tools to monitor performance and analyze keywords. Students work toward fulfilling requirements for an SEO certification (ex: Search Engine News; subject to change). Students gain additional exposure to applications, evaluation of best practices, and advanced skill development in various situations to help develop critical-thinking and strategic ability. Credit cannot be earned in both MKTG 337 and MKTG 348. 3 semester credit hours.

**MKTG 338 Advanced Search Engine Marketing.** Students continue learning and applying SEM (search engine marketing) techniques, working on live campaigns, and advancing to more sophisticated optimization, including learning how to increase CTR (click through rate) and working with bidding strategies. Students take the Google Adwords Advanced exam, which is one of the two exams required for Google Adwords certification. Students gain additional exposure to applications, evaluation of best practices, and advanced skill development in various situations to help develop critical-thinking and strategic ability. Credit cannot be earned in both MKTG 338 and MKTG 349. 3 semester credit hours.

## Mathematics

**MATH 095 Intermediate Algebra.** Topics include real numbers, linear equations, exponent, polynomials, rational expressions, radicals and quadratic equations. Prerequisite: Placement exam. 3 semester credit hours.

**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 a "C" or better in MATH 095. 3 semester credit hours.

**MATH 110 College Algebra.** This course will focus on using functions and equations to model real-world phenomena. Topics include equations, inequalities, functions, graphs, polynomial and rational functions, exponential and logarithmic functions, conics, systems of equations and inequalities, and finding regression curves using technology. Credit will not be granted for both MATH 105 and MATH 110. Prerequisite: Placement exam or a "C" or better in MATH 095. 3 semester credit 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: Placement exam or a "C" or better in MATH 105 or MATH 110. Computational, Mathematical and Analytical Mode of Inquiry (QCM). 3 semester credit hours.

**MATH 150 Introduction to Statistics.** Basic course in statistical techniques which includes representations of data, measures of central tendency, methods of counting, probability, sampling, estimation, hypothesis testing, correlation, and regression. For non-business majors. Prerequisite: "C" or better in MATH 105 or MATH 110. Computational, Mathematical and Analytical Mode of Inquiry (QCM). 3 semester credit hours. Typically offered: Fall and Spring Terms.

**MATH 200 Applications of Calculus I.** A continuation of MATH 170. Topics include curve sketching, plane analytic geometry, maxima and minima, related rates and other applications of the derivative. Study concludes

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with definite and indefinite integrals, numeric integration, elementary differential equations, parametric functions and the Fundamental Theorems of Integral Calculus. The computer algebra system Maple will be employed. Credit will not be granted for both MATH 200 and MATH 210. Prerequisite: "C" or better in MATH 170. Computational, Mathematical, and Analytical Mode of Inquiry (QCM). 4 semester credit hours.

**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. Co-requisite: MATH 207. 4 semester credit hours. QCM.

**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 credit hours.

**MATH 240 Discrete Mathematics.** Basic concepts of finite and discrete algebraic structures with emphasis on applications in computer science. Sets, relations and functions, boolean algebra, computer arithmetic, combinatorics, matrix algebra, directed and undirected graphs, and methods of proof. Prerequisite: "C" or better in MATH 115 or placement or credit in MATH 200, MATH 210, MATH 220. 4 semester credit hours.

## Music

**MUSI 104 Music Appreciation: Medieval to Contemporary.** 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. Artistic and Creative Mode of Inquiry (QCA). 3 semester credit hours. Music Core elective.

## 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 and safety related to food, personnel and consumers. At the completion of the course, students take the sanitation certificate exam. 1 semester credit hour.

**NUTR 200 Nutritional Science.** An integrated approach to the study of the requirements and functions of nutrients that are determinants of health and disease in human populations. (NOTE: Cannot receive credit for NUTR 100, 200 and 201). Life-Scientific Mode of Inquiry (QLS). Life Science Core elective. 3 semester credit hours.

**NUTR 201 Nutrition in Health and Exercise.** An integrated approach to the study of the requirements and functions of nutrients with particular attention to applications in sports. (NOTE: Cannot receive credit for NUTR 100, 110, 200 and 201). Prerequisite: Physical Education major with at least Sophomore standing by credit hours. Life-Scientific Mode of Inquiry (QLS). 3 semester credit hours. Life Science Core elective.

**NUTR 231 Human Nutrition.** An integrated approach to the study of the requirements and functions of nutrients that are determinants of health and disease in human populations. Applications to the lifespan. (NOTE: Cannot receive credit for NUTR 231 and NUTR 100, 200, 201 or 241).

**NUTR 241 Nutrition through the Life Cycle.** A life cycle approach to nutrition science incorporates nutrient availability, function and sources; energy balance; and lifestyle health risk factors with a focus on special nutrient needs for various stages of the life cycle. Students are introduced to the case study process. Life Science Core elective. Prerequisite: Nutrition major. 3 semester credit hours. Life Science Core elective.

**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 credit hours.

**NUTR 245 Food Science Laboratory.** Techniques of food preparation. Applied sensory and physiochemical examination of study of the composition, structure and functional properties of carbohydrates, proteins and fats. Prerequisite: transfer food science course, or credit or co-registration in NUTR 244. Lab fee: \$160. 1 semester credit hour.

**NUTR 246 Experimental Foods Laboratory.** Experimental application of physiochemical behavior of food. Techniques of recipe development and research to meet special dietary requirements including evaluation techniques. Prerequisite: NUTR 244 and 245. Lab fee: \$160. 1 semester credit hour.

**NUTR 247 Experimental Applications in Food.** Experimental application of physiochemical behavior of food. Understanding of the functional properties of ingredients in order to facilitate manipulation of recipes to match specific dietary requirements. Lab fee: \$160.

**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: Grade of "C" or better in CHEM 103, grade of "C" or better in NUTR 231 or 241. 3 semester credit hours.

**NUTR 280 Community Health and Nutrition.** Introduction to the role of the public and community nutrition professional. Overview of health care policy, health care systems and legislation, discussion of the legislative and regulatory basis of nutrition and dietetics practice, and advocacy. Discussion of current public health and nutrition problems, existing programs and other resources, health literacy, role of environment, and marketing for improving the health of the population, as well as application through development of an educational intervention for the community. Transportation may be required. Cross-listed with HLED 280. Prerequisite: NUTR 200 or 241; or junior standing by credits with co-registration in NUTR 241 and consent. 3 semester credit hours. Engaged Learning.

**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. Course repeatable. 1-3 semester credit hours. Course repeatable. Maximum number of units allowed is 18.

**NUTR 295 Nutrition Teaching.** Supervised teaching of nutrition in laboratories. Prerequisite: NUTR 245, 246, 298 or 391; Nutrition majors only. 1 semester credit hour. Engaged Learning. Department consent required. Course repeatable. Maximum number of units allowed is 9.

**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, health and behaviors, social conventions, religious practices, and individual and group ways of living. Laboratory component provides exposure to traditional foods and food preparation techniques. Lab fee: \$160.



Prerequisite: NUTR 244 and NUTR 245; co-registration required in lecture and lab (NUTR 298 A and B).  
2 semester credit hours.

**NUTR 300 Nutrition and Health Aspects of Disease.** Pathophysiology and symptoms of chronic disease, with a focus on associations with inadequate/excess nutrition. Topics include cardiovascular disease, hypertension, diabetes, obesity, disordered eating and malnutrition. Applications to clinical and community settings, as well as the pre-planning phase of health education program planning. Not for students accepted into the Dietetics concentration. (NOTE: cannot receive credit for both NUTR 300 and 371). Prerequisite: Grade of "C" or better in BIOL 155, BIOL 258, or BIOL 157 and 158. Grade of "C" or better in NUTR 200, 201, 231, or 241. 4 semester credit hours.

**NUTR 345 Science of Nutrition and Fitness.** The course examines the metabolic and physiologic basis for macronutrient and micronutrient recommendations during training, competition/performance, and recovery. Includes disease applications, recommendations for targeted educational interventions, and case studies. Prerequisite: BIOL 258, or BIOL 157 and 158; NUTR 251 or 315 or BCHM 261; and NUTR 200, 201 or 241. Online format only. 3 semester credit hours.

**NUTR362 Evaluation of Health Outcomes.** This course provides an overview of the skills and activities for evaluating health programs in an effective manner. Key topics focus on: selection of instruments/technology to manage data; the communication and application findings; and the assessment of impact on health policy. Prerequisites: NUTR or HLED 271; and PSYC 250. 3 semester credit hours.

**NUTR 363 Management of Health Initiatives.** This course addresses key concepts for effective management of health education activities. Key topics focus on the administration organizational structure and include facilitating partnerships, coordinating logistics, training staff/volunteers, monitoring resources, assessing technology needs, building relationships with partners/stakeholders, demonstrating strategic leadership, conducting quality assurance tasks, and engaging in purposeful advocacy. Prerequisite: NUTR or HLED 271. 3 semester credit hours.

**NUTR 364 Environmental Nutrition.** An evidence-based exploration of the food system's interrelationships with public health, nutrition, the environment, equity and society. Topics concerning food production, global markets, labor practices, policy and politics, food manufacturing practices and marketing techniques will be examined. This course includes identification of areas of concern and challenges, discussion of policies, advocacy, and action opportunities, identification of personal opportunities for stewardship, and development of intervention strategies. Prerequisite: WRIT 101 and 102; and NUTR 200 or 201 or NUTR 231 or 241; or instructor permission. 3 semester credit hours. Sustainability.

**NUTR 366 Health Education Field Experience.** Students participate in a pre-determined community health project. Working as an individual or a small team, students take an active part in a community health education process: assessing a need, implementing a project, serving as a health or nutrition education resource for the project. Students will meet regularly with the instructor. Students will conduct a seminar detailing the project at the end of the semester. Prerequisites: HLED or NUTR 231 or 241, HLED or NUTR 271 and HLED or NUTR 280 HLED or NUTR 362 and credit or co-registration in HLED or NUTR 363. Off-campus sites. Transportation required. Liability fee \$27.50. 3 semester credit hours. Engaged Learning. Department consent required.

**NUTR 369 Health Coaching Techniques and Lab.** This course introduces the health coaching principles and skills for health professionals. It provides a practical foundation about evidence-based coaching psychology. Participants will explore a driving question – How can one inspire others to take charge of their lives and make healthful behavior choices? The course addresses coaching relationship skills and presence; harnessing

motivation; identifying generative moments; conducting coaching sessions; and thriving as a coach.

Prerequisites: NUTR 241, 271 and 280. 2 semester credit hours.

**NUTR 381 Behavioral and Social Aspects of Public Health.** Addresses behavioral and social factors and theories related to individual and population health. Prerequisite: Senior standing by credits, Nutrition major, 3.000 GPA, and consent of Department of Nutrition chairperson. Note: This course is a cross-listed public health course (MPH 601). It does not count toward science core, general education courses or Health Science major credit. 3 semester credit hours. Department consent required.

**NUTR 385 Cultural Context of Health.** Addresses cultural factors related to individual and population health and health disparities over the life course. Prerequisite: Senior standing by credits, Nutrition major, 3.000 GPA, and consent of Department of Nutrition chairperson. Note: This course is a cross-listed public health course (MPH 609). It does not count toward science core, general education courses or Health Science major credit. 3 semester credit hours. Department consent required.

**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. Prerequisite: Senior standing by credits, 3.000 GPA, Nutrition major, and refer to the course schedule (usually NUTR 200 or 241; NUTR 251 or 315 or BCHM 261; BIOL 258 or BIOL 157 and 158). If course is a graduate course cross-listed to NUTR, then completed application (including GRE) to the Master of Science in Nutrition and Wellness program must be submitted to Benedictine University. 1-3 semester credit hours. Department consent required. Course repeatable. Maximum number of units allowed 18.

**NUTR 392 Health Research and Professional Writing.** This course provides an overview of research methodology. Locate using current information technologies, interpret and evaluate professional health literature as a foundation to develop a professional manuscript and complete a journal critique. Prerequisite: Grade of "C" or better in WRIT 102. Credit or co-registration in BIOL 229 or PSYC 250. Credit or co-registration in NUTR 300, or 345, or 371, or 374, or 378, or 379. Cross-listed with HLED 392. 2 semester credit hours. Writing Intensive.

**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. 1 semester credit hour.

**NUTR 396 Specialized Nutrition and Health Practicum.** Supervised experience designed to meet the interest of an individual student. May be at off-campus sites. Transportation may be required. Prerequisite: 3.000 GPA; Nutrition majors only; additional course prerequisites are determined by nature of experience. Liability fee: \$27.50. 2-3 semester credit hours. Engaged Learning. Department consent required. Course repeatable. Maximum number of units allowed is 18.

## Philosophy

**PHIL 120 Greek Philosophy.** Introduces ancient Greek philosophical thought through the study of writings by Plato, Aristotle and select Pre-Socratic thinkers on a range of subjects (e.g., cosmology, physics, metaphysics, epistemology, rhetoric and ethics). Philosophical Mode of Inquiry (QPL). 3 semester credit hours. Philosophy Core elective.



**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 sort 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. Philosophical Mode of Inquiry (QPL). 3 semester credit hours. Philosophy Core elective.

**PHIL 245 General Ethics.** Investigation of ethical concepts and theories and an analysis of the norms of ethical decision. Philosophical Mode of Inquiry (QPL). Writing Intensive. 3 semester credit hours. Philosophy Core elective.

**PHIL 248 Environmental Ethics.** Surveys recent philosophical discourse on the rights and responsibilities of human beings in respect of animals, plants, ecosystems and natural resources, devoting special attention to subjects such as climate change, species extinction, wilderness preservation, sustainability, consumerism, pollution, human population and poverty. Philosophical Mode of Inquiry (QPL). 3 semester credit hours. Philosophy Core elective. Sustainability.

**PHIL 260 Social and Political Philosophy.** Which forms of political organization are best? What makes a state or government legitimate? How are political goods such as peace, prosperity and liberty best understood and promoted? This course approaches these questions through the study of classic and contemporary works of political philosophy (e.g., by Plato, Thomas Aquinas, John Locke, etc.). Cross-listed with PHIL 360. Philosophical Mode of Inquiry (QPL). 3 semester credit hours. Philosophy Core elective.

## Physics

**PHYS 101 Physical Science.** An introduction to the basic concepts of physics and scientific reasoning related to the experiences encountered in the everyday physical environment. For non-science majors. Prerequisite for PHYS 101: "C" or better in MATH 095. Physical-Scientific Mode of Inquiry (QPS). 3 semester credit hours. Physical Science Core elective.

**PHYS 106 Astronomy.** Examines astronomical phenomena and concepts including the solar system, stars, galaxies, planetary motion and the evolution of the universe. Physical-Scientific Mode of Inquiry (QPS). 3 semester credit hours. Physical Science Core elective.

## Political Science

**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 present 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 United States in this changing world. Social-Scientific II Mode of Inquiry (QPE)/ 3 semester credit hours. Global course.

**PLSC 102 American Government.** This course is an introduction to the institutions of the American government as well as the behavior of its political actors. Students will gain a solid understanding of the workings of democracy in the United States as well as the challenges it presents. There is NO emphasis on the Illinois Constitution in this course. PLSC 102 is no longer restricted to Political Science major and minors only. Social-Scientific II Mode of Inquiry (QPE). 3 semester credit hours. Political Science Core elective.

**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. Social-Scientific II Mode of Inquiry (QPE). 3 semester credit hours. Political Science Core elective.

**PLSC 201 State and Local Government.** This course examines the interrelationships between national, state, county and local governments across the United States. Students will learn about federalism as a part of the American democratic system. (Satisfies the Illinois Constitution requirement for teacher certification.) 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 credit hours. Political Science Core elective.

**PLSC 243 American Political Thought.** Analyzes major American political theorists and the effects their thoughts have had on structuring our governmental institutions and shaping the political values and behavior of Americans. Prerequisite: PLSC 102, 105, 201, 205 or 210. 3 semester credit hours.

**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 in to law and implemented. The themes discussed may be relevant at the local, state or national levels, and may include but are not limited to such matters as health, education, environmental and fiscal policy issues. Prerequisite: PLSC 102, 105, 201, 205 or 210. 3 semester credit hours.

**PLSC 260 Politics and Film.** A study of political themes as they appear in film and the use of film for political purposes. Specific topics vary. Prerequisite: PLSC 102, 105, 201, 205 or 210. 3 semester credit hours.

**PLSC 330 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 in the area of civil rights and liberties. Prerequisite: PLSC 102, 105, 205 or 210. 3 semester credit hours.

**PLSC 391 Topics.** A study of selected matter in the discipline of political science. Recent topics have included Politics of Western Europe, Politics of Soviet Union. Prospective topics may include Politics of Latin America, Politics of Southeast Asia, Politics of Sub-Saharan Africa, U.S.-Asian Relations, Politics of Policy change in America. Prerequisite: PLSC 102, 105, 201, 205 or 210. 3 semester credit hours. Course repeatable. Maximum number of units allowed is 12.

**PLSC 397 Internship.** Federal, state and local government institutions in the area serviced by the University offer opportunities for interested students to gain practical experience in governmental offices. Prerequisite: Sophomore, junior or senior standing. 1-12 semester credit hours. Department consent required. Course repeatable for a maximum of 12 semester units.

## Psychology

**PSYC 100 Survey of Psychology.** Overview of the field; principles and general methodology; concepts, theories and research, applicability to modern living. Individuals, Organizations and Societies Mode of Inquiry (QIO) 3 semester credit hours. Psychology Core elective.

**PSYC 195 Research Practicum.** Participation in ongoing departmental research. 1-3 semester credit hours. Department consent required. Course repeatable. Maximum number of units allowed is 6.

**PSYC 200 Childhood and Adolescence.** Behavioral and social analysis of human development from birth through adolescence. Prerequisite: PSYC 100. 3 semester credit hours.

**PSYC 201 Growth and Development.** A study of the physical, psychosocial and cognitive growth and development characteristics of the individual across the life span from before birth to death. Some focus is given to the common problems of each stage of development. Credit cannot be earned in PSYC 201 and PSYC 200 or PSYC 202. 3 semester credit 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 credit hours.

**PSYC 204 Survey of Exceptional Children.** Survey of the historical, legal and philosophical foundations of special education. The primary focus will be on children with disabilities, but will also include at-risk children. Coursework will include the categories of exceptionality as identified by federal law, Individuals with Disabilities Education Act, etiological factors, the disability characteristics and collaborative/intervention strategies to address their needs. 3 semester credit 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. Individuals, Organizations and Societies Mode of Inquiry (QIO) 3 semester credit hours. Psychology/Sociology Core elective.

**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 credit hours.

**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 credit 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. Prerequisite: MATH 105, MATH 108 or MATH 110. Computational, Mathematical, and Analytical Mode of Inquiry (QCM). 3 semester credit 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 or senior status. 3 semester credit hours. Writing Intensive.

**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 credit hours.

**PSYC 314 Learning and Cognition.** Lecture course on principles, theories, concepts and experimental literature in learning and cognition with an emphasis on human learning in educational settings. Prerequisite: PSYC 100. 3 semester credit 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 credit 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. 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 credit 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 credit 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-registration in PSYC 318. 1 semester credit hour.

**PSYC 320 Organizational Behavior.** Overview of organizational structures and group dynamics. Examines job satisfaction, motivation, performance evaluation, decision-making and goal setting. Cross-listed with MGT 320. 3 semester credit 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 250 or SOCL 250 or CJUS 250. Fee: \$35. 3 semester credit hours. Writing Intensive. Department consent required.

**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 in children and animals. Prerequisite: Junior or senior in PSYC/SOCL program. 4 semester credit hours. Engaged Learning.

**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. Prerequisite: junior or senior in PSYC/SOCL program. 4 semester credit hours. Engaged Learning.

**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 credit 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 credit hours.

**PSYC 391 Topics.** Relevant topics according to the needs and interests of psychology majors. 3 semester credit hours. Course repeatable. Maximum number of units allowed is 15.

**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 credit hours. Department consent required.

**PSYC 397 Psychology Internship.** Supervised instruction in an on- or off-campus setting related to student's interest in psychology. Prerequisite: PSYC 356, and a GPA of 3.000 or better, consent of department chair and field placement director prior to the 10th week of the semester preceding the internship. 3-6 semester credit hours. Department consent required. Course repeatable. Maximum number of units allowed is 6.

## 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 credit hours. Religious Studies Core elective.

**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. Mode of Inquiry Religious Theological QRT. Religious Studies Core elective. 3 semester credit hours.

## 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. Social-Scientific I Mode of Inquiry (QIO). 3 semester credit hours. Sociology Core elective.

**SOCL 205 Racial and Ethnic Groups.** The nature of prejudice. Studies of ethnic relations in America and other societies. Cross-listed as CJUS 205/SOCL 205. 3 semester credit hours.

**SOCL 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 credit hours.

## Spanish

**SPAN 101 Elementary Spanish I.** Introduction to the basic structure of the language. Designed to enable the student to begin to develop oral proficiency and writing skills. 3 semester credit hours.

**SPAN 102 Elementary Spanish II.** Continued study of the basic structure of the language. Designed to enable the student to continue to develop oral proficiency and writing 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 in order to enable students to continue to develop their oral and written proficiency. Prerequisite: SPAN 102 or placement. 3 semester credit hours.

**SPAN 202 Intermediate Spanish II.** Continued review of the basic structure of the language. Emphasis on extensive language practice in simulated cultural settings in order to enable students to continue to develop their oral and writing proficiency. Prerequisite: SPAN 201 or placement. Mesa campus 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. Co-registration with SPAN 212 strongly recommended. 3 semester credit hours. Writing Intensive.

**SPAN 212 Intermediate Oral Communications.** Emphasis on oral proficiency, syntax, and grammar, as well as on enabling students to develop their ability to respond to the cultural challenges that face someone living in a Hispanic culture. Co-registration with SPAN 211 is strongly recommended. Prerequisite: SPAN 202, placement, or department consent. Important note: Native or heritage speakers of Spanish may not be required to take SPAN 212. These students should seek a waiver of the SPAN 212 requirement from the chair of the Department of Languages and Literature. Any student receiving a waiver of the SPAN 212 requirement must then take an alternative course above the SPAN 212 level in order to earn at least 36 semester credit hours in Spanish for the major or 21-22 semester credit hours in Spanish for the minor, depending on the minor option chosen. 3 semester credit hours.

**SPAN 213 Business Spanish I.** Survey of the fundamental vocabulary and concepts of commercial language in Spanish. Designed to help students improve their oral and written proficiency and cultural sensitivity while developing a vocabulary for business functions. Prerequisite: SPAN 211 and SPAN 212, or department consent. 3 semester credit hours.

**SPAN 215 Medical Spanish I.** Survey of the fundamental vocabulary and concepts of medical language in Spanish. Students will also review grammatical structures that are often used in medical contexts. The course is designed to help students improve their oral and writing proficiency as well as their cultural sensitivity while developing specialized vocabulary to communicate effectively in Spanish in medical settings and emergency situations. Prerequisite: SPAN 211 and SPAN 212 or department consent. 3 semester credit hours.

**SPAN 216 Medical Spanish II.** Continued survey of the fundamental vocabulary and concepts of medical language in Spanish. Students will give formal presentations, engage in role-plays, practice typical health care interview routines, read texts useful for future health care professionals, learn how to interpret and fill out Spanish-language forms used by U.S. hospitals, and study specialized medical terms in Spanish. The course is designed to enable students to continue improving their oral and writing proficiency in Spanish as well as their cultural sensitivity while developing a specialized vocabulary to communicate effectively in medical settings and emergency situations. It is strongly recommended that SPAN 215 be taken before SPAN 216, but it is not required. Prerequisite: SPAN 211 and SPAN 212 or department consent. 3 semester credit hours.

**SPAN 220 Introduction to Spanish Literature.** Close reading of selected Spanish short stories, poetry, plays and essays. Analysis of how these works 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. IAI H3 916. Prerequisite: SPAN 211 and SPAN 212 or department consent. Literary and Rhetorical Mode of Inquiry (QLR). Global. 3 semester credit hours. Literature Core elective.

**SPAN 221 Introduction to Contemporary Latin American Literature.** Close reading of selected works of 20th and 21st century Latin American literature including poetry, short stories and plays. Students will learn about the lives of the authors and their times, and will explore 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. IAI H3 916. Prerequisite: SPAN 211 and SPAN 212 or department consent. Writing Intensive. Literary and Rhetorical Mode of Inquiry (QLR). Global. 3 semester credit hours. Literature Core elective.





**SPAN 230 Spanish Civilization and Culture.** Designed to allow students to work on development of language proficiency through class discussions, written assignments and selected readings concerned with key elements of Spanish civilization: the family, the Catholic Church, the government, social relations and how these factors have shaped the artistic, literary and historic experience of the Spanish people. Prerequisite: SPAN 211 and SPAN 212, or department consent. 3 semester credit hours. Historical Mode of Inquiry (QHT) Global course.

**SPAN 231 Latin American Civilization and Culture.** Designed to allow students to work on development of language proficiency through class discussions, written assignments and selected readings concerned with key elements of Latin American civilization: the family, the Catholic Church, indigenous peoples and religions, social and political movements, and how these factors have shaped the artistic, literary and historic experience of Latin American peoples. Prerequisite: SPAN 211 and SPAN 212, or department consent. 3 semester credit hours. Historical Mode of Inquiry (QHT). Global course. Multicultural course.

**SPAN 307 Advanced Contemporary Spanish Literature.** Study of representative literary works. Discussion of the political, social, economic and religious issues reflected in the works. Emphasis on enabling students to develop skills in oral and written analysis, narration and description in Spanish, as well as to strengthen reading proficiency. Prerequisite: SPAN 211 and 212, or department consent. 3 semester credit hours. Literary and Rhetorical Mode of Inquiry (QLR). Global course.

**SPAN 310 Advanced Contemporary Latin American Literature.** Study of representative literary works. Discussion of the political, social, economic and religious issues reflected in the works. Emphasis on enabling students to develop skills in oral and written analysis, narration and description in Spanish, as well as to strengthen reading proficiency. Prerequisite: SPAN 211 and 212, or department consent. 3 semester credit hours. Literary and Rhetorical Mode of Inquiry (QLR). Global course.

**SPAN 311 Advanced Composition.** Designed to enable students to improve writing skills through extensive practice and intensive study of various forms of written communication. Prerequisite: SPAN 211 and SPAN 212 or department consent. 3 semester credit hours. Writing Intensive.

**SPAN 312 Advanced Oral Communications.** Continued emphasis on developing oral proficiency and on improving oral syntax and grammar in Spanish. Students will work on their ability to respond to the communication challenges faced when living in a Hispanic culture. Prerequisite: SPAN 211 and SPAN 212 or department consent. 3 semester credit hours.

**SPAN 313 Advanced Oral Medical Spanish.** Continued emphasis on developing oral proficiency and on improving oral syntax and grammar in Spanish. Students will work on their ability to respond to the communication challenges faced when using Spanish in authentic professional contexts, particularly those related to health care issues (including physical and mental wellbeing, and nutrition). Prerequisite: SPAN 211 and SPAN 212 or department consent. 3 semester credit hours.

**SPAN 350 Competency in Latino Culture for Health Care Professionals and Emergency Responders.** Continued emphasis on developing oral and writing proficiency in Spanish, particularly as related to the language used in health care settings and/or emergency situations. In addition, students will learn about and discuss in Spanish aspects of the culture of the various Spanish-speaking countries or Latino communities in the United States of particular interest to health care professionals and/or emergency responders. For example, students will develop cultural and linguistic competency by exploring cultural and racial diversity in the Spanish-speaking world; Latinos in the United States; the traditional Hispanic diet; traditional medicine, remedies, practices and beliefs in the Hispanic world; health care systems in some major Spanish-speaking countries; cultural and religious sensitivities that can affect the quality of health care that Latinos receive in the United



States; and socio-economic challenges facing the Hispanic population in the United States that impact access to and quality of health care. This class may include a short service-learning experience. (Spanish majors will NOT be able to use this experience in place of the study abroad requirement.) It is strongly recommended that SPAN 215 and/or SPAN 216 be taken before SPAN 350, but it is not required. Prerequisite: SPAN 211 and SPAN 212 or department consent. 3 semester credit hours. Global course.

**SPAN 360 Introduction to Medical Interpreting.** This course provides students with: a) ample opportunities to improve their oral and written proficiency in Spanish, in particular as it relates to the grammatical structures and specialized terminology commonly used in medical settings; b) exposure to some of the most important colloquial and formal dialectal varieties in the Spanish-speaking world; c) extensive practice translating and interpreting medically-related discourse from Spanish to English and vice versa in the three modes of interpretation (consecutive, simultaneous and sight translation); d) exposure to traditional medical beliefs and practices common in the U.S. Latino population; e) an overview of the most significant differences between the U.S. health care system and those found in Hispanic countries; f) information pertaining to the ethical, legal and personal responsibilities of a professional medical interpreter; cultural conflict in medical settings and strategies to resolve it; common health care interview routines and related forms; standard interpreting protocol; and detailed information on the minimal qualifications and procedures necessary to become a fully certified medical interpreter. This class may include a brief service-learning experience (Spanish majors will NOT be able to use this experience in place of the study abroad requirement). It is strongly recommended that SPAN 215 or SPAN 216 be taken before SPAN 360, but it is not required. Prerequisite: SPAN 211 and SPAN 212, or department consent. 3 semester credit hours.

**SPAN 397 Internship.** Advanced professional experience designed to enhance language proficiency and cultural understanding by working in a human service agency, an educational institution or a business agency in a country where Spanish is the primary language. Prerequisite: Approved application. 1-6 semester credit hours. Department consent required.

## Speech

**SPCH 110 Speech Communication.** An introduction to public speaking, communication theory and small-group and interpersonal communication. Assignments cover informative speaking and persuasive debate. The course includes researched extemporaneous speeches and several in-class exercises. Please note: For the online courses, speeches must be delivered to a live audience and recorded for submission. 3 semester credit hours.

## Theology

**THEO 101 Theology of Love.** Christianity teaches that God is love and this course unpacks what that statement means. We will examine the concept of "God is Love" in the systematic theology of the Trinity, the sacramental theology of the Eucharist and Marriage, and the Catholic understanding of the moral life. Mode of Inquiry Religious Theological QRT. 3 semester credit hours. Religious Studies Core elective.

**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 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. Mode of Inquiry Religious Theological QRT. 3 semester credit hours. Religious Studies Core elective.

**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

*The information contained on this page is from the 2017-2018 Mesa Branch Campus Undergraduate Catalog and is valid until August 1, 2018.*

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. Mode of Inquiry Religious Theological QRT. 3 semester credit hours. Religious Studies Core elective.

**THEO 104 Faith and Science.** This course examines the relationships between faith, reason, Catholic theology and 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. Mode of Inquiry Religious Theological QRT. 3 semester credit hours. Religious Studies Core elective.

**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. Mode of Inquiry Religious Theological QRT. Cross-listed as RELS/THEO 150. 3 semester credit hours. Religious Studies Core elective.

**THEO 151 Introduction to the Bible II.** Continuation of RELS/THEO 150. Prerequisite: RELS/THEO 150. Cross-listed as RELS/THEO 151. 3 semester credit hours.

**THEO 203 Sacramental Theology.** Study of the history, meaning and theological significance of the sacraments in Catholic theology. Mode of Inquiry Religious Theological QRT. Cross-listed with THEO 303. 3 semester credit hours. Religious Studies Core elective.

**THEO 206 Christian Ethics.** Course examines historical and contemporary issues through Christian ethical analysis. Mode of Inquiry Religious Theological QRT. Cross-listed with THEO 306. 3 semester credit hours. Religious Studies Core elective and Writing Intensive.

**THEO 208 Sexual Ethics.** Course examines Catholic theological, social and ethical teachings on cultural conceptions of sexual identities, and politics and procreation. Cross-listed with THEO 308. 3 semester credit hours. Religious Studies Core elective.

**THEO 220 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 with special attention to the history of the Old Testament. 3 semester credit hours. Religious Studies Core elective.

**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 credit hours. Religious Studies Core elective. Department consent required.

**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. Mode of Inquiry Religious Theological QRT. Cross-listed with MGT 252. 3 semester credit hours. Religious Studies Core elective.

**THEO 303 Sacramental Theology.** Study of the history, meaning and significance of the sacraments in Catholic theology. Cross-listed with THEO 203. Theological/Religious Mode of Inquiry (QRT). 3 semester credit hours. Religious Studies Core elective.

**THEO 304 Catholic Spirituality.** Examines the historical and contemporary contexts of Catholic spirituality. Cross-listed with THEO 204. 3 semester credit hours.

**THEO 335 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. Mode of Inquiry Religious Theological QRT. Cross-listed with THEO 235. 3 semester credit hours. Religious Studies Core elective. Department consent required.

**THEO 391 Advanced Topics: Advanced topics in Theology.** 3 semester credit hours. Department consent required. Course repeatable. Maximum number of units allowed is 3.

**THEO 399 Senior Seminar.** The senior seminar involves research of a topic which relates theology and a secular discipline of their choice. The capstone project is a 12,000-word (40-page) thesis plus a retreat at the Abbey. 3 semester credit hours. Writing Intensive and Engaged Learning. Department 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. 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. IAI CI900. 3 semester credit hours.

**WRIT 102 Research Writing.** A course that introduces students to writing in the disciplines of literature, social sciences, sciences or business. Students study types of writing in the discipline, learn advanced library research techniques, write brief literature reviews, and develop and write significant research papers. IAI CI901R. 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. Readings will encourage students to understand, discuss and write about issues of contemporary relevance. For all freshmen who have earned credit for WRIT 101. 1 semester credit hour. Department consent required.

## MESA BRANCH CAMPUS FACULTY DIRECTORY

**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

**Anthony Cella**, Ph.D., Assistant Professor, Spanish  
B.A., Spanish, 2006, College of Charleston  
M.A., Hispanic Literature, 2007, Middlebury College  
Ph.D., Hispanic Literature, 2014, University of Virginia

**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

**Cyndi Crother-Laurin**, Ph.D., Assistant Professor, Business Management  
B.S., 1992; M.S., 1994, California Polytechnic State University, San Luis Obispo  
M.A., 1995; Ph.D., 1998, University of California, Santa Barbara

**Yelitza Diaz**, M.D., M.B.A.-H.C.M., Assistant Professor, Biology  
B.S., General Biology, 2007, Pontifical Catholic University Puerto Rico  
M.B.A., Healthcare Management, 2016, Grand Rapids, Michigan

**Maria Granic-White**, Ph.D., Assistant Professor, English  
B.A., Romanian Language and Literature and English Language and Literature, 1996, Al. I. Cuza University, Iași, Romania  
M.A., Poetics and Stylistics, 1997, Al. I. Cuza University, Iași, Romania  
M.A., English, 2003, Sam Houston University  
Ph.D., English, Theory and Cultural Studies and Victorian Literature, 2004, Purdue University

**H. Charles Johnson**, J.D., M.B.A., Assistant Professor, Business Management  
B.A., 1988, Western Illinois University, Macomb, Illinois  
J.D., 1991, City University of Los Angeles, Los Angeles, California

**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

**Laurelann Porter**, Ph.D., Assistant Professor, Communication Arts  
B.F.A., Independent Theatre Studies, 1993, Boston University  
M.F.A., Creative Writing/Playwriting, 2003, Arizona State University  
Ph.D., Theatre and Performance of the Americas, 2015, Arizona State University



# Benedictine 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

**S. Diane Smith**, Ph.D., Assistant Professor, Computer Science

B.S., 1973; M.S., 1974, University of Illinois at Urbana- Champaign

Ph.D., 1979, Purdue University

**Michael Tole**, M.F.A., Assistant Professor, Fine Art

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 is located in Lisle, Illinois, just 25 miles west of Chicago, and has branch campuses in Springfield, Illinois, and Mesa, Arizona. Founded as a Catholic university in 1887, Benedictine enrolls nearly 10,000 students in 56 undergraduate and 19 graduate programs. *Forbes* magazine named Benedictine among "America's Top Colleges" for the fifth consecutive year in 2017.

The Annual Security Report and Annual Fire Safety Report are available at [ben.edu/police](http://ben.edu/police).

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