

# ACADEMIC BULLETIN

2023-2024







**WITHOUT RISK  
THERE IS NO GAIN.**

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# General Information

The Tiffin University Academic Bulletin is published annually. The Academic Bulletin is intended for use from May 2023 through April 2024. The University may modify curriculum during the year. The provisions of this Academic Bulletin are not to be regarded as an irrevocable contract between the student and Tiffin University. Failure to read this Academic Bulletin does not excuse students from the requirements and regulations described herein. Although every effort is made to provide accurate and current information, the University reserves the right to make and designate the effective date of changes in policies, procedures, programs or people at any time such changes are considered desirable or necessary.

## ACCREDITATION

Tiffin University is accredited by The Higher Learning Commission, 30 North LaSalle St., Suite 2400, Chicago, IL 60602-2504, Phone: 312.263.0456, [www.ncahlc.org](http://www.ncahlc.org)

Academic programs at Tiffin University are authorized by the Ohio Department of Higher Education, 25 South Front Street, Columbus, OH 43215-3414, Phone: 614.466.6000

BBA and MBA degrees offered by Tiffin University are accredited by the Accreditation Council for Business Schools and Programs (ACBSP), 7007 College Blvd., Suite 420, Overland Park, Kansas 66211, [www.acbsp.org](http://www.acbsp.org).

## NOTICE OF PRIVACY RIGHTS (FERPA)

This institution is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is designed to protect the student's rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:

- The right to inspect and review educational records maintained by the institution that pertain to the student;
- The right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
- The right to control disclosures from the educational records with certain exceptions.

Tiffin University, in accordance with FERPA, has designated the following categories of information about students as public or directory information: name, address, email address, telephone numbers (home and work), major, participation in officially-recognized activities, dates of attendance, degrees and awards received (including honors), and most recent previous educational institution attended.

Any student has the right to have directory information withheld from the public by notifying the Office of Registrar in writing.

A written policy detailing how Tiffin University will comply with the provisions of the Act is on file in the Office of the Registrar. Students also have the right to file written complaints with The Family Policy Compliance Office, U.S. Department of Education, 600 Independence Ave. SW, Washington, DC 20212-4605, regarding alleged violations of the Act.

## POLICY STATEMENT: EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION

Tiffin University affirms its commitment to promote the goals of fairness and equity in every aspect of the educational enterprise. The brief descriptions of the policies below are subject to resolution using the institutional Equity Resolution Process (ERP). Each description in its entirety may be found in the Tiffin University Civil Rights Equity Resolution Process Manual on the University website.

### Equal Opportunity, Harassment and Nondiscrimination

Tiffin University is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from discrimination, harassment, and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equality in all aspects of the educational enterprise, Tiffin University has developed internal policies and procedures that will provide a prompt, fair, and impartial process for those involved in an allegation of discrimination, harassments, or retaliation on the basis of protected class status. The most current policies are available at <https://www.tiffin.edu/about/title-ix/>

## POLICY ON NONDISCRIMINATION

Tiffin University is committed to a policy of nondiscrimination and equal opportunity for employees, applicants for employment, students or applicants for admission, and access to educational opportunities on the basis of race, religion, personal appearance, color, sex, pregnancy, political affiliation, social-economic class, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability, age, marital status, family responsibilities, sexual orientation, gender, gender identity, gender expression, veteran or military status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), predisposing genetic characteristics, domestic violence victim status, or any other protected category under applicable local, state or federal law, including protections for those opposing discrimination, or participating in any resolution process on campus, within the Equal Employment Opportunity Commission or other human rights agencies. To access the full policy, visit <https://www.tiffin.edu/about/title-ix/>.

All complaints of sexual harassment/misconduct, domestic violence, dating violence, bullying, cyber-bullying, stalking, or discrimination and inquiries regarding this policy and procedure may be made internally to:

**Jacob Simon**

Assistant Vice President for Intercultural & Community Engagement/ Title IX Coordinator.  
Friedley Hall  
419.448.3421  
[simonja@tiffin.edu](mailto:simonja@tiffin.edu)

The University does require submission of grievance in the official incident reporting form. The form is available on the website. In the absence of the Title IX Coordinator, individuals may report an incident to one of the Deputy Coordinators:

**Ms. Nadia Lewis**

Vice President of Human Resources & the Center for Intercultural Excellence.  
Seitz Hall  
419.448.3433  
[lewisna@tiffin.edu](mailto:lewisna@tiffin.edu)

**Kelsey Kuzma**

Director of Prevention Education  
Deputy Title IX Coordinator  
419.448.3332  
[kuzmak@tiffin.edu](mailto:kuzmak@tiffin.edu)

**For complaints involving employees:**

**Equal Employment Opportunity Office (EEOC)**

Patrick V. McNamara Building  
477 Michigan Avenue  
Room 865  
Detroit, MI 48226  
1.800.669.4000

**Inquiries may be made externally to:**

**Office of Civil Rights**

One Government Center  
Room 936, Jackson & Erie Streets  
Toledo, Ohio 43604  
419.245.2900

## POLICY ON DISCRIMINATORY HARASSMENT

Students, staff, administrators, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. The harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include relevant, but controversial or sensitive subject matters protected by academic freedom. To access the full policy, visit: <https://www.tiffin.edu/institutionaldiversity/titleix>.

### Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by University policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived membership in a class protected by policy or law.

### Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Ohio regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice.

## POLICY ON DISABILITY DISCRIMINATION AND ACCOMMODATION

Tiffin University is committed to full compliance with the Americans With Disabilities Act of 1990, as amended (ADAAA) and Section 504 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified persons with disabilities, as well as other federal and state laws and regulations pertaining to individuals with disabilities. To access this full policy, visit: <https://www.tiffin.edu/about/title-ix/>.

## POLICY ON RETALIATION

It is prohibited for Tiffin University or any member of the University community to take materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy and procedure. To access the full policy, visit: <https://www.tiffin.edu/about/title-ix/>.

## NOTICE OF DISCRIMINATION, HARRASSMENT, AND/OR RETALIATION

Notice or complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

\*In-person at the Office for Equity, Access, & Opportunity located in Friedley Hall

\*Call or email the Title IX & 504 Coordinator at 419.448.3504 or [officeofeao@tiffin.edu](mailto:officeofeao@tiffin.edu)

\*Fill out an online Harassment, Discrimination (including Sexual Misconduct) and Retaliation On-Line Complaint Form

### Mandated Reporting

All employees of Tiffin University (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

### Confidential Reporting

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with:

\*Victims Advocate - [advocacy@tiffin.edu](mailto:advocacy@tiffin.edu)

\*Counseling & Wellness, Licensed Professional Counselors - [counseling@tiffin.edu](mailto:counseling@tiffin.edu)

\*Health & Wellness, Certified Nurse Practitioner - [healthcenter@tiffin.edu](mailto:healthcenter@tiffin.edu)

### Anonymous Complaints

Anonymous complaints will be accepted; however, Tiffin University might be limited in the ability to investigate and/or resolve anonymous complaints since the ability to gain further information may be compromised.

## NON-ACADEMIC – DISCIPLINARY OR LEGAL NOTATIONS

### Disciplinary Dismissal

When a student has been dismissed for behavioral reasons, upon notification by the Dean of Students (or designee) and/or the Title IX Coordinator (or designee), the University Registrar will place the notation "disciplinary dismissal on the student's transcript. For more information about the student's records pertaining to behavior or policy violations, please contact the Registrar's Office. This notation will remain permanently on the academic transcript.



**Disciplinary Suspension**

When a student has been dismissed for behavioral reasons, upon notification by the Dean of Students (or designee) and/or the Title IX Coordinator (or designee), the University Registrar will place the notation “disciplinary dismissal on the student’s transcript. For more information about the student’s records pertaining to behavior or policy violations, please contact the Registrar’s Office. This notation will remain permanently on the academic transcript.

For suspensions related to crimes of violence, hazing or other serious violations, the notation will permanently remain on the transcript. For others, the notation will remain on the academic transcript at least for the period of suspension plus one year. At that time, the student may petition to have the notation removed. The Dean of Students (or designee) and/or the Title IX Coordinator (or designee) may have the notation restored if the individual becomes involved in any disciplinary incident on campus or in any criminal action in connection with the University.

**Disciplinary Action Pending**

For alleged policy violations, (1) a Title IX complaint pending against them, or (2) a student conduct code violation pending for conduct that reportedly harmed another individual(s) or the community, the Dean of Students (or designee) and/or the Title IX Coordinator (or designee) can place a Hold on the account of the student who withdraw or left the University prior to disposition of the alleged violation.

A notation of “withdrew on mm/dd/yy, with disciplinary charges pending. For more information about the student’s records pertaining to behavior or policy violations, please contact the Registrar’s Office,” will appear on the academic transcript. Appropriate action will be taken upon the student’s return to Tiffin University. The notation will remain on the transcript until appropriate disposition of the violation has been made.

If a finding of responsibility is vacated, for any reason, any such above transcript notation shall be removed when the Office of the Registrar is directed to do so by the Dean of Students (or designee) and/or the Title IX Coordinator (or designee).

**PREFERRED NAME POLICY**

Tiffin University is committed to fostering an environment that welcomes inclusive excellence. In our commitment, it is the right for individuals to be addressed by a first name and pronoun that corresponds with one’s gender identity. As such, Tiffin University has established a process for students to request usage of their preferred first name. In this policy, a court-ordered name change is not required.

The preferred first name will be used in lieu of the legal name wherever the legal name is not required. For example, the preferred first name will be used in Moodle and on faculty class rosters that are generated from Power Campus. The legal name is used for admission-related processes; transfer credit; federal, state, and student financial aid; housing contracts; payroll; and other legally binding purposes.

Students who wish to designate a preferred first name, may do so by completing the online application for Preferred Name Change. To access more information, visit <https://www.tiffin.edu/about/office-for-equity-access-opportunity/lgbtq-resources/>

**CAMPUS SAFETY AND SECURITY**

Tiffin University Safety and Security provides a safe and secure environment for all members of the Tiffin University community, including students, faculty, staff and campus visitors. The Office of Campus Safety and Security supports student learning by ensuring a safe and secure environment on campus by enforcing the policies and regulations set by the university. The services provided include: Escorts to and between locations on campus; Jump Starts for stranded motorists; Keys Locked in Vehicle; and Room Lock Out services. The Safety and Security Duty Phone Number: 419.934.0721.

## MESSAGE FROM THE PRESIDENT

On behalf of the faculty and staff, it is my pleasure to welcome you to Tiffin University. Our motto, “SINE AUDACIA NULLUM PRAEMIUM” – translated as: “without risk, there is no gain” is the motivator for all that we do. Our Guiding Principles contain our seal in which our motto is written. This document serves as the framework for why and how we live by our motto. It clearly states our Purpose, Mission and Vision, our strategic priorities, and most importantly our ICARE Values. This set of principles guides what we do each and every day at Tiffin University. We hope you embrace our Guiding Principles as much as we do.

At Tiffin University our students learn from faculty who are experts in their fields. TU faculty members serve as mentors and advisers and help students select the most effective courses of study. They also provide internship, experiential and career opportunities with national and global industry partners, federal agencies, corporations and entrepreneurial organizations.

Students of Tiffin University are encouraged to make powerful, life-long connections as they engage with a diverse population of students from across the United States and the globe. Today, there are 150 international students attending TU, representing more than 30 countries. Tiffin University is proud of its growing diversity that goes well beyond the classroom. Further, TU is a place where everywhere every student has a voice, can feel free to be themselves, be valued and celebrate their culture and their uniqueness, and this is a distinction that is felt across our University, on campus, online or at a distance. Inclusion and belonging, known at Tiffin University as Celebrating CulTural Uniqueness or CCU@TU, is prominent, and infused throughout our university community through our curriculum, extracurricular activities, programming, food, arts and entertainment during each and every academic year.

Additionally, on campus, TU students participate in Engaged Fridays, Division II Athletics, Greek Organizations, Performing, Visual & Media Arts activities, International Organizations and Cultures, Special Interest Groups and Religious Organizations. These are just some of the co-curricular activities we have at TU, designed to balance in and out of the classroom experiences for our students.

In the classroom, academic achievement is paramount. Tiffin University believes a college degree is earned, not rewarded. We also believe in linking theory to practice as much as possible by offering opportunities for experiential, hands on, learning. As a student of Tiffin University, we will expect more from you and you will learn to expect more from yourself.

Striving for education--for improvement of your mind--should not be an uncharted journey toward any definite goal, but a gratifying and fortifying broadening of one's consciousness and an enrichment of one's possibilities of life and happiness.

As TU's sixth President, I look forward to meeting you! It is an honor to welcome you to our very exceptional institution of higher learning, and I wish you a very enriching collegiate experience while at TU.

Dr. Lillian Schumacher  
President

## HISTORY OF THE UNIVERSITY

Tiffin University, established in 1888, offers nationally accredited graduate and undergraduate degrees in business administration, top-notch academic programs in criminal justice and social sciences, and distinctive degrees in the arts and sciences. All through its history, the University has nurtured a learning-centered setting and a sense of community for its students, faculty and staff. The campus at Tiffin is a blend of traditional historic and modern buildings that create a vibrant and warm home for an educational community. In addition to the growth at Tiffin, graduate and undergraduate programs of the University are offered online and in several areas of Ohio. Master's degrees are offered in several foreign countries.

## GUIDING PRINCIPLES



# GUIDING PRINCIPLES

## PURPOSE

*What we are about:*

Transforming lives through education.

## MISSION

*What we do:*

Educate students by linking knowledge to professional practice.

## VISION

*What we want to be:*

A premier university for challenging students to enhance their global competencies and 21st century skills, for success in a diverse world.

## STRATEGIC PRIORITIES

*Where we will focus:*

- Create an environment focused on *student success*. (Students)
- Grow innovative *academic programs*. (Academics)
- Optimize our *organizational capacity*. (People)
- Strengthen and increase *institutional financial sustainability*. (Finances)
- Enhance our *critical infrastructure*. (Facilities and Technology)

## VALUES

*How we behave - ICARE*

### Interdependence

We are an inclusive and caring community that emphasizes service as a foundation of success.

### Communication

We engage in authentic dialogue, timely exchanges of information, and fact-driven discussion, civil debate, and decision-making.

### Accountability

We make ethical, responsible decisions that have a high degree of integrity, are data-informed, and are results-oriented.

### Respect

As a portal of equal access to education and information, we model civility and compassion; we embrace diversity as an essential component of creating a rich university experience for everyone.

### Entrepreneurship

We prize innovation and creative thinking as hallmarks of successful participation in the global marketplace.



## CAMPUS AND PROGRAM LOCATIONS

Academic programs are offered by Tiffin University at the following locations:

### ROMANIA (BBA, MBA)

Tiffin University offers its BBA and MBA degrees, taught in English, in Romania.

### SWITZERLAND (BBA, MBA)

Tiffin University offers its BBA and MBA degrees, taught in English, in partnership with The American University in Switzerland, a private university in La Tour-de-Peilz, Switzerland.

### AVENU DIPLOMATO, (BA, BBA, BCJ, BS, MBA, MH, MeD, and MS)

A partnership program with AVENU Learning offering online degrees translated and localized to the language and culture in Latin America.

### TIFFIN UNIVERSITY ONLINE (BA, BBA, BCJ, BS, MBA, MEd, MH, MS, Ph.D.)

Tiffin University offers the BA, BBA, BCJ, BS, MA, MBA, MEd, MH, MS and Ph.D. in an online format. The online programs offer students nationwide and around the world the opportunity to obtain an accredited degree from Tiffin University.

## FINANCIAL AID POLICIES

To qualify for federal and/or state financial aid, students must complete the Free Application for Federal Student Aid (FAFSA), be enrolled in, or admitted to, a degree-granting program and registered for at least half time. It is necessary to complete the FAFSA each year in order to receive assistance. The FAFSA school code for Tiffin University is 003121. All Tiffin University grants and scholarships, including athletic, can only be used for tuition, fees and on-campus room and board charges. Students must be meeting all Federal and/or State aid requirements, complete all required documents and have aid eligibility as determined by the FAFSA in order to receive Federal and/or State financial aid. Please go to [www.tiffin.edu/finaid](http://www.tiffin.edu/finaid) for more information and policies on Satisfactory Academic Progress, Return of Federal Financial Aid, Scholarship and Grants, and Student Loans, or visit the Office of Financial Aid.

### Financial Aid

155 Miami St.  
Tiffin, OH 44883  
Hours: Monday - Friday: 8am - 5pm  
Phone: 419.448.3279, Toll-free: 800.968.6446  
Fax: 419.443.5025  
Email: [finaid@tiffin.edu](mailto:finaid@tiffin.edu)  
Website: [www.tiffin.edu/finaid](http://www.tiffin.edu/finaid)

## VETERAN AND MILITARY RESOURCE CENTER (VMRC)

The Veteran and Military Resource Center (VMRC) assists veterans, active military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support services on campus. Contact Cassandra Bump, School Certifying Official at 419.448.3314 ([tuveterans@tiffinedu](mailto:tuveterans@tiffinedu)) for assistance.

Veteran and Military Resource Center can be found at [www.tiffin.edu/va](http://www.tiffin.edu/va)

## VETERANS BENEFITS AND TRANSITION ACT OF 2018 (VBTA)

### VBTA POLICY

Tiffin University in accordance with the Veterans Benefits and Transition Act of 2018 will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries or other institutional facilities, or the requirement that a Chapter 31 or Chapter 33 recipient borrow additional funds to cover the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of a payment by the U.S. Department of Veteran Affairs. This policy is limited to tuition funds paid by the U.S. Department of Veteran Affairs. \*The individual may be assessed late fees, or restricted from future class registration if the student has a balance beyond VA funding.

Tiffin University awards credit for educational experiences during military service according to the recommendations of the American Council on Education as published in "The Guide to the Evaluation of Military Experiences in the Armed Services". Students who wish to establish credit for educational experiences in the military should submit the following documents to the Office of The Registrar, 155 Miami Street, Tiffin Ohio 44883.

**Army, Navy, Coast Guard, and Marine Corps:** Submit an official Joint Services Transcript. To request a Joint Services Transcript be sent electronically to the University.

**Air Force personnel and Veterans:** Request an official transcript from the Community College of the Air Force for work taken as an undergraduate, or from the Air University for work taken as a graduate student. Community college of the Air Force transcripts may be ordered by sending a request in writing to: CCAF/RRR, 130 West Maxwell Blvd, Maxwell AFB AL 36112-6613, 334.953.2794 (DSN 493-2794). You may also visit Air University (AU). Air University transcripts may be obtained by writing to the Registrar's Office, 50 South Turner Blvd., Maxwell AFB-Gunter Annex AL 36118-5643.

**DANTES/USAFI:** Students may also request a transcript from DANTES (Defense Activity for Non-Traditional Education Support) or USAFI (United States Armed Forces Institute- tests taken prior to July 1, 1974). Many tests taken under the auspices of DANTES or USAFI carry American Council on Education credit recommendations recognized by the University. Official DANTES transcripts can be ordered from Thomson Prometric, P.O. Box 6604, Princeton, NJ 08541-6604, 877.471.9860 (toll free). A transcript of USAFI courses or tests completed prior to July 1, 1974 may be obtained from Thomson Prometric, P.O. Box 6604, Princeton, NJ 08541-6605.

The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree-recommending colleges of the University.

Questions concerning the evaluation of educational experiences in the armed services should be directed to the office of the registrar.

#### **VETERANS' BENEFITS:**

Tiffin University assists veterans and dependents of veterans who are entitled to V.A. educational benefits under Chapter 30, 31, 33 or Chapter 35 of Title 38, U.S Code, or Chapter 1606. Tiffin University participates in the Yellow Ribbon Program for qualified Chapter 33 recipients. Anyone needing information on Veterans' Benefits is advised to contact [tuveterans@tiffin.edu](mailto:tuveterans@tiffin.edu) or visit the website.

V.A students with previous post-secondary educational training/experience must request an official transcript(s) be sent to the university. If the transcript has not been received prior to the end of the students' initial semester, or as specified in the guidelines under the program he/she is enrolled in, the Veterans' Affairs Office will not re-certify the student for V.A. educational benefits. The Veterans' Affairs Office may re-certify the student after the transcript has been received.

The V.S students previous training and/or experience will be evaluated by the university. Should credit(s) be accepted and/or awarded, the V.A. student's tuition and training time may be reduced proportionally. The V.A. and the student will receive a written notice of the credit(s) allowed.

#### **STANDARDS OF PROGRESS POLICY FOR VETERANS:**

Satisfactory progress is indicated by a Satisfactory Progress Average (SPA), which is a variation of the Grade Point Average (GPA). The SPA is computed by the following formula:

Grade	Grade Point Average
A	4
B	3
C	2
D	1
WD	0
WF	0

When a course is dropped with a grade of "WD", the V.A. requires a student to repay any benefits received for that course unless the V.A. determines there are mitigating circumstances involved.

Benefits will not be paid for courses in which a student receives a WD or classes that do not convert to a letter grade.

\*A GPA of 2.0 or greater for undergraduate students, or 3.0 or greater for graduate students, is satisfactory progress.

\*Less than 2.0 for undergraduate, and less than 3.0 for graduate students, is not satisfactory.

\*The GPA is non-cumulative. It is computed each term on a one-term basis.

\*Any term a student's GPA is less than 2.0 for undergraduate or 3.0 for graduate, he/she will be notified that he/she is not making satisfactory progress. He/she will be certified, in a probationary status, for only one additional semester.

\*If, at the end of this additional semester, his/her GPA for that semester is still below the satisfactory level, the V.A. will be notified of the unsatisfactory progress and his/her educational benefits will be terminated.

\*A student whose V.A. educational benefits have been terminated for unsatisfactory progress may petition the Veterans' Affairs Office to be re-certified after one semester has elapsed. Please address your request to:

VA Certifying Official  
Tiffin University  
155 Miami Street  
Tiffin Ohio 44883

\*The Veterans' Affairs Office may re-certify the student for V.A. educational benefits only if there is a reasonable likelihood that the student will be able to attain and maintain satisfactory progress for the remainder of the program.

#### **VETERANS CLASS ATTENDANCE AND ABSENCES:**

\*Regular and punctual class attendance are vital for all students.

\*It is the student's responsibility to know the instructor's policies regarding examinations, penalties for absences, and late work.

\*A copy of the student's transcript will be placed in the student's permanent file maintained by the Veterans' Affairs Office.

Because of the far-reaching effects of these revisions in the V.A. educational benefits program, it is suggested that you exercise care and judgment in your program planning and in the selection of your courses. V.A. educational benefits will only pay for courses that are toward the program in which you are enrolled.

Veterans and children of deceased or totally disabled veterans receive training allowance in proportion to the schedule carried. The full load required to receive allowance is 12 credits in undergraduate school (8 credits in Graduate school).

#### **VETERANS TUITION & FEE DEPARTMENT BENEFIT:**

Eligible beneficiaries of Department of Veterans Affairs Education or Military Tuition Assistance benefits will receive a deferment each semester enrolled, which defers the payment of tuition and fees until the last day of the semester. Students may continue to receive bills to update them on payment expectations, but with the Tuition & Fee Deferment Benefit those enrolled will defer any payment until the last day of the semester.

Please contact our office if you have any questions regarding the deferment process by email to [tuveterans@tiffin.edu](mailto:tuveterans@tiffin.edu) or call 567.268.6053.



**VETERAN AND MILITARY RESOURCE CENTER (VRMC)**

The Veteran and Military Resource Center assist veterans, active military, and spouses of current service members in utilizing their education benefits. VMRC provides information regarding benefit processes and procedures, as well as support in navigating the transition from military to academic life by facilitating connections with the appropriate support on campus. Contact Veterans & Military Services at [tuveterans@tiffin.edu](mailto:tuveterans@tiffin.edu) for assistance. Veteran and Military Resource Center can be found at [www.tiffin.edu/va](http://www.tiffin.edu/va)

**VETERANS BENEFITS AND TRANSITION ACT OF 2018 (VBTA):**

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## ACADEMIC SUPPORT

### FACULTY ADVISING

Faculty Advisors assist students with learning the expectations and requirements of their major, choosing classes each semester, developing a plan for graduation (4-year plan), providing career and internship guidance, and discussing graduate school opportunities. Students are required to meet with their Faculty Advisor each semester before they are able to register for classes. Students who build a relationship with their Faculty Advisor are more likely to persist to graduation and develop life-long skills necessary for a successful career and/or for furthering their education.

### STUDENT SUCCESS ADVISING

The Student Success Advisors serve as one of the primary intervention staff members for students. The Student Success Advisors are advocates for new and continuing students, assisting them not only with course scheduling, curriculum and career planning, but also with the development of life and academic skills for success in and out of the classroom.

#### Student Success Advisors provide holistic support and outreach, as follows:

- Serve as main point of contact for students to resolve questions and concerns
- Provide assistance with curriculum planning and course registration
- Guide students through career and major exploration in pursuit of academic and professional goals
- Assist in changing major, adding minor and dropping/adding classes
- Communicate important deadlines and tasks
- Inform students of opportunities for engagement on campus and within the community

The goal of the Student Success team is to develop and execute strategies to consistently achieve retention standards, while providing a high level of student satisfaction as it relates to advising support and student services. The Office of Student Success is responsible for the implementation of a comprehensive University retention plan in collaboration and partnership with Athletics, Admissions, Career Services, Financial Aid, University Academic Support, Residence Life, and Student Engagement.

Student Success Advisors provide specific outreach to students demonstrating risk factors presented in the campus early-alert system, daily attendance reporting and TUacts committee (mental health concerns). The Office of Student Success also coordinates and organizes all facets of the First-Year Experience including orientation, welcome weekend, peer mentorship, parent and family communication, and assistance with the Dragon Education Core curriculum.

### ACADEMIC COACHES

Students on Academic Watch, Warning, or Probation are provided an Academic Coach to assist with academic progress and success. Meetings focus on providing academic support to students while empowering students to utilize campus services and resources available to achieve student success.

#### Academic Coaches provide:

- Support, encouragement, positive reinforcement, and academic strategies to enhance student success.
- Information, awareness, and exposure to resources and services to help students make reasoned and well-informed choices.
- An atmosphere that minimizes anxiety and promotes a proactive, stimulated learning experience..

### UNIVERSITY ACADEMIC SUPPORT

The University Academic Support Office (UAS), located in the Murphy Academic Support Center, assists both undergraduate and graduate students with comprehensive academic support. The center provides peer-to-peer tutoring (online and in-person), group tutoring, student assisted review (Dragon StAR) for selected courses, writing assistance, study skills development, and additional supports free of charge to all currently enrolled students. The UAS also provides quiet study areas for students and monitors study tables for teams and organizations with mandatory study table hours. Students may contact the UAS Office at any time for assistance by calling 419.448.3324 or by emailing [tutor@tiffin.edu](mailto:tutor@tiffin.edu).

### CAREER SERVICES

The Career Services Office, located on the first floor of Murphy Academic Support Center, offers a variety of services and resources for on-campus students, online students, and alumni. Email [careerservices@tiffin.edu](mailto:careerservices@tiffin.edu) for assistance in choosing a major or career; improving resume and interviewing skills; job and internship search resources; preparing

for graduate and professional school; and connecting with employers. Participation in Career Service in-person and virtual events can provide students and alumni a competitive advantage in achieving their career goals.

## INTERNSHIPS

Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. It is the responsibility of the student to obtain an internship and students are encouraged to seek out resources from Career Services, faculty, and personal and professional networks. The minimum requirements of an internship include a log of internship hours, a daily journal of activities, an updated resume, a final evaluative paper relevant to the intern's field of study, and a site supervisor evaluation. Students in the Bachelor programs must have completed fifty-five (55) credit hours prior to the start of the internship and be in good academic standing (2.50 cumulative grade point average) to enroll for an internship. Credit hours from previous institutions will be used in the total hours, which will qualify students for internships. Students must complete at least one semester at Tiffin University prior to being eligible to complete an internship. To Comply with F-1 visa regulations, international students must complete a minimum of two full-time semesters at Tiffin University before starting an internship. Internship requirements are applicable to double degree and/or double majors. Additional requirements may be determined by departments. The internship application must be submitted to the Internship Coordinator and approved for registration prior to beginning an internship. Application, requirements and process can be found in the Tiffin University Internship Procedure Guide at <https://www.tiffin.edu/careers/internships>

## DISABILITY SERVICES

Tiffin University is committed in policy and practice to providing an educational experience and environment that is equally accessible for all, including those with a documented disability, so that individuals with disabilities have equal access and opportunity to learn and achieve based on their innate abilities and are not inhibited by barriers created by the interaction between their disability and the institutional environment and/or academic requirements.

TU's Office for Disability Services supports this institutional commitment to diversity by providing educational opportunities for qualified individuals with disabilities through accessible programs and services in compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990, as amended (ADAAA). In addition, the Office serves as a resource to the University community by providing consultation and advocacy services related to compliance.

Individuals with qualifying disabilities can start or renew the accommodation approval process by filling out the online Disability Services Registration Form to access more information, you may use the following options:

\*In-person at the Disability Services, a division of the Office of Equity, Access, & Opportunity located in Friedley Hall

\*Call or Email the Coordinator for Disability Services at 419.448.3021 or [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu)

To access more information you may use any of the following options:

\*in-person at the Office for Disability Services, a division of the Office of Equity, Access & Opportunity located in Friedley Hall

\*Call or email the Coordinator for Disability Services at 419.448.3021 or [disabilityservices@tiffin.edu](mailto:disabilityservices@tiffin.edu)

\*Visit <https://www.tiffin.edu/about/office-for-equity-access-opportunity/disability-services/>



## WELLNESS AND COUNSELING SERVICES

Tiffin University operates a Wellness and Counseling Center on campus staffed by licensed counselors who specialize in the well-being and treatment of college students whether they are living on-campus, commuting, or taking online classes. In addition, the Office of Student Affairs will assist any student who seeks counseling or will assist the student in making counseling referrals. The Office of Student Affairs is committed to providing a safe and open platform for all students who may be in need of mental health services.

## UNIVERSITY HEALTH SERVICES

Tiffin University has established a health clinic on campus staffed by a licensed nurse practitioner and support staff. The dedicated staff work to maintain a state of optimum physical and emotional health in the student body, staff, and faculty and to educate each about proper attitudes and habits regarding personal and community health. Some of the services available include: diagnosis and treatment of common illnesses; routine preventative care; physicals; allergy shot administration; immunizations; sexually transmitted disease diagnosis; and a variety of health education and prevention materials.

## INFORMATION TECHNOLOGY SERVICES

Tiffin University has a state-of-the-art IT network with networked and multimedia classrooms, computer laboratories, a media lab, and internet and intranet sites. All faculty, staff, and students have network, email, and portal accounts. The residence halls have network connections for students to gain access to the campus network and to the internet. Wireless connectivity is available in the classroom buildings, student center, and other locations across campus.

## PFEIFFER LIBRARY

As members of OhioLINK, Pfeiffer Library provides all students with 24/7 access to millions of electronic journals and eBooks to support research and scholarship. Ohio-based students may choose from thousands of print books held at any OhioLINK institution for pickup. The campus library collection contains thousands of print titles for research or leisure reading, including special collections focused on diversity, student success and career readiness. Campus students may utilize the equipment in the print center, including a poster printer, Cricut machine and a 3D printer, for class projects. Private and group study rooms and laptops are also available.

Students are encouraged to visit the library's website at <https://library.tiffin.edu> to view our contact information, hours of operation, programming schedule and a robust collection of tutorials to support research, citation and writing resources.

## TRANSCRIPT REQUESTS

An official transcript shall be issued at a charge of \$8.00 if all financial obligations to the University have been satisfied. Students requesting transcripts sent must submit the online Transcript Request Form. The Transcript Request Form can be found at [https://exchange.parchment.com/send/adds/index.php?main\\_page=login&s\\_id=SWpERFYZZMunWjpw](https://exchange.parchment.com/send/adds/index.php?main_page=login&s_id=SWpERFYZZMunWjpw). Payment must be made before transcripts will be sent. Unofficial copies may be requested for a \$6.00 fee. Unofficial copies are only available by email and/or fax.

### Providing Transcripts When Disciplinary Holds Are Present

The Office of the Registrar must seek the explicit permission of the Dean of Students (or designee) for student conduct violations (excluding Title IX violations) and the Title IX Coordinator (or designee) for Title IX violations for each official transcript request, in order to release transcripts where a disciplinary hold is present. There are no exceptions to this policy. Official transcripts cannot be sent directly to students when a disciplinary action is pending.

## REFUND POLICIES

When a student officially notifies Tiffin University of their intent to withdraw from a course or courses, refund of tuition and fees will be computed based on the student's last date of attendance for seated courses or last date of participation or submission of work for online courses.

### If the last date of attendance or participation was:

Before the start of the course:  
During the first calendar week of classes:  
During the second calendar week of classes:  
After the second calendar week of classes:

### The refund will be:

100%  
100%  
25%  
No Refund

Some states may have alternative refund policies to which TU adheres. Please contact the Office of the Registrar for information.

## AUDITING COURSES

Auditing a course permits a student to enroll in a class and to attend its sessions without having to submit assignments or take examinations. The fee is 50% of normal tuition charges, but students receive neither grade nor credit for the course. If a student wishes to convert to credit status before the midterm of the course, permission must be sought from the Registrar and the balance of the regular tuition must be paid.

## GRADUATION APPLICATION

Each student must declare his or her intention to graduate by completing and submitting an application for graduation by the given semester deadline, to be approved as a degree candidate. The application for graduation must be submitted to the Office of the Registrar by the deadline posted for his or her expected graduation date in order to receive a graduation audit, be approved by the faculty, and presented to Tiffin University's Board of Trustees for conferral of degrees. Graduation application deadlines are October 1st (fall), February 1st (spring), and August 1st (summer).

Students earning a second Bachelor Degree will receive a Tiffin University diploma and official transcript; however, those students are not eligible for participation in the ceremony or academic honors.

## COMMENCEMENT ELIGIBILITY

No students with more than 2 courses remaining to complete their degree shall be permitted to participate in the Commencement Ceremony. Exceptions will be considered by written petition to the Office of the Registrar, on or before the last day prior to spring break. No appeals for participation in the commencement ceremony will be considered after the posted due date.

## POSTHUMOUS DEGREE POLICY

A deceased student may be considered a candidate for a posthumous degree when minimum academic degree requirements have been verified and approved. Posthumous degrees may be awarded at any degree level.

### REQUIREMENTS:

- A student must have been in good academic standing with Tiffin University at the time of death. Good standing is defined as not being academically deficient (probation or dismissal). A posthumous degree may not be awarded if the death was due to an unlawful activity.
- Student must have been enrolled at the time of death (summer excluded) or their continuous enrollment was interrupted by their injury, illness, deployment, etc.
- An undergraduate student must have been within one semester (15 semester hours) of degree requirements completed to be nominated for a posthumous degree.
- A graduate student must have been within 9 semester hours of degree completion to be nominated for a posthumous degree.

### APPROVAL PROCESS:

- Tiffin University must be notified by the deceased family or by a representative of the University to recommend the deceased student for a posthumous degree.
- This recommendation is suggested to the Dean of the appropriate discipline school for consideration and to begin the formal process.
- The student's degree audit will be verified by the Office of the Registrar.
- The Dean of the school in which the student was enrolled will recommend the candidate for a posthumous degree in writing to the Provost. The request must include the deceased student's name, the program/degree/curriculum to be awarded and the recommended semester for degree conferral.

If supported by the Provost, the Provost will submit a recommendation to the President for formal approval. If approved by the President, the Provost will notify the Office of the Registrar to begin the process for degree posting and commencement proceedings. The Provost will notify the Dean to inform the immediate family of the university's decision and desire to recognize their student with this honor (this process should be kept confidential until or unless approved at all levels). The name of the deceased student will be included in the printed Commencement program, and the diploma will be mailed to the appropriate member of the deceased student's family.

## WITHDRAWAL POLICIES

### WITHDRAWING FROM A COURSE – ALL CAMPUS LOCATIONS

A student may withdraw from a course before the last date to withdraw without a failing grade to receive a grade of “WD” in the course. All classes withdrawn after the withdrawal date will carry a grade of “WF” (Withdraw Failing).

### TIFFIN SEATED PROGRAMS

A Drop Request form must be completed by the student and the instructor of the course the student wishes to drop from their schedule. The drop form must indicate a last date of attendance in the course and can be signed by the instructor. All other signatures are required before submitting the drop form to the Office of the Registrar.

### ONLINE & EXTENDED LEARNING PROGRAMS

A student must submit the Drop Request form to their program advisor. Program advisor will verify the last date of documented academically related activity in accordance with the Department of Education regulations (this does not include logging into an online class without active participation) on the Drop Request form and forward to the Office of the Registrar to process.

### ALL PROGRAMS

When a student officially notifies the college of his or her intent to withdraw, any refund of tuition will be computed from the last date of participation in the class. Any form of withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy. Institutional Financial Aid may be adjusted based on enrollment status.

### ADMINISTRATIVE WITHDRAWAL POLICY – ALL CAMPUS LOCATIONS

Under certain circumstances, Tiffin University may administratively withdraw a student from a single class or multiple classes. There are five classifications of administrative withdrawals: Academic, Disciplinary, Medical, Excessive Absence and Active Military Call-up.

#### STATEMENT OF POLICY

An administrative withdrawal for non-attendance of a student from a course(s) is based on failure to attend prior to the census date. The census date has traditionally been the fourteenth calendar day after the start of the semester.

In combination with the professor of record, the Office of the Registrar will notify the student in writing of the administrative withdrawal process and will send an official notification to the student when the procedure is concluded.

### APPEAL PROCESS

A student must appeal in writing and attach supporting documentation (via email) within three (3) business days of receipt of the completed notification from the Office of the Registrar. The Registrar will make a decision within three business days and inform the student in writing (electronic notification). Only one level of appeal is allowed and, therefore, the decision of the Registrar is final.

- **Academic withdrawal** - The Office of the Registrar may administratively withdraw or drop a student from a course or courses for academic reasons such as, but not limited to, Academic Probation, Academic Dismissal, unapproved credit overload, and prerequisites not satisfactorily completed.
- **Conduct withdrawal** - As a result of college judicial proceedings, a student may be dismissed from Tiffin University. In such cases, regardless of the timing during the semester, the student is withdrawn from classes; the grade of “WD” or “WF” will be based on last date of participation in the classes and earns no credit for the semester. Any form of conduct withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy. (Refer to <https://www.tiffin.edu/finaid/forms>)
- **Medical withdrawal** - As a result of medical necessity, a student may be withdrawn from a class or classes. Such withdrawals will only be granted based on appropriate medical documentation attached with the drop form. A grade of “WD” will be assigned. Where appropriate, and with an instructor’s permission, a student could receive a grade of “I” (Incomplete) in one or more classes. Any form of medical withdrawal may result in recalculation of Federal Financial Aid in accordance with the Return of Title IV Funds Policy. Refer to <https://www.tiffin.edu/finaid/forms>
- **Excessive absence withdrawal** - Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend and participate in all scheduled classes and to abide by the University’s drop/withdrawal policies.
  - > *Tiffin campus programs* - Faculty must notify the Director of Undergraduate Advising that a student should be administratively withdrawn from their seated course if they do not attend scheduled class meetings and do not

participate in an academic related activity for 14 consecutive calendar days or until the 60% point of the term/semester. The final grade will be based on the last date of attendance\*. The student's financial aid will be recalculated based on the last date submitted on the drop form and may result in repayment as stated in the Return of Title IV Funds Policy. If the student has participated within the last 14 days of term/semester, a grade will be earned.

- > *Online programs* - For online courses, students will be administratively withdrawn if they do not demonstrate attendance by participating in an academically related activity by the 10 day census or for 14 consecutive calendar days (this does not include logging into an online class without active participation). The final grade will be based on the last date of documented academically related activity\*. The student's financial aid will be recalculated based on the last date submitted on the drop form and may result in repayment as stated in the Return of Title IV Funds Policy. \*If the student has participated within the last 14 days of term/semester, a grade will be earned.
- **Withdrawal for Active Duty** - Students must provide documentation of their call-up to active duty to the Office of Registration and Records. A student who does not have time to make the necessary arrangements may authorize another person to act on the student's behalf. A letter signed by the student or a power of attorney is required. Students enrolled in courses through a traditional academic year (Fall and Spring semesters) may complete course requirements early upon making individual arrangements with faculty members. Final grades for course work completed prior to reporting to duty will be reported by the faculty members.

Active duty students also have the following options:

- Complete course requirements at a later date. The student may take an "I" in a course(s) and complete coursework upon release from active duty.
- Course completion may be accomplished by independent study upon consultation with the appropriate faculty member.
- If a student has completed the majority of the course work for the semester, "I"s may be given for ALL of the classes. For instance, if registered for five classes, the student cannot take "I"s in two classes and then drop the remaining 3 classes.
- A student enrolled in an online or extended learning program may have already completed 3 or 4 courses and could receive an "I" for the 4th or 5th. It would be recommended that if the student has not started a course, that the student be completely withdrawn from the course(s).
- Withdraw from all classes for the semester. Each class will be dropped from the student's record with notation made on the transcript for the semester: "WD"/Student called to serve in the military.

If a student is called for active duty and subsequently released in a manner that would allow him/her to re-enroll during the semester in which they withdraw, Tiffin University will make every effort to accommodate the request. Individual contact with appropriate faculty will determine return to a course.

The standard refund policies will be used. In most cases, students will be withdrawn from their classes and "WD"/Student called to serve" in the military will appear on the transcript. The student's financial aid will be reviewed by the Financial Aid Office. Refunds for tuition and fees will be reviewed and calculated by the Office of Student Accounts.

- If a student is the recipient of federal and state financial aid, Tiffin University will use the standard federal return of funds calculation policy. If calculation of the federal return of funds calculation policy would result in the student owing money to Tiffin University, this repayment will be waived.
- Students who are not receiving any federal or state aid will be withdrawn from classes and 100% of the tuition will be refunded.



## DISCONTINUED PROGRAMS

Tiffin University reserves the right to discontinue or teach out an academic program at any time. In the event that a program is being discontinued, admission to that program will cease and current students will be notified.

Once it has been determined that a program will be discontinued:

- A teach out date will be determined and current students will be notified. All enrolled students will be required to complete the degree within the time determined. If the degree is not completed, a different program of study will be selected.
- Only students with continuous enrollment will be eligible to receive a diploma from a discontinued degree.
- Students re-enrolling to Tiffin University will be required to select and gain admission to a different program of study.

## GRADE APPEAL PROCESS

If a student believes that a course grade has been assigned in a capricious, unfair, or erroneous manner, the student may appeal the grade. A general dislike of or disagreement with the grade received does not constitute proper foundation for a grade appeal. The student should be able to provide suitable evidence to support the claim that the course grade was assigned in a capricious, unfair, or erroneous manner.

The grade appeal process must be started by the end of the second class week of the next semester, following assignment of the grade. For individuals enrolled in courses completed in less than a semester length (7-week terms for online classes), the appeal process must be started by the midpoint of the next regularly scheduled series of classes following assignment of the grade.

The appeal begins with the faculty member(s) who assigned the grade. The student submits a written appeal (or an email), with justifications for the appeal, to the faculty member(s). The faculty member(s) must respond to the appeal in writing to the student within one week of the receipt of the appeal. Should the faculty member(s) grant the appeal, a change of grade form should be submitted to the Office of the Registrar. The student will receive a letter from the faculty member(s) indicating the decision.

If the appeal is not resolved at the faculty level, the student may appeal, in writing, to the Dean of the School in which the course was offered. The student shall have two weeks, after being notified by the faculty member, to submit his or her appeal to the Dean. Should the Dean be a party to the appeal, the Provost will name an alternate (either another Dean or a senior faculty member within the school) to hear the appeal. The Dean will hear the student's appeal, consult the faculty member(s) who assigned the original grade, and respond in writing to the student and the faculty member(s) within two weeks of the receipt of the appeal, as to the validity of the appeal. Should the Dean find that there are not sufficient grounds for an appeal, the appeal process is terminated.

The decision of the Dean is final. Should the Dean feel that the situation warrants further consideration; the Dean will forward the appeal to the Provost, who will then forward it to the Academic Standards and Policies Committee for review. Should one of the members of the Committee be a party to the appeal, the Provost will name an alternate faculty member from the same school to hear the appeal. The committee will hear the student's appeal, consult the faculty member(s) who assigned the original grade, consult the Dean of the school, and respond in writing to the student, the faculty member(s), the Dean of the school and the Provost within 3 weeks of the receipt of the appeal. Should the appeal be granted, the Committee will recommend to the Provost that the grade be changed. The Provost will submit a change of grade form to the Registrar, indicating that the grade has been changed on appeal. If the appeal is denied, the decision of the Academic Standards and Policies Committee is final; there is no further avenue for appeal. In a case where the faculty member(s) is/are no longer employed by the university, the appeal begins directly with the Dean of the School. The Dean will attempt to notify the faculty member(s) of the appeal, in writing, within one week of the receipt of the appeal. The faculty member(s) will have two weeks from the mailing of the Dean's notice to respond, at which point the Dean will follow the procedure outlined above. All documents related to the grade appeal shall be sent to the Registrar after the final decision has been made for filing with the student's permanent file.

## ACADEMIC INTEGRITY – UNDERGRADUATE, GRADUATE, AND DOCTORAL PROGRAMS

Academic institutions have the responsibility to promote and inculcate the highest standards of ethics among students. Therefore, Tiffin University places the highest value on academic integrity, which includes the fundamental values of honesty and personal responsibility.

Administrators and faculty will support students to understand the principles of academic integrity. The following actions represent academic misconduct, which is a failure to act with academic integrity. These actions and definitions are only examples and should not be considered an exhaustive list of actions or behaviors that represent academic misconduct.

### A. Cheating

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work or improvement in evaluation of performance by any dishonest or deceptive means. Cheating includes but is not limited to:

1. The unauthorized use of any external assistance on any in-class or take home examination such as tutors, books, notes, computers, etc. without faculty permission
2. Copying from or using another student's work
3. Falsification of papers, records or official results
4. Submission of work for credit that has been used or will be used for another course without explicit permission of both instructors
5. The use of purchased materials or papers or files of papers prepared by other people

### B. Fabrication

Fabrication is the intentional falsification or invention of research, data, citations or other information. Fabrication includes but is not limited to:

1. Citing information not taken from the indicated source
2. Listing sources in a reference list that were not used
3. Inventing or altering data or source information for research or other academic work
4. Falsifying any academic record
5. Taking a test or other form of evaluation for someone else or allowing someone else to permitting someone else to take a test or other form of evaluation for oneself

### C. Plagiarism

Plagiarism is the intentional or unintentional practice of taking someone else's work and using it as one's own. If the work of another is used, the student must acknowledge the original source through a recognized, scholarly reference practice. Quotation marks must be used if work is copied verbatim. Students will acknowledge the work of others in the following circumstances. These examples are meant to be illustrative in nature and do not identify all instances of plagiarism:

1. Whenever one uses another person's words
2. Whenever one uses another person's ideas, opinion or theory even if it is completely paraphrased in your own words
3. Whenever one borrows facts, statistics, or other illustrative materials, unless such information is of such common knowledge as not to be questioned.

## CONSEQUENCES OF ACADEMIC MISCONDUCT

**Violations of Academic Integrity that occur within a course:**

An instructor has the full discretion to penalize any act of academic misconduct by issuing a grade of "F" and or score of zero (0) for any assignment if the instructor believes an act of academic misconduct was committed. As a result of this misconduct, the instructor may require the student to take the Academic Integrity Development (AID) Program offered by the Pfeiffer Library. The AID program tracks student participation. In these situations an "XF" grade will not be assigned to the student.

However, if the instructor determines an "XF" grade is warranted based on the student's conduct, the following steps will be taken:

1. The student will remain enrolled in the course until a final determination is reached regarding the issuance of an "XF" grade.
2. Within three (3) days the instructor will meet with the student to discuss the conduct. If the instructor determines that an "XF" grade is warranted the instructor will notify the School/Institute Academic Dean.
3. If the student wishes to appeal the "XF" grade the steps below will be taken:
  - a. If the student wishes to appeal the "XF" grade a meeting will be held with the instructor, the student, and the School/Institute Dean. This meeting is to occur within five (5) days of the faculty and the student meeting.

- b. If the School/Institute Academic Dean determines that an “XF” is warranted, an “XF” grade will be issued for said course. The decision of the School/Institute Academic Dean is final.
- c. If the School/Institute Academic Dean believes that further consideration is warranted regarding the “XF” grade, the Academic Dean will notify the current chair of the Academic Standards and Policies Committee for further review and consideration by the Academic Standards and Policies Committee.
- d. If a member of the Academic Standards and Policies Committee is the faculty member for appeal at hand, the Academic Standards and Policies Committee Chair will appoint a different faculty member from the same Academic School to serve in the appeal process.
- e. The Academic Standards and Policies Committee will hear from the student, faculty, and school dean related to the pending “XF”. This meeting is to occur within five (5) days of the student, faculty, and school dean meeting. The Academic Standards and Policies Committee will have two (2) days from the meeting to reach a final decision.
- f. The decision of the Academic Standards and Policy Committee will be final.
- g. The Academic Standards and Policy Committee Chair will notify the student, faculty, and School/Institute Dean of the decision of the committee.

All final “XF” grades prior to the completion of the course will result in dismissal from the course. All final “XF” grades will be reported to the Registrar’s Office, and the students permanent record will reflect the “XF” grade. The Registrar’s Office will notify the student that the “XF” grade has been posted to the student’s permanent record. Instances of academic misconduct may result in permanent dismissal, as determined by the School/Institute Dean.

The faculty member will notify the student of their intent to file the “XF” grade and will inform the student of his or her right to appeal. If this occurs during the semester or term, the student has up to two weeks to appeal the decision to the faculty member. If the notification is at the completion of the semester or term for the final grade, the student has until the second week of the ensuing semester or term to appeal to the faculty. In either instance, the current grade appeal policy is then followed. During the appeals process, the student has the option to continue to participate in the course.

#### **VIOLATIONS OF ACADEMIC INTEGRITY THAT OCCUR OUTSIDE OF A COURSE**

If a student violates the Academic Integrity Policy while not enrolled in that particular course, a complaint will be made directly to the appropriate School Dean by the faculty member, a student, or an administrator. Examples include, but are not limited to: writing a paper for another student’s use, giving/selling prior semesters’ tests, assignments, or papers, completing take-home tests for another student, etc. If the complaint is upheld, a warning letter from the Office of the Provost will be sent to the student notifying the student that the receipt of an “XF” in another course will result in permanent dismissal from Tiffin University. The Registrar will maintain a copy of the letter in the student’s permanent file and the student will be required to meet with the Provost.

# Undergraduate Degree Program Information

## ADMISSION AND TRANSFER POLICIES

### ADMISSION REQUIREMENTS FOR FIRST-YEAR STUDENTS

First-Year students are described as students who have no more than 11 transferable credit hours, with the exception of students who completed those credit hours while attending high school. To be considered for acceptance as a First-Year student, an applicant must submit an undergraduate application for admission and an official copy of their high school transcript or GED certificate.

Tiffin University requires official final transcripts from all previously attended institutions. All undergraduate students that have not earned an associate's degree after graduating high school are required to submit an official final high school transcript. All official final documents must be received at Tiffin University prior to the first day of class or students will be withdrawn from their classes. Tiffin University reserves the right to accept official supporting documents that verify degree and/or academic status required for admission until the official final documents are received. These documents must be reviewed in addition to standardized test scores, high school transcripts and a writing sample to determine a student's acceptance.

#### First-Year students should have:

- A minimum cumulative high school grade point average (GPA) of 2.0 for all high school coursework
- An ACT or SAT score for placement purposes. Standardized test scores may be requested for review for special consideration of acceptance; for example, if a student's cumulative GPA does not meet the 2.0 standard. However, the ACT or SAT scores are not required for traditional acceptance. If a student does not have an ACT or SAT, the Accuplacer may be given to the student for placement purposes.

Applications are reviewed and admissions decisions are made immediately. Each student's application is reviewed on an individual basis and, if more information is required, the student may be asked to provide a writing sample, letter of recommendation, personal interview or placement test.

Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

### Dual-degree program of Bachelor of Science in Applied Health Sciences at Tiffin University and Bachelor of Science in Nursing in Pre-Licensure at Mercy College – Admissions Standards

- 3.0 cumulative, high school GPA
- Review high school grades in biology, chemistry, and math courses. Chemistry courses must have a lab.
- An essay may be requested. An essay will only be required for students that have below a cumulative high school GPA of 3.0.

### ADMISSION REQUIREMENTS FOR BACHELOR'S DEGREE TRANSFER STUDENTS

- Submit a completed application [www.tiffin.edu/apply](http://www.tiffin.edu/apply).
- Submit official transcript(s) from all previously attended colleges or universities.
- If an Associate degree is not earned, an official high school transcript or GED is required.
- Applicants should submit SAT or ACT scores if they are available.
- A 2.00 or higher cumulative college GPA is required for applicants with 12 or more transferable credits.
- Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

### TRANSFER OF CREDITS FROM OTHER INSTITUTIONS

Students may transfer credits from other institutions and be eligible for the appropriate degree of the University, within the following constraints:

1. Transfer credits will be considered toward all degree required courses completed within 10 years of initial course enrollment at Tiffin University from other regionally accredited institutions and from business schools accredited by the Accrediting Commission of the Association of Independent Colleges and Schools provided the courses carry a minimum grade of a "C". Coursework older than 10 years from the enrollment semester/year at Tiffin University will be considered for either appropriate credit or prior learning credit, though neither guaranteed.
2. A student must complete a minimum of 48 semester hours of course work at an accredited, 4-year college or university. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.



**TRANSFER OF MILITARY CREDITS**

Students may transfer in credits earned while serving in the military. In order for credit to be awarded, you must request your Joint Services Transcript to be sent to Tiffin University during the admissions process.

**WAIVER OF TRANSCRIPT/CREDIT EVALUATIONS**

Tiffin University requires all final, official transcripts from any previously attended institutions indicated on a prospective student application. By omitting a previously attended institution from the application, the prospective student understands that they waive the ability to be granted any and all credit for courses completed at the omitted institution. A “Waiver of Transcript/Credit Evaluation” form will be provided to the student. Tiffin University reserves the right to request the omitted documents, should there be a reason to question.

**COHORT ATTRITION**

In the event that enrollment in a cohort falls below an acceptable level to support a substantial academic experience, the University will provide students with the opportunity to join a cohort at one of our other locations or online.

**CONDITIONAL ADMISSION**

Conditional admission is available for First-Year and transfer students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their high school or college performance at the time of application. Students are conditionally admitted based on self-reported high school or college grade point average and standardized test scores. They are conditionally admitted on the condition that they provide the Office of Undergraduate Admissions or the Office of Registration and Records with official transcripts prior to the start of the semester/term. If a student is unable to comply, the students will be placed on inactive/withdrawn status until the required transcripts are provided.

**PROBATIONARY ACCEPTANCE POLICY FOR UNDERGRADUATE STUDENTS ON TIFFIN CAMPUS**

Students admitted on probation will be required to follow these limitations:

- Students who are on probation are limited to a maximum of 12 credits per semester
- Full-time, Tiffin campus students admitted on probation must meet with their First-Year Advisor weekly, during the semester
- Additionally, students will be supported through academic programs through The Murphy Academic Center, tutoring, study tables, etc.

**HOME SCHOOLED STUDENTS**

Tiffin University adheres to the National Center of Home Education’s Recommended College Admissions Policies.

1. Home school graduates seeking admission are recommended to take one of the two major college entrance exams for placement purposes, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Home schooled graduates are not required to score any higher than graduates do from public or private high schools.
2. Home schooled students are required to produce a transcript demonstrating completion of high school. A Tiffin University Home School Credit Evaluation form may be completed in lieu of a transcript.
3. Home schooled students are recommended to meet the following course requirements:
  - 4 units of English
  - 4 units of Math
  - 3 units of Science
  - 3 units of Social Studies
4. Home schooled students are required to submit a writing sample
5. The subject of the writing sample is at the discretion of the student.
6. Home schooled students are required to submit a résumé that encompasses a reading list, educational travel, extracurricular activities and any employment information. Home schooled students are eligible to compete for both academic and talent-based scholarships. Students’ ACT or SAT score can help qualify them for scholarships.

**CHARTER SCHOOLS**

Charter schools are public schools with no specific religious affiliation; charter schools are also normally chosen by the parent/guardian and student. Each charter school has its own mission, program, goals, students served, methods of assessment and ways to measure each student’s success. Charter schools do not have to meet the same rules and regulations that public schools must follow.

**CHARTER SCHOOL STUDENT REQUIREMENTS**

Students who attend Charter schools must:

- Meet their state’s graduation requirements.
- Meet Tiffin University’s admissions requirements.
- Recommend taking one of the two major college entrance exams, the SAT or ACT for placement purposes, and submit an official copy of the score reports to Tiffin University. Charter school graduates are not required to score any higher than graduates do from public or private high schools.

## ADMISSION AND TRANSFER POLICIES *(continued)*

### NON-CHARTERED SCHOOLS

Students who attend non-chartered schools must meet Tiffin University's Admissions requirements and the following:

1. Non-chartered school graduates seeking admission are recommended to take one of the two major college entrance exams for placement purposes, the SAT or ACT, and submit an official copy of the score reports to Tiffin University. Non-chartered school graduates are not required to score any higher than graduates do from public or private high schools.
2. Non-chartered school students are required to produce a transcript demonstrating completion of high school.
3. Non-chartered school students are recommended to meet the following course requirements:
  - 4 units of English
  - 4 units of Math
  - 3 units of Science
  - 3 units of Social Studies
4. Non-chartered school students are required to submit a writing sample. The subject of the writing sample is at the discretion of the student.
5. Non-chartered school students are required to submit a resume that encompasses a reading list, educational travel, extracurricular activities and any employment information. Non-chartered school students are eligible to compete for both academic and talent based scholarships.

### NON-DEGREE STUDENTS

Non-degree seeking students are students who can take classes at Tiffin University without pursuing a degree. Non-degree seeking students are not eligible to receive financial aid. If a non-degree student later wishes to pursue a degree, the student would follow the application procedures for Tiffin University.

Non-degree seeking students who have not graduated high school need the following to be considered for admission:

- Completion of the non-degree application;
- A cumulative high school GPA of a 2.0 or higher; and
- An ACT composite score of 16 or above, an SAT composite score of 800 or above, or the equivalent scores on the Accuplacer, Writeplacer or College Level Math Exam. English and math test subscores may be used for placement purposes.

Non-degree students who have graduated high school need the following to be considered for admission:

- Completion of the non-degree application; and
- Additional information from the student's home institution, if applicable, may be requested upon enrollment.

Applications for students who have not met the minimum standards will be reviewed by the Undergraduate Admissions Committee for a decision. Students may be required to submit additional information.

### TRANSIENT STUDENTS

Transient status allows degree seeking students enrolled at another institution to take courses which are not offered at the parent institution at Tiffin University, on a space-available basis. Tiffin University admits students who are in good standing at other institutions for specific course work. Such course work may apply toward a degree at the student's home institution, based on regulations at that institution. The University recommends that transient students approach their home institution in advance to identify by name and number the Tiffin University course(s) for which credit will be granted by the home institution.

Tiffin University students seeking to take courses from other institutions to meet graduation requirement, must be in good academic standing with a minimum 2.0 GPA and have received approval from the Office of Registration and Records. Transfer credit will be considered under the following conditions:

1. The student must request that an official transcript from the transient school be sent to the Registrar at Tiffin University.
2. If an official transcript is not received within 30 days of the end of the semester from the transient school, the student will be placed on HOLD at Tiffin University and unable to schedule for subsequent semesters or receive financial aid.
3. A grade of "C" or better, or a "Pass" in a Pass/Fail transcripted course must be achieved to receive transient transfer credit.
4. A student cannot have transcripted more than 19 total credit hours per semester, in combination of Tiffin University credits and transfer credits, unless the student has senior standing and receives prior approval from the Dean.

## COLLEGE CREDIT PLUS PROGRAM

### ADMISSIONS REQUIREMENTS

College Credit Plus students are required to meet the following criteria before admission is granted to Tiffin University's College Credit Plus program, regardless of location:

#### **Step 1:** State CCP Eligibility Requirements

For State CCP Eligibility requirements, please visit our website: <http://www.tiffin.edu/ccp>

If you have not taken one of the state approved exams, please contact the CCP Program Manager via e-mail ([ccp@tiffin.edu](mailto:ccp@tiffin.edu)) to schedule an appointment for a free Accuplacer assessment.

Tiffin University's Admissions Standards

#### **Step 2:** Tiffin University Admission's Standards

Students that are deemed eligible according to the state will move onto Step 2 of the admissions process, which is meeting Tiffin University's Admissions Standards:

- A minimum cumulative grade point average of a 2.0.
- An ACT composite score of 16 or above, an SAT composite score of 880 or above, or a score of a 5 on the ACCUPLACER Writeplacer exam.

Students that do not meet Tiffin University's admission standards will go to the Undergraduate Admissions Committee for review. Students may be required to submit additional information.

- Submit a completed College Credit Plus Application to Tiffin University by April 15th. Current high school transcripts and test scores are required for admission. Upon acceptance, student will receive further instructions regarding registration. Find additional information at <https://www.tiffin.edu/ccp>
- Applications are to be completed and resubmitted every academic year to be considered for admission to the College Credit Plus Program.

### WAYS TO PARTICIPATE IN TIFFIN UNIVERSITY'S CCP PROGRAM

**CCP at TU:** Students attend classes on our campus and blend in with Tiffin University's diverse campus family. Students must meet all prerequisites.

**CCP Online:** Students virtually participate in TU classes, asynchronously, online with other Tiffin University students, including traditional, college-age students, adult students, and other CCP students. All CCP Online courses are 7 weeks. Students may not take more than 2 online courses per term. Students may choose any course for which they meet the prerequisites.

**CCP at the High School:** Students remain in their high school and one of Tiffin University's faculty or adjunct professors come to the high school to teach the CCP course. CCP at the High School courses will be arranged with participating high schools prior to student registration.

#### **Book Policy for CCP Students**

Tiffin University provides CCP students with books through the DragonACCESS program. Textbooks will be available in Moodle (online platform for both online and seated classes) the first day of each semester. If a student needs special accommodations for textbooks they will need to work through the Office of Disability Services to have access to a hard copy of a textbook(s). Access to the textbook(s) will end at the completion of each semester.

#### **CCP Withdrawal**

CCP students are permitted to withdraw from a course up to the last day of the course, prior to the final exam/grade for that course.

## FIRST-YEAR, TRANSFER AND NEW STUDENT OPPORTUNITIES

### FIRE DAYS: FIRST-YEAR INTERACTION & REGISTRATION EXPERIENCE - TIFFIN CAMPUS

FIRE is a one-day orientation session for Fall semester First-Year and Transfer students and their families to begin the transition to Tiffin University. Students will meet with a financial aid advisor, receive their schedule, meet other incoming students and upper-class leaders, and learn about a variety of student support services available at TU. FIRE is an opportunity to meet students, faculty, and staff who will become a significant part of a student's college experience.

### NEW STUDENT ORIENTATION - TIFFIN CAMPUS

New Student Orientation is a required event for new students serving as an introduction to virtually everything TU has to offer. This is an opportunity for new students to make connections while being led by upper-class peer leaders. Throughout the weekend, students will meet with faculty within their major, meet in small groups with other students, and are encouraged to participate in a variety of fun-filled events including speakers, games, and a variety of activities.

## SPECIAL ACADEMIC OPPORTUNITIES

### ROTC

Tiffin University partners with Bowling Green State University to offer the ROTC (Reserve Officers Training Corps) program for the Air Force, and Space Force branches of the United States military. Students can enroll in courses at Tiffin University and travel to Bowling Green State University one day per week for instruction. For more information regarding classes, credits and registration, contact:

Andrea Draper, Associate Registrar - Tiffin University, draperac@tiffin.edu or 800.968.6446 ext. 3452.

### WASHINGTON CENTER INTERNSHIPS: WASHINGTON, D.C.

The Washington Center Internship program offers internships for students of all majors in Washington, D.C. A participating student works full-time in his or her chosen field in a placement that matches individual interests and skills. While gaining valuable work experience in his or her career area, the student receives 12-15 hours of Tiffin University credit. Housing arrangements can be made through the Center. Financial aid and scholarships are available for those who qualify. Additional information can be found at The Washington Center website [www.twc.edu](http://www.twc.edu)

### WASHINGTON SEMESTER PROGRAM, AMERICAN UNIVERSITY: WASHINGTON, D.C.

The Washington Semester Program, through American University, offers students the opportunity to participate in an internship in addition to coursework and seminars. Students will register for and receive credit for 12-15 hours at Tiffin University. The course work and internship experience are directly related to the student's major. Areas of study are not limited to any one major and include American Politics, Public Affairs, Global Economics and Business, International Environment and Development, Journalism, Middle East and World Affairs, and Peace and Conflict resolution, among others. There are also opportunities for international travel and learning. Additional information can be found at [www.american.edu/washsem](http://www.american.edu/washsem).

### DISNEY COLLEGE INTERNSHIP PROGRAM

The Disney College Internship Program offers internships for students in all majors. As a Disney College program participant, students become part of the magic that is known worldwide. Gain valuable, on-the-job experience working in our parks and resorts, participate in college coursework, and have the opportunity to meet and live with people from all over the country and potentially the world in company-sponsored housing. This truly unique five-to seven-month program allows participants to network with leaders, take part in personal and career development classes, and build transferable skills such as problem-solving, teamwork, guest service and effective communication.

### STUDY ABROAD

Tiffin University has established a number of semester abroad programs in cooperation with Oxford University in Oxford, England, American Institute for Foreign Study (AIFS), Council on International Educational Exchange (CIEE), and Webster University in St. Louis, Missouri. Study Abroad programs are offered in a number of locations throughout Europe and Latin America. All courses are accredited in the United States and most are taught in English. There are also opportunities for internships and language study.

Under agreement with host institutions, all courses through these programs are fully accepted by Tiffin University. To take advantage of these programs, students must meet the following standards:

- Students must be in good academic standing at Tiffin University with an overall grade point average of 3.00 or higher and have achieved Junior status. A 3.50 is required for the Oxford Programme.
- Students must be favorably recommended by Tiffin University's Provost and the Dean of Students. Faculty recommendation is also required for the Oxford Programme.
- Students will enroll for at least 12 semester hours of course work. Students may be less than full-time for limited summer programs.



- Students applying for financial aid for one of these study abroad programs must have filed all necessary documents, including financial aid, by July 1 for the fall semester and October 1 for the Spring Semester.
- Students enrolled in an approved study abroad program will be considered enrolled at Tiffin University for the purposes of applying for financial assistance under Title IV.

The Study Abroad Program Coordinator and the Director of Undergraduate Advising will advise students on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition at all locations, as well as room and board for most locations. Students eligible for financial aid may be able to receive assistance to attend one of these programs.

Institutional scholarships, grants and discounts may be used for only one study abroad semester. International students or students who have lived or studied outside the U.S. may not use Tiffin University financial aid for a study abroad program in their home country or in the country in which they lived or studied.

### **ASSOCIATE'S TO BACHELOR'S DEGREE**

Tiffin University we value you, your degree and all that you've accomplished. We'll make sure every credit you've already earned is considered toward your bachelor's degree – so that you can quickly and affordably reach your goals.

To put it simply, if you have an associate degree, you can earn your bachelor's degree from Tiffin University in 60 (or fewer) credits. Depending on your previous academic accomplishments, you may be able to complete your bachelors in even fewer credits, but the maximum you will be required to take is 61.

### **READMISSION TO TIFFIN UNIVERSITY**

Students who have previously attended Tiffin University must complete an Application for Readmission if their absence has been one semester or more, or if they were dismissed from the University. If the student has attended another college or university since their last course at TU, official transcripts must also accompany the Application for Readmission, along with other supporting documents. Readmission to Tiffin University is not guaranteed and students must have paid any existing or previous balance owed on their student account before they will be allowed to register.

If a student has been dismissed from the University for any reason and plans to return to Tiffin University, the student must submit a letter of appeal for readmission, including a request for financial aid, to be reinstated. In addition, students may be required to submit an appeal letter and/or additional documents upon request from the University, regardless of academic standing. This letter and any supporting documentation must be submitted along with the completed Application for Readmission. The student must submit any missing or outstanding admission documents, such as transcripts from previous institutions, prior to re-enrolling at Tiffin University. If approved, the student's readmission will only be valid for the semester for which he or she applied. If the student does not begin taking courses during that semester, he or she will have to begin the readmission process again.

### **TIME LIMIT TO COMPLETE THE DEGREE**

All course work for undergraduate degrees must be completed within ten (10) years from the semester the student first enrolls in a degree program at Tiffin University. If a student needs more time to complete the program, the student must petition their School Dean for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date.

# International Undergraduate Students

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

Admission requirements for international undergraduate applications:

- Graduation from an officially-recognized high school or equivalent, or graduation from an officially-recognized Associate's/Bachelor's degree program or currently attending an officially-recognized undergraduate Associate's/Bachelor's degree program.\*
- For First-Year applicant, GPA 2.0 on the high school transcript; for transfer applicant, GPA 2.0 on the higher education transcripts.
- TOEFL score (500 PBT/61 iBT) or IELTS score of 5, iTEP score of 4.5, ACT score of 18, and SAT score of 820, unless the student's native language is English or if the primary language of instruction of the student's high school (for First-Year students) or previous university (for transfer students) was English.\*\* Applicants from the following English-only countries do not need to prove English proficiency; Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

\* \$15 Application Fee

\*Equivalents to high school include secondary vocational high schools and secondary professional/technical schools. Graduates of high schools and equivalents should apply for First-Year admission. International applicants who have earned more than 12 credits from an accredited undergraduate program will not be admitted as first-time First-Year students. Those who have graduated from an accredited Associate's degree program and those who are currently attending an accredited undergraduate Associate's/Bachelor's degree programs may transfer to TU, with earned credits transferred in accordance with TU's curriculum requirements, and they should apply for transfer admission.

Required documents for international undergraduate application:\*

1. Completed and signed International Student Application for Admissions form.
2. For First-Year applicant, a copy of high school graduation diploma with a copy of high school transcript; for transfer applicant, a copy of undergraduate transcript and a copy of high school graduation diploma with a copy of high school transcripts or equivalent. Students who have completed an Associate's degree are not required to submit proof of graduation from an officially-recognized high school.\*\*
3. A copy of TOEFL, IELTS, iTEP, ACT or SAT score (if available).
4. Bank statement that supports the Affidavit of Financial Support form.
5. Copy of passport.

\*The Admission Office will not accept earlier versions of the forms. All original-language documents must be accompanied by a separate English translation.

\*\*In order to remain enrolled, international First-Year students should provide official high school transcripts and international transfer students must provide official higher education transcripts (and high school transcripts if an Associate's degree has not been earned) prior to the end of the student's seventh class day at Tiffin University.

\*\*\*If requested by the Office of International Admissions, an applicant may also be required to submit an academic credential evaluation from an external service provider.

## UNDERGRADUATE PROGRAMS TUITION, FEES AND EXPENSES FOR 2023-2024

### TIFFIN CAMPUS

Tuition and fees are in effect at the publication date of this bulletin. They are subject to change by vote of the Board of Trustees. The following fees are for both Bachelor and Associate degree programs in a seated format on the Tiffin Campus.

#### ADMISSION FEES, UNDERGRADUATE

Confirmation Deposit (Non-refundable after May 1st) .....	\$100
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#### TUITION AND FEES, UNDERGRADUATE

Tuition per semester, full-time (12-17 credits) .....	\$15,450
+ \$1,030 per additional credit .....	
Tuition per credit, less than full-time (1-11 credits) .....	\$1,030
Campus Services Fee (per Fall & Spring semester) .....	\$200
Summer Seated Class Rate Per Credit Hour .....	\$1,030
Summer Online Class Rate Per Credit Hour .....	\$480
BBA, BA & BCJ Online Per Credit Hour .....	\$480
Dragon Access (per credit hour) .....	\$25
Technology Fee (per Fall & Spring semester) .....	\$200
Technology Fee (per Summer semester) .....	\$100
Laboratory Fee (see course description) .....	Varies
Supplemental Course Material Fee* .....	Varies
*Some courses may include a supplemental course material fee, which will support and enhance the students' learning.	
Music Fee for Private Lessons .....	\$500
Credit for Prior Learning (CPL) (per course) .....	\$150
Apostille Degree .....	\$25
Health Insurance .....	
International students* .....	Varies by year
*Insurance is required for international students. International students may apply to waive the school-provided insurance.	
Student Athletic Insurance (required) .....	Varies
Transcript Fee, Official .....	\$8
Transcript Fee, Unofficial .....	\$6
Returned check or ACH fee .....	\$40

#### RESIDENCE HALL/HOUSE, PER SEMESTER

Single - residence hall w/o air conditioning .....	\$3,345
Double - residence hall w/o air conditioning .....	\$2,830
Single - residence hall/house w/air conditioning .....	\$3,525
Double - residence hall/house w/air conditioning .....	\$3,140
Triple - residence hall w/air conditioning .....	\$2,885
Quad - residence hall w/air conditioning .....	\$2,625
Single - house w/air conditioning .....	\$3,400
Double - house w/air conditioning .....	\$2,935
Triple - house w/air conditioning .....	\$2,680
Quad - house w/air conditioning .....	\$2,420
Apartment Living Learning Center .....	\$3,630
316 Benner & Adams Apartments .....	\$3,140

#### FOOD EXPENSES, PER SEMESTER

Gold Meal Plan (19 meals per week) .....	\$2,800
Green Meal Plan (14 meals per week) .....	\$2,500
Dragon Meal Plan (10 meals per week) .....	\$2,000
Fire Meal Plan (50 meal block) .....	\$680

## ONLINE & EXTENDED LEARNING PROGRAMS

### BACHELOR OF BUSINESS ADMINISTRATION, BACHELOR OF ARTS, AND BACHELOR OF CRIMINAL JUSTICE

Tuition per credit .....	\$480
Credit for Prior Learning Fee (per course).....	\$150
Technology Fee (per Fall & Spring semester) .....	\$200
Technology Fee (per Summer semester) .....	\$100
Supplemental Course Material Fee* .....	Varies

\*Some courses may include a supplemental course material fee, which will support and enhance the students' learning.

## PAYMENT PLAN

Tiffin University provides a semester tuition payment plan option to allow for monthly payments and avoid late charges. A service charge of 2.75% is processed with each credit card transaction by the 3rd party processor. A service fee is not applied on electronic checks. Late charges for unpaid monthly fees accrue at a rate of \$50 per month. Contact the Office of Student Accounts for more information at [studentaccounts@tiffin.edu](mailto:studentaccounts@tiffin.edu).

# Undergraduate Academic Policies

## STUDENT RESPONSIBILITIES

Students are responsible for knowing all requirements in this Academic Bulletin. Information in this Bulletin is subject to change. The University reserves the right to change its course offerings, academic policies, and requirements for the Bachelor and Associate degrees.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although Advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major academic plan in Self-Service to track their progress.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the Academic Bulletin of the University for the year they entered TU or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current, annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation. Students who transfer from an institution with which we do not have an articulation agreement follow the annual Academic Bulletin in effect at the time of their initial registration for courses at Tiffin University.

## ATTENDANCE POLICIES

### ATTENDANCE OR PARTICIPATION POLICY FOR BACHELOR DEGREE PROGRAMS

Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend all scheduled classes. Students are responsible for being aware of the proceedings and material covered in each class period. Students must attend all announced tests and submit assigned written work on the date set by the instructor.

The consequences of missing a test or an assignment will be determined by the instructor and will be based, at the discretion of that faculty member, on consideration of the individual circumstances involved. The procedures of dealing with absences from classes are left to the discretion of the individual instructor as outlined in the course syllabus. The instructor may request that the student be dropped from the course when absences exceed 25% of the required class sessions. Any refund of tuition will be computed from the last date of attendance.

## WORK IN THE CLASSROOM

Classroom experience is central to education, whether the classroom is a traditional one or online. The interaction and learning from and between the faculty and fellow students, which take place in the classroom are crucial. Students are required to make attendance a priority and follow the attendance policies set forth by the instructor. Students are required to come to class prepared with the readings completed, papers written, and class presentations ready to be given. Students should complete the work as specified in their syllabi or as assigned by the faculty.

## WORK OUTSIDE THE CLASSROOM

In general, each semester-long course the student is enrolled in requires 5-10 hours of work per week outside class. Online and other shorter-term classes will require more, as the work is compressed into a shorter period of time. Such outside preparation may take the form of reading the texts and reprints for the course, library research, writing papers, or cooperative learning with other students. The University encourages collaboration among students in their academic work. There are a variety of opportunities to work with other students, such as study tables, getting assistance at the Murphy Academic Support Center, informal study groups, and undertaking team projects. Collaboration happens within the framework of course requirements and academic integrity.



**CANCELLATION DUE TO DECLINE IN WEATHER CONDITIONS**

When the weather is severe enough that class is cancelled, either a 4-page make-up assignment will be assigned or a make-up class will be arranged. This is necessary to maintain our current accreditation and to account for the material and time lost. The cohort calendar cannot be extended, but it is permissible to extend the class time or double up classes during the week. If a make-up class is the decision made by the manager, faculty, and cohort; everyone involved must be in agreement with the time and date set for the make-up class. In addition, the manager must receive written approval from the instructor and each individual within the cohort prior to approval of the make-up date. If there is no agreement on a make-up date, the students will be required to submit a 4-page make-up assignment to cover the material. The content of the make-up assignment will be determined by the instructor.

**ATTENDANCE OR PARTICIPATION POLICY FOR ONLINE BACHELOR DEGREE PROGRAMS**

Tiffin University believes that class attendance and learning are related; therefore, students are expected to attend/participate in all scheduled classes. Students are responsible for being aware of the proceedings and material covered in each class period. Students must complete and submit written work on the date set by the instructor.

- Students will be required to respond to a threaded discussion and/or submit one assignment to every course scheduled no later than 11:59pm EST of the 10th day of the term to be considered an active student.
- A student who has failed to log in and respond to a threaded discussion and/or submit an assignment as of 11:59pm EST of the 14th day of classes, will be immediately withdrawn from those course(s) by Enrollment Management.
- After the 10-day census, students will be required to actively participate. If a student becomes inactive for 14 consecutive days, they will be Administratively Withdrawn.
- A student may be assigned a grade of “WF” (Withdraw Failing grade) by the instructor once the student has missed 25% of the required course. Absence in online courses is defined as not participating in discussion threads or not turning in assignments.
- The University reserves the right to initiate an administrative withdrawal of a course whenever a student violates the attendance/participation policy. Refer to Excessive Absence Withdrawal Policy.
- If a student is unable to participate in a course by 11:59pm EST on the 10th day of the term due to extenuating circumstances, a decision regarding the student’s status will be made by the Dean of the appropriate discipline school and the Executive Director of Online & Graduate Enrollment Management. If a decision is not unanimous, a final decision will be made by the Provost and communicated to the student.

**GRADING SYSTEM**

Tiffin University awards credit based on semester hours.

Grade	Quality Points	Remarks
A*	4	–
B*	3	–
C*	2	–
D* 1	Not applicable to graduate courses	
F	0	Failure
I	–	Incomplete Work
P	–	Pass
WD	–	Withdrew before deadline, notifying the Registrar
WF	0	Withdrew Failing - withdrew after deadline
WV	–	Course waived

\* This grade may be indicated with a “+” or “-” on the student’s transcript. However, the “+” or “-” is not used in the computation of the quality point average.

## CHANGE OF MAJOR

A student in an Associate or Bachelor degree program may change their academic major by completing the appropriate form with their Academic Advisor. The student must follow the major requirements in place at the time of the change in major. When such a student is continuously enrolled (not absent for two or more successive, regular semesters), he or she has the option of following the University's general education program under the student's previous major, instead of its current format. While students are allowed to change their major, doing so may increase the time to reach degree completion.

## INCOMPLETE COURSE WORK POLICIES

### INCOMPLETE COURSE WORK – UNIVERSITY POLICY FOR UNDERGRADUATE, GRADUATE AND Ph.D PROGRAMS

Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course by completing an Incomplete Grade Contract form, in order to finish the semester with an incomplete grade in that course. To qualify for the incomplete grade, the student must have completed 75% of the course assignments, as determined by the course instructor. The student must complete the coursework within 30 days of the final day of the course. This time-limit may be extended by the course instructor on a case-by-case basis; however, the exact time limit for course completion will be noted on the Incomplete Grade Contract and agreed to by the instructor and student. An incomplete grade will be changed by the instructor if the student completes the required coursework before the deadline stipulated in the Incomplete Grade Contract. If a student does not complete the necessary coursework by this deadline, the incomplete grade will be changed to a grade as determined by the course instructor based on the overall grade earned.

## REPEATING A COURSE

Students may retake any course in which they received a final grade of "F". A required course with a final grade of "F" must be repeated. Students receiving a "D" in a required course in which a grade of "C" or better is needed in order to move on must retake that class.

Any student wishing to repeat a course in which the student earned a grade of "D" may do so by contacting their Academic Advisor. Students who are receiving financial aid or participating in intercollegiate athletics should consult with the Athletic Representative in the Financial Aid Office before repeating a course with a "D" grade. A student who has earned a minimum of 75 hours toward the Bachelor's degree and whose cumulative grade point average in their major courses is less than 2.50 may repeat a course in the major for which a grade of a "C" or less was earned. Such students must obtain permission from their Academic Advisor before repeating the course in question and contact the Financial Aid Office. Both grades, original and repeated, appear on the permanent academic record, but only the higher one is counted in the grade point average and in meeting graduation requirements.

## ACADEMIC STANDING

When a student's cumulative (overall) and current (most recent semester) grade point averages are 2.0 or better, the student is in good academic standing. Any student with a cumulative GPA below a 2.0 will be placed on Academic Warning, regardless of credit hours.

Students at Tiffin University are expected to earn a grade of "C" or better in an average of 15 credits per semester to complete the credits needed to graduate in 4 years. Both GPA and number of semester hours are calculated to determine if a student is achieving minimum academic progress. The University will check to ensure that students are making at least minimum academic progress toward completing their degree, at the end of each semester, will determine whether students are in good academic standing. Students must maintain the following minimum cumulative grade point average to remain in good academic standing:

Full-Time Students (minimum of 12 credits per semester)		Part-Time Students (maximum of 11 credits per semester)	
Semester hours attempted Minimum GPA		Semester hours attempted Minimum GPA	
Warning Status:		Warning Status:	
0 - 23	2.00	0 - 5	2.00
24 - 47	1.81 - 1.99	6 - 11	1.61 - 1.99
48 - 71	1.91 - 1.99	12 - 23	1.71 - 1.99
		24 - 47	1.81 - 1.99
		48 - 71	1.91 - 1.99
Probation Status:		Probation Status:	
24 - 47	1.80	6 - 11	1.60
48 - 71	1.90	12 - 23	1.70
72 +	2.00	24 - 47	1.80
		48 - 71	1.90
		72 +	2.00

## ACADEMIC STANDING FOR TIFFIN CAMPUS TRANSFER STUDENTS

Students on the Tiffin Campus who have transferred from other colleges/universities will be evaluated for minimum academic progress using transferable hours as determined by the Registrar and GPA from prior institutions combined with Tiffin University attempted credit hours and GPA. Minimum GPA for transfer students must meet the requirements outlined above.

### ACADEMIC WARNING

If students do not pass enough courses with a grade of “C” or better, creating a cumulative or current GPA of less than 2.0, they will be placed on Academic Warning. A student whose semester GPA falls between the minimum outlined in the aforementioned tables and 2.0 will be placed on Academic Warning. For example, if a student has earned 52 credit hours (semester hours), and receives a semester GPA of 1.84 at the end of the fall semester, the student will be placed on Academic Warning since the student did not attain the required minimum GPA of 1.9 for 52 semester hours.

Students on Academic Warning will be placed on Academic Probation after the semester if they do not meet at least one of the following requirements:

- Raise their cumulative GPA to 2.0, thereby returning to good academic standing, or
- Earn a GPA for the current semester of 2.0 or above, thereby remaining on Academic Warning and subject to the same requirements in the next semester.

If the student achieves a 2.0 or better GPA for the probationary semester, but the student’s cumulative GPA is still below the minimum required for the number of semester hours attempted, the student will be placed back on Academic Warning.

Students are notified by email of their academic status and it is also noted on their academic transcript.

### ACADEMIC PROBATION

Any student whose cumulative grade point average falls below the minimum GPA for the number of semester hours attempted will be placed on Academic Probation and will be required to follow these restrictions:

- Students who are on Academic Probation are limited to a maximum of 12 credits per semester.
  - Full-time Tiffin campus students on Academic Probation must meet with an Academic Recovery Advisor for one hour each week of the semester.
  - In addition to the one hour weekly meeting, students will be required to complete a minimum of 8 hours of monitored study and/or tutor time per week under the supervision of the Murphy Academic Support Center.
- At the completion of the probationary semester, the student must have achieved a semester grade point average of 2.0 or greater or the student will face Academic Dismissal.

Failure to raise your grade point average above the published level (refer to Academic Bulletin) for a second semester, may result in dismissal from the University. Students are notified by email of their academic status and it is also noted on their academic transcript.

### ACADEMIC DISMISSAL

A student may be dismissed from the University for at least one semester for:

- Failure to attain a minimum semester grade point average of 2.0 or better after being placed on Academic Probation.
- Full-Time enrollment: students receiving a failing grade in 4 or more courses in any semester of attendance at Tiffin University.
- Less-than Full-Time enrollment: students that attend  $\frac{3}{4}$ ,  $\frac{1}{2}$ , or less than  $\frac{1}{2}$  time will be dismissed if they have failed with an “F”/WF”, more than  $\frac{1}{2}$  of their enrolled classes for two consecutive semesters of enrollment.

Students are notified by email of their academic status and it is also noted on their academic transcript.

### APPEAL PROCEDURES FOR DISMISSAL

Students who are dismissed from the university may apply for readmission after an absence of one (15-week) academic semester. The suspension of enrollment is intended to allow the student time to thoroughly reassess his or her goals and performance capabilities. A student may petition for continuous enrollment following a dismissal to the Registrar. The petition must be in writing and should document any unusual circumstances and also explain an improvement plan. The Registrar, Provost and School Dean may act to reinstate the student’s eligibility on a probationary status or deny the petition.

Upon approval, the Readmission Committee will determine the number of credit hours for which the student may register. In addition, the student will be placed on Academic Probation and must meet with an assigned Academic Recovery Advisor (Tiffin Campus only), and must earn a minimum semester GPA of 2.0 for their next semester. Failure to meet the reinstatement requirements will result in a second dismissal for a minimum of one academic year.

## PERMANENT DISMISSAL

Students will not be allowed to submit any appeals after a permanent dismissal. Students are notified of their Permanent Dismissal from the university by email and through a notification letter.

## MINIMUM ACADEMIC PROGRESS POLICY

To increase the likelihood of graduation, it is important for students to acquire a specific set of academic skills as early as possible. This policy is intended to provide an incentive for students to prepare themselves for success in advanced level courses. At the completion of 54 semester hours of academic work, including transfer credits, a student must have completed 15 semester hours in the following courses:

**ENG141 and ENG142 (6 hours)**

**Mathematics (3 hours): Any Math above MAT095**

**DLT101 (3 hours)**

**DEC100 (3 hours)**

A student who fails to complete these courses upon completion of 54 hours of academic work will be placed on Academic Hold.

- The students placed on “Academic Hold” (e.g. student will not be able to register for classes) and must meet with the Director of Undergraduate Advising or an Academic Advisor until the completion of the required course(s) listed above.
- If a student does not successfully complete the course(s), a tutor will be assigned in the Murphy Academic Support Center.

Students who fail a course listed above a third time may be dismissed from the University as determined by the Provost.

## STUDENT CLASSIFICATIONS

Student Status	Semester Hours Completed
First-Year	0 - 27
Sophomore	28 - 54
Junior	55 - 81
Senior	82 +

## COURSE LEVELS

Course numbers	Description
000 - 099	Courses meant primarily for students who need foundational prerequisites
100 - 199	Courses meant primarily for First-Year students
200 - 299	Courses meant primarily for Sophomores
300 - 399	Courses meant primarily for Juniors
400 - 499	Courses meant primarily for Seniors

## COURSE LOAD

Normal course load is 15 semester hours. Undergraduate students must enroll in a minimum of 12 semester hours to be classified as full-time. This minimum applies to all undergraduate students in all programs. Students wishing to take 16 - 18 credit hours must have a minimum cumulative grade point average of 3.0 and be of Junior standing. Students who wish to enroll in 19 or more credit hours must be within 2 semesters of graduation, have a minimum cumulative grade point average of 3.0, and complete an application, which requires signatures of the student’s School Dean, the Office of Financial Aid, as well as the Registrar. In addition, the student must provide a written request explaining their rationale for the course overload before the application can be completed. Consultation with the Dean is required prior to approval for 19 or more credit hours. Any student’s ability to register for courses is subject to availability of seats at the time of registration. Obtaining necessary signatures does not guarantee course availability.

## ADDING COURSES – TIFFIN CAMPUS

Students are expected to enroll in all planned classes prior to the first day of each semester. Students can change their existing schedule through Wednesday of the first week of class with permission. If a student has not enrolled in any classes before the start of the semester, the student will need to receive approval from the Office of the Registrar. Permission to enroll in Online courses must be approved prior to the ‘last day to add a class’ deadline, including Term II courses. Students must be of Sophomore standing with a minimum cumulative grade point average of 3.0 to enroll in online courses. Online enrollment for Gen Ed or Open Elective credits are limited to only 1 class per semester. Requests to take Degree and/or Major courses online are approved by the School Dean. \*Summer enrollment may exceed 1 course per semester; however, all other permissions apply.

## STUDENT ATHLETES - ACADEMIC ELIGIBILITY REQUIREMENTS

Student-athletes must comply with NCAA and University rules regarding academic eligibility. While the Office of Registration and Records will monitor students' academic progress, it is the students' responsibility to know and understand the rules that govern their eligibility.

### NCAA PROGRESS TOWARD DEGREE REQUIREMENTS

- A student-athlete must be enrolled in a minimum full-time program of not less than 12 hours to be eligible for practice and competition.
- Satisfactory completion of nine semester hours of academic credit every semester (fall or spring semester) in which the student-athlete has been enrolled full-time. (Cannot use summer school hours to fulfill nine hour rule).
- A student-athlete must complete 24 semester hours of credit a year (fall-to-fall) to be eligible for competition the following academic year. The 24 hours are considered as the hours countable towards satisfactory progress toward a degree.
- A student-athlete must achieve a minimum cumulative GPA of 2.00 prior to the beginning of each fall semester.
- If a student-athlete earns 24 hours or more during the academic year, the student has met the satisfactory progress requirements for the following academic year and is not held to a minimum number of hours that can be taken during summer school.
- A student-athlete must declare a major (i.e. designate a degree program) by the beginning of the third year of enrollment (or fifth semester).

### TIFFIN UNIVERSITY MISSED CLASS POLICY

1. In order to meet the missed class time requirement of NCAA Bylaw 17.1, the following policy is in effect at Tiffin University:
  - A. Student-athletes will not be required to attend any practice/activities that result in a missed scheduled class or final exam.

Activities considered practice include:

    - Preparation and conditioning time (weight training, running, etc.)
    - Training room time (rehab, taping, etc.)
    - Meetings (to include individual film watching)
    - On field practice
  - B. Media and recruiting requests will not interfere with class or exam schedules.
  - C. Exceptions to the above will only be approved by the Faculty Athletic Representative (FAR) who will report exceptions to the faculty at the last meeting of each semester.
2. For home competition, student-athletes shall not miss any classes prior to two hours before the scheduled competition time.
3. For away competition with same day travel, student-athletes shall not miss any classes prior to 30 minutes before the scheduled time of departure.
4. For away competition with overnight travel, no team shall depart more than 30 hours prior to the time of competition.
5. The Director of Athletics will provide to the FAR, the Provost and faculty via email at least one month prior to the start of a sport's season, a listing of all competition in that sport which will necessitate student-athletes being absent from class. This listing will include the time and date of competition, destination, departure time, and competition. The FAR or the Provost may request that modifications to the travel plans be made.
6. Student-athletes will continue to present individual, written notifications, provided by the Athletics Department, to their instructors at least 24 hours prior to each contest that affects their class attendance.
7. Student-athletes will be responsible for submitting all assignments on time and that advance arrangements will be initiated by the student athlete for any assignments that will be missed.
8. Faculty members will not penalize student-athletes for missing classes due to conflicts with contractually scheduled athletic contests and related travel.
9. Coaches will not penalize student-athletes for missing practices due to conflicts with regularly scheduled classes or affiliate class related field trips (within reason) for which student-athletes are enrolled. It is recommended that faculty email coaches with details for a class related field trip a minimum of a week ahead of the scheduled date.
10. No competition will be scheduled on any day on which final examinations are scheduled unless prior approval has been received from the Provost.
11. Exceptions to the above statements for special tournaments and competitions, including championship play, must be approved by the FAR and the Provost.
12. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a faculty member may immediately appeal to the appropriate Chair or to the Provost.
13. Student-athletes who believe that they have received a lack of reasonable accommodation of the provisions of this missed class policy by a coach may bring this matter to the attention of the Director of Athletics or the FAR.
14. Faculty having any questions about the application of these statements may contact the FAR or the Provost.



# Undergraduate Education

Tiffin University believes that undergraduate education must develop the specific intellectual abilities as depicted below. These are integrated into a coherent educational experience so that students are prepared for positions of leadership in professional, business, and service careers.

In order to develop such capabilities within the framework of undergraduate education, Tiffin University's Bachelor Program is made up of four components: Transferable Courses, Tiffin Core (DEC), Professional Major Field, and Open Electives or Minor. No course may be used to meet the requirement of more than one Bachelor curriculum component. Thus, a course selected to meet a DEC or Transferable Course requirement cannot also be used to meet a School, Major or Open Elective/Minor requirement. In addition, no more than fifteen (15) courses from any one department as identified by the departmental alpha-prefix can be counted to fulfill Bachelor degree requirements.

## TRANSFERABLE COURSES

A sound, educational experience begins with the connected abilities of understanding and communicating. Essential ideas first require essential capabilities. Primary among these capabilities is the ability to write and speak with clarity and precision and to read and listen with comprehension and with critical spirit. The complexity of modern information technologies and the necessity of logical thinking and critical analysis dictate the acquisition of skills in both verbal and quantitative arenas.

## TIFFIN CORE (DEC)

Our specialized curriculum is focused on global capabilities and career readiness for all undergraduate students.

The Dragon Education Core (DEC) is a series of core classes intentionally designed to foster experiential learning and personal discovery for every student beginning in freshman year and continuing through senior year. The DEC is part of the Tiffin University Core General Education Program that is designed to give you the foundational knowledge, skills, and dispositions to be successful not only in college but also in life.

Today's employers look for culturally attuned individuals with interpersonal skills, life skills and cultural competencies and at Tiffin University, students will experience an academic curriculum that prepares them for these specialized 21st century competencies. At TU we celebrate CulTural Uniqueness, (CCU) as this is our response to diversity, equity and inclusion so much so that our core curriculum classes reflect inclusive theory and practice. Our curriculum prepares students to think critically, communicate and engage collaboratively, apply problem-solving skills and solve complex challenges with and for diverse teams. When you graduate, you will have the knowledge, skills and dispositions necessary to work with people from different local and global cultures and backgrounds and this an extremely unique curriculum that you will not find at other colleges or universities. Through these core classes, we provide workforce-ready advantages for our students that address today's professional challenges no matter what the organizational type, by infusing them into classroom and laboratory learning. We have collaborated with businesses and professionals to provide hands-on, experiential learning that produces graduates with the technical know-how and interpersonal skills to succeed. These essential skills will prepare you to be an innovative contributor and leader in the workplace.

The Tiffin University Core and DEC is a forward-thinking commitment to:

- Uphold TU's professionally-focused approach to learning that will help you stand out from others in the workplace
- Reflect what employers demand in both practical, applicable knowledge and critical life competencies for a career-ready workforce. When you graduate from Tiffin University, you will be career ready with the ability to demonstrate:
  - Career & Self-Development
  - Communication
  - Critical Thinking
  - Curiosity and Openness to Equity & Inclusion
  - Diplomacy and Ethical Behavior
  - Leadership and Emotional Intelligence
  - Professionalism
  - Teamwork
  - Technology
- Drive "applied and experiential learning" across a core set of classes, helping students translate learnings to real life
- Instill a set of global competencies as part TU's Celebrating Cultural Uniqueness (CCU) so that every student graduates, regardless of field of study, equipped to be an innovative problem solver who can effectively and empathetically navigate culturally unique/diverse individuals and points of view.

## PROFESSIONAL MAJOR FIELD

The professional major provides the student with the opportunity to study an area of interest or specialization in depth, in a way that enlarges the perspective of the student rather than in a way that narrows it. Tiffin University believes that the ability to view the major area of study as it relates to other disciplines and in its large social and ethical context is crucial to the future success of the student.

### OPEN ELECTIVES OR OPTIONAL MINOR

Open Electives - The Tiffin Core (DEC) is designed to avoid the lock-step curricular approach by providing open elective courses for most programs. While these are true electives to be selected by the student according to the student's wishes and interests, the University also offers a variety of Minor Programs.

Optional Minor – An Optional Minor can be taken in any department except the Professional Major. Up to 50% of the overlapping major/minor courses can be applied for credit toward a declared minor. Students are encouraged to select a minor and should discuss their interests with their Faculty Advisor.

### WRITING INTENSIVE COURSES

Tiffin University is committed to the total education of the student. Good writing skills are an undeniable requirement for a well-rounded education. With that as a goal, certain courses across the curriculum are designated Writing Intensive Courses and noted with a (w) in the Academic Bulletin. Writing Intensive Courses require writing assignments in which writing skill and clarity constitute a significant part of course work. Not only does writing show mastery of a skill, it enables the student to learn and process information so that knowledge can be applied in practical and abstract areas.

### BACHELOR DEGREE REQUIREMENTS

<b>Bachelor Degree .....</b>	<b>120-128 hours</b>
<b>Bachelor Degree that includes Education .....</b>	<b>133-143 hours</b>
<b>Tiffin University Core (DEC) Curriculum .....</b>	<b>36 hours</b>
ENG141 Introduction to Rhetoric and Academic Writing .....	3 hours
ENG142 Rhetoric and Academic Writing .....	3 hours
COM130 Introduction to Speech Communication.....	3 hours
MAT181 College Algebra <b>OR</b>	
MAT185 Quantitative Reasoning <b>OR</b>	
MAT275 Pre-Calculus .....	3 hours
MAT273 Applied Statistics I .....	3 hours
NAT130 Foundations of Healthy Living.....	3 hours
DLT101 Digital Literacy and Technology Readiness .....	3 hours
Student choice of ONE of the following courses.....	3 hours
HIS201 Introduction to Historical Events	
ENG201 Introduction to Literature	
PHI110 The Art of Reasoning	
ART210 Art Appreciation	
CUL 210 Comparative Cultures	
DEC100 Engage .....	3 hours
DEC200 Explore.....	3 hours
DEC300 Connect /DEC320 Connect (transfer students with 60 credit hours or more).....	3 hours
DEC400 Impact /DEC420 Impact (for transfer student with more than 60 credit hours) .....	3 hours
<b>Professional Major Field.....</b>	<b>46-59 hours</b>
<i>Course and credit requirements are stated under the degree and specific major listings in the Academic Bulletin.</i>	
<b>Open Electives.....</b>	<b>up to 36 hours</b>
<i>A minimum of fifteen (15) hours of electives must be taken at the 200-400 level.</i>	

# Graduation Requirements

## BACCALAUREATE (BACHELOR'S) DEGREES

A Bachelor's Degree candidate must meet the following requirements to be eligible for the appropriate degree:

1. The student must successfully complete the course work laid out in the Tiffin Core (DEC).
2. The student must earn a minimum 2.00 cumulative grade point average for all course work. Education majors must earn a minimum of 3.0 for all course work.
3. The student must successfully complete the course work required and the number of semester hours specified by the School that awards the degree. Double degrees and/or double majors can apply up to 50% of the overlapping courses towards credit.
4. No more than 30 semester credits can be received from CLEP, credit by exam, proficiency exam, Advanced Placement, Prior Learning Credit, or International Bachelor Programmes combined (see Transfer of Credits from Other Institutions).
5. In addition, a student must complete a minimum of 30 semester hours at Tiffin University in order to receive a Bachelor degree.

## OTHER BACHELOR'S DEGREE GRADUATION REQUIREMENTS

A student must have a minimum cumulative GPA of 2.5 for all courses outside of the knowledge skills, general education core, and open electives, to be eligible for graduation.

## ASSOCIATE'S DEGREES

Associate's Degree candidates must meet the following requirements to be eligible for the appropriate degree:

1. Successfully complete the core curricula courses specified for their degree
2. Complete a minimum of 50% of the courses required for their degree at Tiffin University
3. Successfully complete the course work and number of semester hours required for their specific major
4. Earn a minimum 2.00 cumulative point average for all course work

## ASSOCIATE TO BACHELOR (A2B)

1. 61 credit hours completed
2. Associate Degree awarded
3. Maximum number of credit hours required to receive a Bachelor's Degree is 60

## ALTERNATE METHODS OF COMPLETING COURSE REQUIREMENTS

### ADVANCED PLACEMENT \*

High school students may receive advanced collegiate standing by taking advantage of the Advanced Placement Program of the College Entrance Examination Board, which has encouraged the establishment of college-level courses in high school. College credit may be granted for scores of 3, 4, and 5 in any of the advanced placement tests. A student may receive no more than 30 semester hours of credit through this program. Information about these exams may be obtained through the high school or online <http://apcentral.collegeboard.com>.

*\*The maximum number of semester credit hours a student may accumulate from all of these sources combined is 30 to be applied to a Bachelor's degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is 30 toward an Associate's degree program.*

### CREDIT FOR PRIOR LEARNING\*

Under certain circumstances, Tiffin University can assist students translate knowledge into college credit. Adult students in particular have the opportunity to seek credit based on significant demonstrated learning acquired as a result of experience in employment, volunteer activities, workshop/seminar participation, publications, community service, travel, military service or other life experiences. Credit can be awarded solely based on the experience; for example extensive work training/certification that may translate into credit. Adults who have been out of school for a period of time and are now returning to the University are the most likely applicants for credit for prior learning.



# INSTITUTIONAL STANDARDS FOR THE CORE COMPETENCIES OF A TIFFIN UNIVERSITY GRADUATE

## COGNITIVE MINDSET INTELLECTUAL COMPETENCIES

### CREATIVITY - GENERATING IDEAS

- Innovative Thinking
- Thoughtful/Calculated Risk Taking
- Entrepreneurship

### CRITICAL THINKING

- Problem Solving
- Decision Making
- Analyzing, Integrating & Synthesizing

### OBJECTIVITY

- Appreciating Multiple Perspectives (past & present)
- Adaptability & Flexibility
- Question Status Quo

## INCLUSIVE MINDSET CULTURAL COMPETENCIES

### EMOTIONAL INTELLIGENCE (EI)

- Personal Competence
- Social Competence
- Reflection & Resilience

### CURIOSITY & OPENNESS FOR DIVERSITY

- Intersectionality
- Embrace & Value Difference
- Cultural Awareness

### DIPLOMACY

- Conflict Management & Resolution
- Negotiation
- Professionalism & Respect

## INTEGRATIVE MINDSET GLOBAL COMPETENCIES

### PROFESSIONAL PRACTICE

- Connections to Experience
- Connections to Discipline
- Professional Self-Reflection

### LEADERSHIP

- Developing Foresight
- Managing Change
- Collaboration

### ETHICS

- Personal
- Professional
- Global/Community

## THE FOUNDATIONAL MINDSET

### COMMUNICATION

- Oral
- Written
- Face-to-face & Mediated Communication

### QUANTITATIVE LITERACY

- Financial Literacy
- Quantitative Competence
- Deduction

### DIGITAL LITERACY

- Information/Visual Literacy
- Appreciation of Privacy
- Responsible Use of Digital Media

### SCIENTIFIC INQUIRY

- Command of the Scientific Method
- Understand the Research Process
- Evidence-Based Reasoning

**CLEP\***

Credit may be awarded for either general or subject tests taken through College Level Examination Program (CLEP). The American Council on Education recommendations are followed when determining required scores for awarding credit.

**INTERNATIONAL BACHELOR PROGRAMME\***

Students who have successfully completed International Bachelor (I.B.) Higher Level work may petition for transfer credit. For each Higher Level examination for which a score of 4 or better is achieved, 3 semester hours of credit may be awarded on a course-by-course basis. Credit is not awarded for I.B. Subsidiary Level examinations. An official score report of results received is required for credit consideration. Higher Level I.B. courses are generally considered to be on a par with the Advanced Placement program courses of the College Entrance Examination Board. No more than 30 semester hours will be awarded through this program.

**CLEE - CERTIFIED LAW ENFORCEMENT EXECUTIVE\*\***

A student who has successfully completed the Certified Law Enforcement Executive Program may receive up to nine hours of credit (3 courses) toward a Criminal Justice degree. The student must have completed the entire CLEE program and meet the admissions criteria for a CJ degree. In addition, the student will need to submit their collection of CLEE documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

**PELC - POLICE EXECUTIVE LEADERSHIP COLLEGE\*\***

A student who has successfully completed the PELC may receive up to six hours of credit (2 courses) toward a Criminal Justice degree. The student must have completed the entire PELC program and meet the admissions criteria for the CJ degree. In addition, the student will need to submit their collection of PELC documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

**STEP – SUPERVISOR TRAINING AND EDUCATION PROGRAM**

A student who has successfully completed the Supervisor Training and Education Program through the Law Enforcement Foundation may be eligible to receive 3 credit hours (1 course) toward a Criminal Justice degree. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

**OPOTA**

This experience is designed for the student who wishes to earn their Ohio Peace Officer certification. Application and acceptance is required. The semester-long, 15 credit hour course currently consists of 600 hours of training, mandated, designed and overseen by the Ohio Peace Officer's Training Academy. The successful completion of this course will certify the student as an employment-ready police officer in the State of Ohio. Students interested in participating in the OPOTA academy will need to use all Open Elective credits to do so.

**FBINA**

FBINA law enforcement training can translate into college credit at Tiffin University. Members of FBINA could receive up to 12\*\* credit hours toward masters-level degree programs or up to 30\*\* credits toward an undergraduate-level degree.

*\*The maximum number of semester credit hours a student may accumulate from all of these sources combined is thirty (30) to be applied to a Bachelor's degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is 30 toward an Associate's degree program.*

*\*\* The maximum number of semester credit hours a student may accumulate toward a Master's degree from all of these sources combined may not exceed one-third of the total number of credits required for the degree.*

**ODRC- OHIO DEPARTMENT OF REHABILITATION AND CORRECTIONS TRAINING ACADEMY-**

Students who have completed the Corrections Academy Certification may earn six transferable credits towards a Bachelor of Criminal Justice degree. The credits will count for two courses (COR110 and COR120). The student must have completed the entire Academy, submit documentation of completion and meet the admissions criteria for a CJ degree. There is no additional fee to receive the credit.



## SPECIAL PROGRAMS

**ACADEUM** – Acadeum provides a technology platform that unlocks underutilized online resources across higher education institutions to give every learner choice and opportunity to stay on track for graduation.

**RIZE** - RIZE is a higher education company incubated by Adrian College and in partnership with the Lower Cost Models for Independent Colleges (LCMC) Consortium. The LCMC, formed in 2015, is pioneering an innovative course-sharing model to help private colleges and universities grow enrollment through new degree programs while streamlining and lowering institutional costs. RIZE provides the LCMC with the platform that powers this collaborative model, allowing member institutions to adopt high-demand majors, minors and certificates that are built to get students ready for careers in the fastest-growing fields.

**AMERICAN UNIVERSITY OF SWITZERLAND** - Preparing students for the modern business environment, the American University in Switzerland is one of Switzerland's leading international business universities, situated in La Tour-de-Peilz. Located on the shores of Lake Geneva, AUS is close to the Olympic Capital Lausanne, and Geneva, the center for diplomacy. Throughout its 29-year history, AUS has prepared international students with the relevant business knowledge, tools and training to be a positive contributor to any organization.

**AVENU LEARNING** - A leading global provider of educational services, AVENU works with universities and other educational providers to extend boundaries and reimagine the transnational learner. Founded as a joint venture between Southern New Hampshire University and the SEEK Group, AVENU supports global learners across a portfolio of partner programs including certificates, undergraduate, and graduate degrees.

**BRIDGE TOP EDUCATION (BTOP)** - Provides services to assist eligible U.S. and Canadian college students to enroll in Tiffin University's online classes as a non-degree student.

**IBM SKILLS ACADEMY** - A skills-oriented training program to empower students of various backgrounds with the skills needed to excel in today's high-demand technologies. We provide a cloud-enabled learning environment and train-the-trainer learning model leveraging IBM and open-source technology.

**OKGO EDUCATION** - Provides services to assist international college students to enroll in Tiffin University's online classes as a non-degree student.

**QUEST ABROAD INTERNATIONAL (AUIA)** - Quest Abroad International, Inc., was established in 2011 and is a global company focusing on international student markets with many popular brands. AUIA International Summer school, a global platform aiming to help students from all over the world choose various credit-granting summer programs in different countries in Asia, is one of the most famous brands in Quest. Since 2011, AUIA has been providing summer courses to thousands of students. With our high-quality summer programs and services, AUIA has become a leading brand in the industry. In the future, AUIA will bring more products and services to satisfy the needs of international students.

**WORLD GRAD** - The World Grad Undergraduate and Graduate degree programs are for students looking to accelerate their studies in the US while saving time and money and becoming academically successful. The program is designed such that students can start their degree from home and then progress to on-campus in the US when they are fully prepared to travel. This way students can save time, money, reduce their overseas education costs while also maximizing their visa success by demonstrating authenticity and academic commitment. The program leads to numerous degrees in partnership with Tiffin University.

## SCHOLASTIC HONORS

### UNDERGRADUATE ACADEMIC HONORS

#### *Dean's List*

Students are placed on the Dean's List at the end of the fall and spring semesters if they achieve a grade point average of 3.50 for the semester. A minimum of 12 hours of credit for that semester is required. The Dean's List is published twice a year, in February and in June.

### GRADUATION AWARDS - UNDERGRADUATE DEGREE PROGRAMS

#### *Dean's Award*

This honor is given to the graduating student in the Bachelor program with the highest cumulative grade point average. To qualify for this award, the student must have completed 54 credit hours at Tiffin University and have no Incomplete grades as of midterm of the spring semester. If more than one graduating student has achieved a perfect 4.0, the final decision for the award rests with the Provost.

#### *Scholar-Athlete Award*

The award is given to a graduating student in a Bachelor program who has a 3.50 cumulative grade point average or higher, has played intercollegiate athletics for 4 years, and in their senior year participated as a starter in 75% of the team's games.

#### *Student Leadership Award*

This award is given to a graduating student in the Bachelor program for outstanding scholarship, participation in extracurricular activities, and communication with other students.

## GRADUATION HONORS

### BACHELOR'S DEGREE

All Tiffin University coursework that is used to meet TU degree requirements will be used in calculating graduation with honors.

Distinction	GPA Range
Summa Cum Laude	3.90 - 4.00
Magna Cum Laude	3.70 - 3.89
Cum Laude	3.50 - 3.69

### ASSOCIATE'S DEGREE

Distinction	GPA Range
Cum Laude	3.50 - 4.00

### ACADEMIC HONORS CEREMONY – UNDERGRADUATE DEGREE PROGRAMS

Each year seniors who have achieved high levels of academic performance during their academic career are honored at a ceremony hosted by the Vice President for Academic Affairs. Awards are presented for overall academic achievement and for achievement in major fields of study.

#### *Academic Distinction*

This medal is given to Bachelor degree students graduating with a cumulative grade point average of 3.50 or above.

#### *Excellence in Field of Study*

The glass flame award is given to graduating students (one in each major) in the Bachelor program with a cumulative grade point average of 3.50 or above, a minimum of 54 credit hours completed at Tiffin University, and no Incomplete grades as of midterm of the spring semester. Awardees are chosen by the faculty in the appropriate departments for both their academic performance and their contribution to learning and life at Tiffin University.

# Undergraduate Academic Program

Tiffin University's undergraduate program offers degrees in Bachelor of Arts, Bachelor of Business Administration, Bachelor of Criminal Justice, Bachelor of Science, and Associate of Criminal Justice. The following is a list of available majors and majors with concentrations for Academic Year 2022-2023.

## UNDERGRADUATE DEGREES, MAJORS, AND MAJORS WITH CONCENTRATIONS

### BACHELOR OF ARTS (BA) DEGREE

- Chemistry Major
- Commercial Music Major (*Offered on-campus only*)
- Commercial Music Major w/concentration in Engineering and Production (*Offered on-campus only*)
- Commercial Music Major w/concentration in Performance and Entrepreneurship (*Offered on-campus only*)
- Digital Media
- Educational Studies w/concentrations in:
  - Educational Paraprofessional (*Offered on-campus only*)
  - Athletic Coaching (*Offered on-campus only*)
  - Educational Technology and Communication (*Offered on-campus only*)
- Global Sports and Culture Major (*Offered on-campus only*)
- National Security, Intelligence and Terrorism (*Offered on-campus only*)
- History with licensure in Integrated Social Studies Major in conjunction w/Lourdes University (*Offered on-campus only*)
- History with licensure in Middle School Education Major in conjunction w/Lourdes University (*Offered on-campus only*)
- Psychology Major (*Offered Online Only*)
- Psychology Major w/concentration in Addictions Counseling (*Offered on-campus only*)
- Psychology Major w/concentration in Cross-Cultural and International Psychology (*Offered on-campus only*)
- Psychology Major w/concentration in Human Services (*Offered on-campus only*)
- Psychology Major w/concentration in Sport (*Offered on-campus only*)
- Science with licensure in Middle School Education Major in conjunction w/Lourdes University (*Offered on-campus only*)
- Workplace Leadership Major (*Offered Online only*)

### BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

- Accounting Major
- Business Management Major
- Finance Major (*Offered on-campus only*)
- Healthcare Management Major
- Human Resource Management Major
- International Business Major
- Manufacturing Management Major (*Offered Online only*)
- Integrated and Digital Marketing Major
- Sports Management Major w/concentration in Athletic Administration (*Offered on-campus only*)
- Sports Management Major w/concentration in Sports Marketing (*Offered on-campus only*)
- Sports Management Major with Concentration in eSports (*Offered on-campus only*)
- Supply Chain Management Major (*Offered on-campus only*)

### BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE

- Contemporary Justice (*Offered Online only*)
- Correction (*Offered on-campus only*)
- Criminal Behavior Major (*Offered Online only*)
- Criminalistics Major
- Digital Forensics Major (*Offered on-campus only*)
- Forensic Psychology Major (*Offered on-campus only*)
- Homeland Security and Terrorism (*Offered Online only*)
- Justice Advocacy
- Law Enforcement Major (*Offered on-campus only*)

### BACHELOR OF SCIENCE (BS) DEGREE

- Applied Health Sciences (Dual Degree Program with Mercy College of Ohio/B.S.N. Nursing Pre-licensure) (*Offered on-campus only*)
- Biology (*Offered on-campus only*)
- Business Intelligence and Analytics (*Offered on-campus only*)
- Chemistry (*Offered on-campus only*)
- Computer Science Major w/concentration in Network & Systems Administration (*Offered on-campus only*)
- Computer Science Major w/concentration in Software Development
- Computer Science Major w/concentration in Unmanned Aircraft Systems (*Offered on-campus only*)
- Computer Science Major with Concentration in Video Game Design (*Offered on-campus only*)
- Computer Science Major with Concentration in Web Design (*Offered on-campus only*)
- Cyber Security Major (*Offered on-campus only*)
- Cyber Security and Information Assurance (*Offered Online only*)
- Exercise Science Major with a concentration in Allied Health (*Offered on-campus only*)
- Exercise Science Major with a concentration in Human Performance (*Offered on-campus only*)
- Forensic Science Major (*Offered on-campus only*)
- Neuroscience Major (*Offered on-campus only*)

**ASSOCIATE OF CRIMINAL JUSTICE (ACJ) DEGREE**

Law Enforcement Major

**MINORS**

Accounting  
 Addictions Counseling  
 Chemistry  
 Computer Science Technology  
 Corrections  
 Criminalistics  
 Cyber Security  
 Cross-Cultural and International Psychology  
 Digital Forensics  
 Digital Marketing  
 Exercise Science  
 Finance  
 Forensic Accounting  
 Forensic Psychology  
 Forensic Science  
 Human Resource Management (*Offered Online only*)  
 Human Services

\*\*\*Not all minors available online

Individualized Studies  
 Industrial/Organizational Psychology  
 International Business  
 Law Enforcement  
 Leadership Studies  
 Management  
 Marketing  
 Mathematics  
 Music  
 National Security, Intelligence and Terrorism  
 Psychology  
 Regional Studies  
 Sociology  
 Sports Management  
 Sport Psychology  
 Terrorism Studies  
 Unmanned AirCraft Systems

**BACHELOR-LEVEL CERTIFICATES**

Addictions Counseling

## Undergraduate Curricula

**BACHELOR OF ARTS (BA) DEGREE**

The Bachelor of Arts Degree is awarded in the following majors:

- Chemistry
- Commercial Music, concentration in Engineering and Production (*Offered on-campus only*)
- Commercial Music, concentration in Performance and Entrepreneurship (*Offered on-campus only*)
- Digital Media
- Educational Studies w/concentrations in:
  - Educational Paraprofessional (*Offered on-campus only*)
  - Athletic Coaching (*Offered on-campus only*)
  - Educational Technology and Communication (*Offered on-campus only*)
- Global Sports and Culture (*Offered on-campus only*)
- History with Licensure in Integrated Social Studies, in conjunction with Lourdes University (*Offered on-campus only*)
- History with Licensure in Middle School Education, in conjunction with Lourdes University (*Offered on-campus only*)
- National Security, Intelligence and Terrorism
- Psychology, no concentration (*Offered online only*)
- Psychology, concentration in Addictions Counseling (*Offered on-campus only*)
- Psychology, concentration in Cross-Cultural and International Psychology (*Offered on-campus only*)
- Psychology, concentration in Human Services (*Offered on-campus only*)
- Psychology, concentration in Sport (*Offered on-campus only*)
- Science with Licensure in Middle School Education, in conjunction with Lourdes University (*Offered on-campus only*)
- Workplace Leadership (*Offered Online Only*)

BA degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives.

<b>Tiffin Core (DEC)</b> .....	<b>36 hours</b>
<b>Total Semester hours for the major</b> .....	<b>48-63 hours</b>
<b>Open Electives/ Minor</b> .....	<b>21-30 hours</b>
<b>Minimum Total hours for the degree</b> .....	<b>120-124 semester hours</b>
<b>Total hours for a degree that includes Education</b> .....	<b>132-142 semester hours</b>

## MAJOR: CHEMISTRY

The completion of a BA in this chemistry program will enable students to be admitted in professional graduate programs in medicine, dentistry, veterinary, physician's assistant, or law programs. In addition, this major can be used to support students interested in teaching chemistry in high school to enable them to obtain state licensure to teach. Students who graduate with this degree can also work in careers in commercial and industrial laboratories, sales (involving technical and equipment service), and chemical patent lawyers.

**Students majoring in Chemistry must earn a minimum of a 2.5 GPA at the completion of the 8- hours, course sequence of CHM131/CHM131Lab/CHM132/CHM132Lab, to continue in the major.**

BIO120 General Biology I with BIO120L Lab .....	4 hours
BIO121 General Biology II with BIO121L Lab .....	4 hours
CHM131 General Chemistry I with CHM131L Lab .....	4 hours
CHM132 General Chemistry II with CHM132L Lab .....	4 hours
CHM281 Analytical Chemistry with CHM281L Lab .....	4 hours
CHM331 Organic Chemistry I with CHM331L Lab .....	4 hours
CHM332 Organic Chemistry II with CHM332L Lab .....	4 hours
CHM411 Biochemistry with CHM441L Lab .....	4 hours
CHM450 Physical Chemistry with CHM450L Lab .....	4 hours
CHM481 Instrumental Analysis with Lab .....	4 hours
MAT285 Calculus II .....	5 hours
PHY211 General Physics I with PHY211L Lab .....	4 hours
PHY212 General Physics II with PHY212L Lab .....	4 hours
SAS470 Internship .....	3 hours
<b>Total .....</b>	<b>56 hours</b>

Program electives: 8 additional credit hours in CHM/BIO/MAT

## MAJOR: COMMERCIAL MUSIC

Commercial Music study is based largely on a praxial philosophy, allowing students to gain an understanding of popular music styles primarily through practical music-making, rather than through a more theoretical or musicological study. Combined with training in music technology and an understanding of music business and entrepreneurship, this curriculum gives students a diverse and broad set of marketable skills.

### CREATIVE CORE

ART151 Principles of Design .....	3 hours
ENG152 Technical Writing .....	3 hours
DMD134 Introduction to Digital Media .....	3 hours
CMA352 Creator Career Development .....	3 hours
CMA470 Internship .....	3 hours
MKT151, Introduction to Marketing .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### COMMERCIAL MUSIC

MUS100 Music Convocation (eight semesters) .....	0 hours
MUS105 Musician Success Seminar .....	1 hour
MUS115 Private Music Instruction-Primary .....	1 hour
MUS116 Private Music Instruction-Primary .....	1 hour
MUS121 Musicianship I - Lecture .....	3 hours
MUS121L Musicianship I - Lab .....	1 hour
MUS130 Introduction to Music Technology .....	3 hours
MUS215 Private Music Instruction - Primary .....	1 hour
MUS216 Private Music Instruction - Primary .....	1 hour
MUS221 Musicianship II - Lecture .....	3 hours
MUS221L Musicianship II - Lab .....	1 hour
MUS230 Live Sound Engineering .....	3 hours
MUS240 Rhythm Section I .....	3 hours
MUS299 Second-Year Project .....	1 hour
MUS360 Survey of Music Business .....	3 hours
MUS330 Recording Engineering .....	3 hours
MUS340 Rhythm Section II .....	3 hours
MUS460 Music Publishing .....	3 hours
CMA499 Senior Project .....	3 hours
<b>Total .....</b>	<b>40 hours</b>



## MAJOR: COMMERCIAL MUSIC *(continued)*

### CONCENTRATION: PERFORMANCE AND ENTREPRENEURSHIP

MUS315 Private Music Instruction- Primary .....	1 hour
MUS316 Private Music Instruction – Primary .....	1 hour
MUS321 Studio Writing I .....	3 hours
MUS405 Music Entrepreneurship .....	3 hours
MUS415 Private Music Instruction – Primary .....	1 hour
MUS322 Studio Writing II .....	3 hours
MUS422 Songwriting Workshop .....	3 hours
MUS440 Rhythm Section II .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### CONCENTRATION: ENGINEERING AND PRODUCTION

MUS234 Sound Design .....	3 hours
MUS238 Beatmaking .....	3 hours
MUS430 Advanced Studio Production I .....	3 hours
MUS336 Music for Film & Media .....	3 hours
MUS431 Advanced Studio Production II .....	3 hours
MUS405 Music Entrepreneurship .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

## MAJOR: DIGITAL MEDIA

Digital Media will prepare graduates to work with interactive web and app development business creating educational, entertainment-based and commercial mobile apps, websites, modelers, concept artists and technical directors in animation studios, interactive gaming companies and virtual reality labs. Graduates will also be able to design webs. Graduates can also work in the television and film industry as directors of photography, videographers, special effects artists, and editors. The printing, graphic design and photography industries also employ Digital Media majors to manage the creation and production of digital promotion materials.

### CREATIVE CORE

ART151 Principles of Design .....	3 hours
MKT151 Introduction to Marketing .....	3 hours
CMA352 Creator Career Development .....	3 hours
DMD134 Introduction to Digital Media .....	3 hours
ENG152 Introduction to Technical Writing .....	3 hours
CMA470 Internship .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### MEDIA CORE

ART221 Brand Creation .....	3 hours
ART324 Digital Mixed Media .....	3 hours
CMA499 Senior Seminar .....	3 hours
DMD230 Video Production I .....	3 hours
ENG301 Professional Communication .....	3 hours
MKT370 Digital Marketing .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

Students are encouraged to choose at least one track, may take up to four tracks and/or individual courses as electives. Tracks are also open to students in other degree programs.

### TRACK 1: VIDEO PRODUCTION

ART432 Visual Problem Solving .....	3 hours
DMD334 Video Production 2 .....	3 hours
DMD335 Video Production 3 .....	3 hours
DMD435 Video Production 4 .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**TRACK 2: PHOTOGRAPHY & DESIGN**

ART331 3D Production.....	3 hours
ART432 Visual Problem Solving.....	3 hours
DMD234 Photography I.....	3 hours
DMD434 Photography 2.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

**TRACK 3: DIGITAL STORYTELLING**

HIS114 Intro to Multimedia Storytelling.....	3 hours
HIS272 Cultural Storytelling.....	3 hours
HIS371 Digitization and Digital Archiving.....	3 hours
HIS475 Storytelling Project Design.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

**TRACK 4: SPORTS MEDIA**

DMD261 Sports Writing.....	3 hours
DMD 362 Sports Broadcasting.....	3 hours
DMD363 Sports Research & Statistics.....	3 hours
DMD462 Sports Media Production.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

**TRACK 5: STRATEGIC COMMUNICATION**

COM241 Mass Communication.....	3 hours
COM310 Interpersonal Communication.....	3 hours
COM320 Persuasion.....	3 hours
COM441 Organizational Communication.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

**TRACK 6: AUDIO PRODUCTION**

MUS130 Intro to Music Technology.....	3 hours
MUS230 Live Sound Engineering.....	3 hours
MUS330 Recording Engineering.....	3 hours
MUS430 Advanced Studio Production I.....	3 hours
<b>TOTAL.....</b>	<b>12 hours</b>

**TRACK 7: WEB DESIGN**

ART432 Visual Problem Solving.....	3 hours
WDMI (RIZE) User Experience I: Understanding User Experience.....	3 hours
WDMII (RIZE) User Experience II: Building Compelling User Experiences.....	3 hours
WDMIII (RIZE) Goal-Oriented Web Design.....	3 hours
<b>TOTAL.....</b>	<b>12 hours</b>

**TRACK 8: INSTRUCTIONAL DESIGN**

DMD454 eLearning/eTraining Content Development.....	3 hours
EDS200 Designing Effective Instruction.....	3 hours
HIS114 Intro to Multimedia Storytelling.....	3 hours
HIS272 Cultural Storytelling.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

## MAJOR: EDUCATIONAL STUDIES

The Bachelor of Arts in educational studies offers non-licensure pathways for students to pursue employment in education-related fields, including: Academic technology, Athletic coaching, Classroom aide/assistant, Instructional Design and Academic tutoring. This degree provides streamlined, dual-enrollment pathways into Tiffin University's Masters of Education Instructional Design, Lourdes Master of Special Education Licensure or Mount Vernon Nazarene University's Master of Health and Physical Educational Licensure.

### EDUCATIONAL STUDIES CORE

COM310 Interpersonal Communication..	3 hours
ENG301 Professional Communication..	3 hours
PSY101 Introduction to Psychology..	3 hours
SOC101 Introduction to Sociology..	3 hours
SOC320 Community Sociology..	3 hours
EDS200 Designing Effective Instruction..	3 hours
SOC360 Multicultural Issues in Society..	3 hours
PSY320 Motivational Psychology.....	3 hours
EDS100 Theories of Teaching and Learning.....	3 hours
EDS300 Contemporary Issues in Educaiton.....	3 hours
EDS400 Critical Thinking for Educators.....	3 hours
COM324 Communicating Across Cultures.....	3 hours
<b>Total.....</b>	<b>36 hours</b>

### EDUCATIONAL PARAPROFESSIONAL CONCENTRATION

EDU100 Introduction to Education..	3 hours
EDU216 Multicultural and Social Issues in Education.....	3 hours
EDU230 Clinical Survey of Special Needs.....	3 hours
EDA/M235 Clinical & integrated Curriculum & Instruction.....	3 hours
EDU319 Classroom Management .....	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
<b>Total.....</b>	<b>18 hours</b>

### EDUCATIONAL TECHNOLOGY AND COMMUNICATION

DMD134 Introduction to Digital Media.....	3 hours
DMD454 eLearning Content Development..	3 hours
HIS272 Cultural Storytelling.....	3 hours
ART432 Visual Problem Solving..	3 hours
CMA352 Creator Career Development..	3 hours
HIS114 Introduction to Multimedia Storytelling .....	3 hours
<b>Total.....</b>	<b>18 hours</b>

### ATHLETIC COACHING

EXS146 Introduction to Exercise Science.....	3 hours
NAT124 Introduction to Athletic Training..	3 hours
PSY211 Introduction to Sports Psychology.....	3 hours
NAT261 Principles of Physical Conditioning.....	3 hours
EXS225 Motor Development..	3 hours
SOC280 Sports in American Society.....	3 hours
<b>Total.....</b>	<b>18 hours</b>

## MAJOR: GLOBAL SPORTS AND CULTURE

Tiffin University, with its culture of excellence in intercollegiate athletics, consistently draws a population of students who share a strong affinity for sports and sports-related topics. For many students, sports are a driving factor in their choice to attend TU, and we would do well to embrace this fact.

The Global Sports and Culture program will leverage our students' sport-related affinity and motivation as a conduit to present varied forms of knowledge inquiry with the foal to integrate perspectives and strategies across a multiplicity of disciplines and to articulate the challenges, responsibilities, and privileges of belonging in a complex, diverse, and interconnected world.

The GSC curriculum prepares students to effectively and appropriately communicate the connections they have synthesized across diverse fields of knowledge and interdisciplinary experiences. It cultivates their collaborative problem-solving ability and the specific skills that they can contribute to future endeavors after college, which will give them an advantage in a competitive, complex and uncertain job market. This program is in full alignment with the School of Arts and Sciences' mission to... develop within each student the intellectual skills and abilities required for a successful processional career or admission to graduate school.

## MAJOR: GSC

GSC110 Global Sports & Culture I.....	3 hours
GSC210 Global Sports & Culture II.....	3 hours
GSC310 Global Sports & Culture III.....	3 hours
ENG301 Professional Communication. ....	3 hours
PSY101 Introduction to Psychology. ....	3 hours
SOC101 Principles of Sociology.. ....	3 hours
SOC280 Sports in American Society.. ....	3 hours
SCS220 Introduction to Leadership.. ....	3 hours
SMG160 Introduction to Sports Management.....	3 hours
GSC410 Global Sports & Culture Capstone.....	3 hours
<b>Total .....</b>	<b>30 hours</b>

### GSC CONCENTRATION

Complete 2 tracks or complete the Sports Psychology Minor (18 credit hours)

#### TRACK 1: PHYSICAL ACTIVITY & WELLNESS

NAT261 Principles of Health and Fitness Training \*Includes Certification Option\*

HFW313 History of Physical Activity

HFW413 Soc & Psy of Phy Activity

#### TRACK 2: CULTURAL INTELLIGENCE & LEADERSHIP

SCS440 Theory and Application of Leadership

SOC360 Multicultural Issues

SCS335 Leading with Cultural Intelligence

#### TRACK 3: SPORTS INFORMATION

COM241 Mass Communication

SMG235 Sports Marketing and Promotions

SMG335 Sports Media Technology

## MAJOR: HISTORY WITH Licensure in Integrated Social Studies

This major is offered in partnership with Lourdes University and provides the student with all of the coursework for a degree in History and license requirements for Adolescent and Young Adult teaching credentials for Integrated Social Studies, grades 7 - 12.

### COMPETENCY CORE

COM130 Oral Communication & Presentation.....	3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition] .....	3 hours
ENG142 Rhetoric and Academic Writing (w) [Composition] .....	3 hours
MAT185 Quantitative Reasoning.....	3 hours
MAT273 Applied Statistics I .....	3 hours
EDU151 Technology In Learning .....	1 hour
EDU251 Technology & Pedagogy for Learning.....	1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning .....	1 hour
[EDU151/251/351 combined fulfill CIS requirement]	
NAT130 Foundations for Healthy Living .....	3 hours
<b>Total .....</b>	<b>21 hours</b>

### CULTURE CORE

EDU216 Multicultural and Social Issues in Education.....	3 hours
<b>Total.....</b>	<b>3 hours</b>

### DRAGON EDUCATION CORE

DEC100 Engage .....	3 hours
DEC200 Explore.....	3 hours
DEC300/320 Connect .....	3 hours
DEC400/420 Impact.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

### INTEGRATED SOCIAL STUDIES

HED250 Cultural Geography.....	3 hours
ECO221 Principles of Macroeconomics .....	3 hours
ECO222 Principles of Microeconomics .....	3 hours
HED122 Research for History (w).....	3 hours
HED231 Creating a Nation (w).....	3 hours
HED242 US History 1865 to 1945 (w).....	3 hours
HED267 Challenges of Global Leadership: US History after 1945 (w) .....	3 hours
HED303 Dawn of Humankind (w).....	3 hours
HED323 The Emerging West (w) .....	3 hours
HED410 The Interconnected World (w).....	3 hours
HED425 Historiography (w).....	3 hours
HED490 Special Topics: History Capstone.....	3 hours
HED201 Political Geography.....	3 hours
POL101 Introduction to American Political Process .....	3 hours
<b>Total .....</b>	<b>42 hours</b>

### PROFESSIONAL EDUCATION REQUIREMENTS

EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr).....	3 hours
EDU230 Survey of Special Needs Education .....	3 hours
EDU250 Educational Psychology and Human Development .....	3 hours
EDU319 Classroom Management for Middle Childhood & AYA Education .....	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
EDS200 Designing Effective Instruction to the Professional Education Requirements .....	3 hours
<b>Total .....</b>	<b>18 hours</b>



**ADOLESCENT TO YOUNG ADULT (AYA) REQUIREMENTS**

EDA235 Clinical Curriculum & Instruction for AYA.....	3 hours
EDA250 General Teaching Methods and Field Experience I .....	3 hours
EDA351 Social Studies Methods and Field Experience II .....	3 hours
EDA490 Adolescent and Young Adult Student Teaching .....	12 hours
<b>Total .....</b>	<b>21 hours</b>

**READING CORE REQUIREMENTS**

EDU221 Content Area Reading and Writing .....	3 hours
<b>Total .....</b>	<b>3 hours</b>

**Total Hours Required .....** 120 hours

\*Must have a 3.0 cumulative grade point average in all courses.

## MAJOR: HISTORY WITH LICENSURE IN MIDDLE SCHOOL EDUCATION

This degree and licensure is offered in partnership with Lourdes University and provides the student with all of the course work for a degree in History; one minor area chosen from English, mathematics, or science; and license requirements for Middle School teaching credentials for grades 4-9.

### COMPETENCY CORE

COM130 Oral Communication & Presentation.....	3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition] .....	3 hours
ENG142 Rhetoric and Academic Writing (w) [Composition] .....	3 hours
MAT181 College Algebra.....	3 hours
MAT273 Applied Statistics I .....	3 hours
EDU151 Technology In Learning .....	1 hour
EDU251 Technology & Pedagogy for Learning.....	1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning .....	1 hour
[EDU151/251/351 combined fulfill CIS requirement]	
NAT130 Foundations for Healthy Living .....	3 hours
<b>Total .....</b>	<b>21 hours</b>

### CULTURE CORE

EDU216 Multicultural and Social Issues in Education.....	3 hours
<b>Total .....</b>	<b>3 hours</b>

### DRAGON EDUCATION CORE

DEC100 Engage .....	3 hours
DEC200 Explore.....	3 hours
DEC300/320 Connect .....	3 hours
DEC400/420 Impact.....	3 hours
<b>Total .....</b>	<b>12 hours</b>

### HISTORY MAJOR

HED250 Cultural Geography .....	3 hours
ECO222 Principles of Microeconomics .....	3 hours
HED122 Research for History (w).....	3 hours
HED201 Political Geography.....	3 hours
HED231 Creating a Nation (w).....	3 hours
HED242 US History 1865 to 1945 (w).....	3 hours
HED267 Challenges of Global Leadership: US History after 1945 (w) .....	3 hours
HED303 Dawn of Humankind (w) .....	3 hours
HED320 Ohio History .....	3 hours
HED410 The Interconnected World (w).....	3 hours
HED490 Special Topics: History Capstone.....	3 hours
<b>Total .....</b>	<b>33 hours</b>

### PROFESSIONAL EDUCATION REQUIREMENTS

EDS200 Designing Effective Instruction.....	3 hours
EDU100 Foundations of Education or EDU101 Education Bridge (1 hour) .....	3 hours
EDU230 Survey of Special Needs Education .....	3 hours
EDU 250 Educational Psychology and Human Development .....	3 hours
EDU319 Classroom Management for Middle Childhood & AYA Education .....	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
<b>Total .....</b>	<b>24 hours</b>

### READING CORE REQUIREMENTS

EDU220 Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms .....	3 hours
EDU221 Content Area Reading and Writing .....	3 hours
EDU324 The Role of Phonics and the Foundation of Reading and Writing.....	3 hours
EDU335 Reading Diagnoses and Assessment .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**MIDDLE SCHOOL REQUIREMENTS**

EDM235 Middle Childhood Curriculum, Instruction & Assessment .....	3 hours
EDM250 Middle Childhood Methods & Field Experience I .....	3 hours
EDM351-356 Middle Childhood Methods and Field Experience II .....	3 hours
EDM490 Middle Childhood Student Teaching .....	12 hours
<b>Total .....</b>	<b>21 hours</b>

**Sub-total ..... 126 hours**

**SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD**

*Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.*

**MATHEMATICS**

MAT185 Quantitative Reasoning.....	3 hours
MAT271 Geometry for Middle School Teachers .....	3 hours
MAT275 Pre-Calculus .....	3 hours
MAT370 Teaching Mathematics in Middle School (w) .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**SCIENCE**

BIO120 General Biology I + BIO120L Lab.....	4 hours
NAT114 Survey of Science .....	3 hours
NAT205 Earth Science .....	3 hours
NAT201 Physical Science.....	3 hours
SCI370 Integrated Science for Teachers .....	3 hours
<b>Total .....</b>	<b>16 hours</b>

**Total for the degree w/Secondary field of study .....138 - 142 hours**

\*Must have a 3.0 cumulative grade point average in all courses

## MAJOR: NATIONAL SECURITY, INTELLIGENCE AND TERRORISM STUDIES

This major is designed to help meet the growing and demanding needs of governing agencies for motivated and well-educated graduates. Ideally, graduates will be prepared with practical, real-world applications for careers with the CIA, FBI, Department of Defense, Department of State, U.S. Secret Service and the U.S. Marshalls. Intelligence and Terrorism are emphasized to provide the foundation for future threats and opportunities for careers in law enforcement and intelligence fields.

### NIT MAJOR

ENF154 Homeland Security Overview.....	3 hours
ENF212 Concepts of Terrorism.....	3 hours
ENF240 Critical Infrastructure Protection.....	3 hours
ENF245 Emergency Organizations and Management.....	3 hours
ENF343 Weapons of Terrorism.....	3 hours
ENF441 Counterintelligence/Terrorism.....	3 hours
FOR310 Threat Assessment.....	3 hours
JUS361 Ethical Issues in Criminal Justice and Security..	3 hours
POL101 American Political Process.....	3 hours
POL151 Intro to National Security ...	3 hours
POL225 Intro to Intelligence Studies.....	3 hours
POL251 Intro to Intelligence Analysis.....	3 hours
POL313 American National Security Policy.....	3 hours
POL331 Conduct of Foreign Policy.....	3 hours
POL400 Constitution, Liberty & Order.....	3 hours
POL420 Transnational and Unconventional Threats...	3 hours
POL425 Intelligence Analysis.....	3 credits
POL491 Capstone, Seminar in NIT.....	3 hours
PSY344 Psychology of Terrorism.....	3 hours
SCS470 Internship.....	3 hours
<b>Total .....</b>	<b>60 hours</b>

## MAJOR: PSYCHOLOGY

This major, housed in the School of Criminal Justice and Social Sciences, offers students a generalist orientation to the field of psychology. Students are required to take courses that lay a solid foundation for research and graduate studies as this degree is intended to provide a basis for a non-practitioner career.

### PSYCHOLOGY CORE

PHI215 Ethics.....	3 hours
PSY101 Introduction to Psychology.....	3 hours
PSY201 Introduction to Professional Practices (w).....	3 hours
PSY250 Social Psychology .....	3 hours
PSY263 Theories of Personality .....	3 hours
PSY265 Lifespan Development .....	3 hours
PSY302 History and Systems of Psychology.....	3 hours
PSY362 Abnormal Behavior .....	3 hours
PSY401 Biological Foundations of Behavior .....	3 hours
SOC101 Introduction to Sociology.....	3 hours
SCS300 Research Design (w) .....	3 hours
Any one course in: CUL, ART, HIS, or NAT.....	3 hours
<b>Total .....</b>	<b>36 hours</b>

### PSYCHOLOGY: NO CONCENTRATION *(Offered Online Only)*

PHI215 Ethics.....	3 hours
PSY101 Introduction to Psychology.....	3 hours
PSY201 Introduction to Professional Practices (w).....	3 hours
PSY250 Social Psychology.....	3 hours
PSY263 Theories of Personality.....	3 hours
PSY265 Lifespan Development.....	3 hours
PSY302 History and Systems of Psychology.....	3 hours
PSY362 Abnormal Psychology.....	3 hours
PSY401 Biological Foundations of Behavior.....	3 hours
SOC101 Introduction to Sociology.....	3 hours
SCS300 Research Design (w).....	3 hours
FOR423 Case Management.....	3 hours
FOR430 Crisis Intervention Strategies.....	3 hours
PSY269 Human Sexuality.....	3 hours
PSY360 Introduction to Counseling.....	3 hours
SCS450 Human Services Capstone.....	3 hours
SCS470 Internship I.....	3 hours
Any One Course in: ART/CUL/HIS/NAT.....	3 hours
<b>Total.....</b>	<b>54 hours</b>

### CONCENTRATION: ADDICTIONS COUNSELING

CSL310 Introduction to Addiction Theory and Practice .....	3 hours
CSL320 Counseling Procedures and Strategies with Addicted and Disordered Populations .....	3 hours
CSL425 Group Process and Techniques Working with Addicted and Disordered Populations .....	3 hours
CSL430 Cultural Competence in Counseling .....	3 hours
CSL435 Assessment & Diagnosis of Addictive & Behavioral Health Problems .....	3 hours
CSL440 Prevention, Intervention, and Treatment Planning in Addictions .....	3 hours
CSL445 Theory and Practice of Relationship Counseling in Addictions & Behavioral Health .....	3 hours
SCS470 Internship I .....	3 hours
<b>Total .....</b>	<b>24 hours</b>



**CONCENTRATION: CROSS-CULTURAL AND INTERNATIONAL PSYCHOLOGY**

CSL430 Cultural Competence in Counseling .....	3 hours
PSY425 Cross-Cultural and International Psychology.....	3 hours
SOC265 Peace and Social Justice.....	3 hours
SOC360 Multicultural Issues in Society (w) .....	3 hours
Two of the following .....	6 hours
CUL and/or Language (ARB/SPA)	
Two of the following .....	6 hours
SCS470 Internship I	
SCS471 Internship II	
SCS491 Senior Seminar I	
SCS492 Senior Seminar II	
<b>Total .....</b>	<b>24 hours</b>

**CONCENTRATION: HUMAN SERVICES**

FOR423 Case Management .....	3 hours
FOR430 Crisis Intervention.....	3 hours
PSY269 Human Sexuality .....	3 hours
PSY360 Introduction to Counseling .....	3 hours
SCS450 Human Services Capstone .....	3 hours
SCS470 Internship I .....	3 hours
One of the following: .....	3 hours
CSL430 Cultural Competence in Counseling	
SOC360 Multicultural Issues in Society	
One of the following: .....	3 hours
COM310 Interpersonal Communication	
COR420 Agency Management	
FOR365 Drugs and Society	
FOR485 Death and Dying	
PSY390 Special Topics	
PSY425 Cross-Cultural and International Psychology	
SCS471 Internship II	
SOC320 Community Sociology	
FOR, CSL, or PSY 200 to 400 level course (approved by instructor)	
<b>Total .....</b>	<b>24 hours</b>

**CONCENTRATION: SPORT PSYCHOLOGY**

CSL430 Cultural Competence in Counseling .....	3 hours
HFW413 Sociological and Psychological Aspects of Physical Activity.....	3 hours
PSY211 Introduction to Sport Psychology.....	3 hours
PSY320 Motivational Psychology.....	3 hours
PSY411 Applied Sport Psychology.....	3 hours
SOC280 Sport in American Society.....	3 hours
SCS470 Internship I.....	3 hours
SMG220 Principles of Athlete Development .....	3 hours
<b>Total .....</b>	<b>24 hours</b>

## MAJOR: SCIENCE WITH Licensure in Middle School Education

This degree and licensure is offered in partnership with Lourdes University and provides the student with all of the course work for a degree in Science; one minor area chosen from English, history, or mathematics; and license requirements for Middle School teaching credentials for grades 4-9.

### COMPETENCY CORE

COM130 Oral Communication & Presentation.....	3 hours
ENG141 Rhetoric and Introductory Research Writing [Composition] .....	3 hours
ENG142 Rhetoric and Academic Writing (w) [Composition] .....	3 hours
MAT181 College Algebra.....	3 hours
MAT273 Applied Statistics I.....	3 hours
EDU151 Technology In Learning .....	1 hour
EDU251 Technology & Pedagogy for Learning.....	1 hour
EDU351 Technology, Pedagogy, & Content Knowledge for Learning.....	1 hour
[EDU151/251/351 combined fulfill CIS requirement]	
NAT130 Foundations of Healthy Living.....	3 hours
<b>Total .....</b>	<b>21 hours</b>

### CULTURE CORE

EDU216 Multicultural and Social Issues in Education.....	3 hours
<b>Total.....</b>	<b>3 hours</b>

### DRAGON EDUCATION CORE

DEC100 Engage.....	3 hours
DEC200 Explore.....	3 hours
DEC300/320 Connect .....	3 hours
DEC400/420 Impact.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

### SCIENCE MAJOR

BIO120 General Biology I and BIO120L Lab.....	4 hours
CHM131 General Chemistry I and CHM131L Lab .....	4 hours
NAT114 Survey of Science .....	3 hours
NAT201 Principles of Physical Science .....	3 hours
NAT205 Earth Science .....	3 hours
NAT220 Survey of Health Issues.....	3 hours
NAT291 Drugs and the Body (w) .....	3 hours
NAT150 Introduction to Anatomy & Physiology and NAT150L Lab.....	4 hours
SCI370 Integrated Science for Teachers .....	3 hours
Two of the following: .....	6 hours
PSY320 Motivational Psychology	
PSY360 Introduction to Counseling	
PSY362 Abnormal Behavior	
PSY401 Biological Foundations of Behavior	
SOCIOLOGY REQUIREMENT	
EDU250 Educational Psychology and Human Development .....	3 hours
<b>Total .....</b>	<b>39 hours</b>

### PROFESSIONAL EDUCATION REQUIREMENTS

EDU100 Foundations of Education or EDU 101 Education Bridge (1 hr) .....	3 hours
EDU230 Survey of Special Needs Education .....	3 hours
EDU319 Classroom Management for Middle Childhood & AYA Education .....	3 hours
EDU329 Differentiated Instruction & Assessment.....	3 hours
<b>Total .....</b>	<b>12 hours</b>

### READING CORE REQUIREMENTS

EDU220 Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms .....	3 hours
EDU221 Content Area Reading and Writing .....	3 hours
EDU324 The Role of Phonics and the Foundation of Reading and Writing.....	3 hours
EDU335 Reading Diagnoses and Assessment.....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**MAJOR: SCIENCE WITH LICENSURE IN MIDDLE SCHOOL EDUCATION** *(continued)***MIDDLE SCHOOL REQUIREMENTS**

EDM235 Middle Childhood Curriculum, Instruction & Assessment .....	3 hours
EDM250 Middle Childhood Methods & Field Experience I .....	3 hours
EDM351-356 Middle Childhood Methods & Field Experience II .....	3 hours
EDM490 Middle Childhood Student Teaching .....	12 hours
<b>Total .....</b>	<b>21 hours</b>
<b>Sub-total .....</b>	<b>121 hours</b>

**SECONDARY FIELD OF STUDY: CHOOSE ONE FIELD**

*Secondary Field of Study courses will be used to fill General Education Requirements. Students must choose secondary field of study when they declare their education major in order to avoid taking courses that do not fulfill graduation requirements for their major or secondary field of study.*

Students must also take any 200-level CUL, ENG, or PHI to meet CUL448/449 prerequisite for an additional (3 cr. hours), total for LA minors is 9 hours.

**MATHEMATICS**

MAT185 Quantitative Reasoning.....	3 hours
MAT271 Geometry for Middle School Teachers .....	3 hours
MAT275 Pre-Calculus .....	3 hours
MAT370 Teaching Mathematics in Middle School (w) .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**SOCIAL STUDIES**

HED250 World Cultural Geography .....	3 hours
ECO222 Principles of Microeconomics .....	3 hours
HIS122 Research and Writing for History .....	3 hours
HIS267 Challenges of Global Leadership: US History after 1945 (w) .....	3 hours
HIS323 The Emerging West (w) .....	3 hours
HIS410 The Inter-Connected World (w) .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

**Total for Degree .....136 - 142 hours**

**MAJOR: WORKPLACE LEADERSHIP – Online Only**

The Bachelor of Arts in Workplace Leadership degree features multidisciplinary coursework, designed to build skills and competencies around communication, problem solving, and leadership, particularly in diverse environments. Students will create a meaningful, synthesizing experience in which they can reflect on their academic and professional careers to make connections and inform their leadership practices within the workplace.

DEC320 Connect.....	3 hours
DEC420 Impact.....	3 hours
MGT201 Management of Organizations.....	3 hours
COM310 Interpersonal Communication.....	3 hours
COM324 Communicating Across Cultures .....	3 hours
ENG301 Professional Communication .....	3 hours
MGT301 Organizational Behavior .....	3 hours
SCS415 Leading with Cultural Intelligence .....	3 hours
SCS440 Theory and Application of Leadership .....	3 hours
Leadership Elective 1 (300+ related to Program Learning Outcomes).....	3 hours
Leadership Elective 2 (300+ related to Program Learning Outcomes).....	3 hours
Upper Division Elective (300+preferably related to Program Learning Outcomes).....	3 hours
<b>Total.....</b>	<b>36 hours</b>

## BACHELOR OF BUSINESS ADMINISTRATION (BBA) DEGREE

Tiffin University awards the Bachelor of Business Administration Degree in the following majors:

- Accounting
- Business Management
- Finance (*Offered on-campus only*)
- Healthcare Management
- Human Resource Management
- International Business (*Offered on-campus only*)
- Integrated and Digital Marketing
- Manufacturing Management
- Sports Management (*Offered on-campus only*)
- Supply Chain Management (*Offered on-campus only*)

BBA degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives, to be eligible for graduation.

<b>Tiffin Core (DEC)</b> .....	<b>36 hours</b>
<b>Core Curriculum of the School of Business</b> .....	<b>30 hours</b>
<b>Total Semester hours for the Major</b> .....	<b>30 hours</b>
<b>Open Electives/Minor</b> .....	<b>24 hours</b>
<b>Total Semester hours for the Degree</b> .....	<b>120 hours</b>

### BUSINESS CORE

ACC210 Financial Accounting.....	3 hours
CST285 Spreadsheet Applications & Data Analysis for Decision Making.....	3 hours
ECO221 Principles of Macroeconomics.....	3 hours
ECO222 Principles of Microeconomics.....	3 hours
FIN301 Business Finance.....	3 hours
LAW211 Business Law I.....	3 hours
MKT151 Introductory Marketing.....	3 hours
MGT201 Management of Organizations.....	3 hours
MGT495 Organizational Strategy .....	3 hours
Internship (ACC470, CST470, FIN 470, MGT470, MKT470, & SMG470) .....	3 hours
<b>Total</b> .....	<b>30 hours</b>

### MAJOR: ACCOUNTING

Accounting provides information that is useful for decision-making in predicting cash flows about economic resources, claims to economic resources, and changes in economic resources of an organization. Students are encouraged to work toward becoming a Certified Public Accountant (CPA) or a Certified Management Accountant (CMA).

ACC228 Managerial Accounting.....	3 hours
ACC301 Intermediate Accounting I.....	3 hours
ACC302 Intermediate Accounting II.....	3 hours
ACC304 Federal Income Tax.....	3 hours
ACC313 Cost Accounting I.....	3 hours
ACC314 Cost Accounting II.....	3 hours
ACC385 Applied Analytics in Accounting.....	3 hours
ACC403 Accounting Information Systems.....	3 hours
ACC404 Auditing.....	3 hours
One of the following .....	3 hours
ACC405 Fraud Examination Accounting	
ACC406 Governmental and Not-for-Profit Accounting	
ACC408 Oil & Gas Accounting	
<b>Total</b> .....	<b>30 hours</b>

**MAJOR: BUSINESS MANAGEMENT**

This degree takes a generalist approach and focuses on skill development and managerial problem solving. The field of management is studied as a science and a craft, with emphasis on ethical conduct.

ACC228 Managerial Accounting .....	3 hours
CST312 Information Systems for Managers .....	3 hours
MGT221 Supply Chain Management .....	3 hours
MGT301 Organizational Behavior .....	3 hours
MGT317 Human Resource Management .....	3 hours
MGT404 Organizational Theory .....	3 hours
MGT411 International Management .....	3 hours
LAW321 Employment and Labor Law .....	3 hours
MGT351 Managing Diversity in the Workplace .....	3 hours
MGT359 Small Business Management .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

**MAJOR: FINANCE**

Finance is an integral part of decision making in the private sector (for-profit and nonprofit organizations), and the public sector (local, state, and national levels). The finance curriculum prepares students for positions in industry (manufacturing), retailing, finance (banks, insurance companies, pension funds, finance companies), and in financial planning. The curriculum strikes a balance between applications and theory.

ACC228 Managerial Accounting .....	3 hours
ACC301 Intermediate Accounting I .....	3 hours
LAW212 Business Law II .....	3 hours
ECO322 Intermediate Microeconomics .....	3 hours
ECO422 Managerial Economics .....	3 hours
FIN315 Financial Risk Management .....	3 hours
FIN420 Money and Banking .....	3 hours
FIN421 Investments .....	3 hours
FIN426 International Finance .....	3 hours
FIN461 Data Analytics in Finance .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

**MAJOR: HEALTHCARE MANAGEMENT**

The healthcare management program is designed to provide you with the knowledge, skills and competencies necessary for managing in the 21st century healthcare industry. Healthcare managers must have expertise not only in healthcare, but also a working knowledge in key business areas such as operations, accounting, finance, marketing, human resources, leadership, strategy and more.

The knowledge gained from the BBA in Healthcare Management provides you with an excellent foundation of knowledge, skills and abilities for working effectively in a variety of management capacities. You'll also be prepared to work in various non-clinical, non-management positions within the industry.

There is currently and will continue to be a need for employees educated in healthcare management. The degree is constructed to offer several options by selecting elective classes if one wishes to specialize in public health, mental health, long-term care administration or acute care administration.

The BBA in Healthcare Management degree can also act as a springboard into an MBA in Healthcare Administration, a Master of Public Health or into a clinical degree.

ACC228 Managerial Accounting .....	3 hours
MGT301 Organizational Behavior .....	3 hours
MGT317 Human Resource Management .....	3 hours
BIO150 Medical Terminology .....	3 hours
PHI307 Medical Ethics .....	3 hours
HCA140 Survey of Healthcare Industry .....	3 hours
HCA312 Healthcare Informatics .....	3 hours
HCA403 Healthcare Law .....	3 hours
HCA427 Healthcare Operations .....	3 hours
HCA474 Social Aspects of Aging .....	3 hours
<b>Total .....</b>	<b>30 hours</b>



## MAJOR: HUMAN RESOURCE MANAGEMENT

This degree prepares students for careers in human resource management and for advanced study in the human resource field.

ACC228 Managerial Accounting .....	3 hours
CST312 Information Systems for Managers .....	3 hours
LAW321 Employment and Labor Law .....	3 hours
MGT301 Organizational Behavior .....	3 hours
MGT317 Human Resource Management.....	3 hours
MGT318 Total Compensation Management ( <i>online only</i> ) .....	3 hours
MGT320 Human Resource Risk Management ( <i>online only</i> ) .....	3 hours
MGT351 Managing Diversity in the Workplace .....	3 hours
MGT402 Training and Development ( <i>online only</i> ) .....	3 hours
MGT443 Strategic Human Resource Management ( <i>online only</i> ) .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

## MAJOR: INTERNATIONAL BUSINESS

Emphasis is on the global issues in management such as trade, competition, markets, organizational design, information technology and human resource management. Impact of globalization on all business is explored. Students are strongly encouraged to take at least one year of foreign language study or pass a language proficiency examination and to study abroad for a semester.

ACC228 Managerial Accounting .....	3 hours
CST312 Information Systems for Managers .....	3 hours
FIN426 International Finance .....	3 hours
MGT301 Organizational Behavior .....	3 hours
MGT317 Human Resource Management .....	3 hours
MGT351 Managing Diversity in the Workplace .....	3 hours
MGT411 International Management .....	3 hours
MKT404 Global Marketing .....	3 hours
ECO424 Global Trade .....	3 hours
HIS312 History of the Middle East or CUL312 Middle Eastern Cultures .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

## MAJOR: INTEGRATED AND DIGITAL MARKETING

The primary focus of the curriculum is on marketing function management that provides an integrated approach to the discipline. Emphasis is on the development and implementation of marketing strategies and on the effective use of the marketing mix.

ACC228 Managerial Accounting .....	3 hours
MKT252 Buyer Behavior .....	3 hours
MKT253 Marketing Communications .....	3 hours
MKT332 Omni-Channel Retailing.....	3 hours
MKT354 Personal Selling.....	3 hours
MKT370 Digital Marketing.....	3 hours
MKT402 Marketing Research (w) .....	3 hours
MKT404 Global Marketing .....	3 hours
MKT432 Social Media Marketing .....	3 hours
MKT434 Digital Marketing Analytics .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

**MAJOR: MANUFACTURING MANAGEMENT**

The manufacturing management degree will prepare students for supervisory and other entry-level management positions in manufacturing.

ACC228 Managerial Accounting .....	3 hours
CST312 Information Systems for Managers .....	3 hours
PSY101 Introduction to Psychology .....	3 hours
MGT221 Supply Chain Management .....	3 hours
MGT301 Organizational Behavior .....	3 hours
MGT321 Operations Management .....	3 hours
MGT356 Quality Management .....	3 hours
MGT455 Lean Organizations .....	3 hours
One of the following .....	3 hours
PSY250 Social Psychology	
PSY263 Theories of Personality	
PSY362 Abnormal Psychology	
One of the following .....	3 hours
COM414 Crisis and Risk Communication	
COM441 Organizational Communication	
<b>Total .....</b>	<b>30 hours</b>

**MAJOR: SPORTS MANAGEMENT**

This major is designed to prepare students for careers and advanced study in the field of sports, as well as, the manufacturing and marketing of sports equipment and services.

**SPORTS MANAGEMENT CORE**

SMG160 Introduction to Sports Management .....	3 hours
LAW260 Legal Issues in Sports .....	3 hours
SMG360 Business of Sports (w) .....	3 hours
SMG370 Sport Management Professional Development .....	3 hours
SMG405 Sports Analytics .....	3 hours
SMG450 Sport Revenue Generation & Sponsorship .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

*Some courses may have prerequisites. See course description for details.*

**CONCENTRATION: ATHLETIC ADMINISTRATION**

SMG220 Principles of Athlete Development .....	3 hours
SMG315 Supervision in Sports .....	3 hours
SMG325 Facilities Design and Management .....	3 hours
SMG375 Sport Governance and Administration .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

*Some courses may have prerequisites. See course description for details.*

Students should take SOC280 Sports in American Society as an open elective.

**CONCENTRATION: ESPORTS MANAGEMENT**

CUL132 Emergence of eSports .....	3 hours
CUL342 History and Culture of Digital Gaming .....	3 hours
ESM I Introduction to eSports Management (RIZE) .....	3 hours
ESM II Convention, Event and Trade Show Planning (RIZE) .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**CONCENTRATION: SPORTS MARKETING**

MKT253 Marketing Communications .....	3 hours
SMG235 Sports Marketing & Promotions .....	3 hours
MKT364 Event Marketing and Management .....	3 hours
SMG335 Sport Media Technology .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

*Some courses may have prerequisites. See course description for details.*

## MAJOR: SUPPLY CHAIN MANAGEMENT

This degree is designed to prepare students for positions in organizations with SCM needs. The goal is to have graduates who are conversant in the language, applications and techniques of Supply Chain Management. All students will review content areas and be encouraged to take the Certification examination administered by the American Production and Inventory Control Society leading to the Designation of Certified Supply Chain Professional (CSCP).

ACC228 Managerial Accounting .....	3 hours
CST312 Information Systems for Managers .....	3 hours
CST412 IT Project Management .....	3 hours
MGT221 Supply Chain Management .....	3 hours
MGT301 Organizational Behavior .....	3 hours
MGT317 Human Resource Management .....	3 hours
MGT324 Logistics and Distribution .....	3 hours
MGT356 Quality Management .....	3 hours
MGT422 Materials Management and Procurement .....	3 hours
MGT455 Lean Organizations .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

## BACHELOR OF CRIMINAL JUSTICE (BCJ) DEGREE

Tiffin University awards the Bachelor of Criminal Justice Degree in the following majors:

- Contemporary Justice (*Offered Online only*)
- Corrections
- Criminal Behavior (*Offered Online only*)
- Criminalistics
- Digital Forensics (*Offered on-campus only*)
- Forensic Psychology (*Offered on-campus only*)
- Homeland Security/Terrorism (*Offered Online only*)
- Justice Advocacy (*Offered on-campus only*)
- Law Enforcement

BCJ degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives, to be eligible for graduation.

<b>Tiffin Core (DEC).....</b>	<b>36 hours</b>
<b>Core Curriculum of the School of Criminal Justice .....</b>	<b>18 hours</b>
<b>Total Semester hours for the Major .....</b>	<b>up to 49 hours</b>
<b>Open Electives/Minor .....</b>	<b>up to 24 hours</b>
<b>Total semester hours for the degree .....</b>	<b>120-121 hour</b>

## CRIMINAL JUSTICE CORE

The Criminal Justice curricula are designed to help students grasp the fundamental values and purposes of criminal justice in American society. This program prepares students for entry level administrative and advocacy positions in criminal justice. Students may choose to major in corrections, criminalistics, digital forensics, forensic psychology, homeland security/terrorism, justice advocacy, and law enforcement.

JUS110 Introduction to Criminal Justice .....	3 hours
JUS201 Criminal Law .....	3 hours
JUS202 Criminal Procedures .....	3 hours
JUS361 Ethical Issues in Criminal Justice and Security .....	3 hours
SCS300 Research Design (w) .....	3 hours
SCS470 Internship I .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

**MAJOR: CONTEMPORARY JUSTICE – Online Only**

Jobs in criminal justice are demanding, rewarding and vital to safe, well-functioning communities. As a graduate of this contemporary justice degree program, you'll have a solid foundation from which to pursue a position as a criminal investigator, detective, fraud investigator, intelligence analyst, police officer and prosecutor's office investigator.

ENF150 Police and Society.....	3 hours
ENG301 Professional Communication.....	3 hours
FOR310 Threat Assessment.....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology (w).....	3 hours
COR420 Agency Management.....	3 hours
ENF335 Law Enforcement Supervision.....	3 hours
CDS334 Technology and Crime.....	3 hours
SOC265 Peace and Social Justice.....	3 hours
ANY PHI .....	3 hours
PICK ONE: ENF450/ENF432/ENF355.....	3 hours
PICK ONE: PSY362/SOC360.....	3 hours
<b>Total .....</b>	<b>36 hours</b>

**MAJOR: CORRECTIONS**

In today's correctional system, there is a need for exemplary professionals focused on prisoner rehabilitation, safety and advocacy. Become proficient in ensuring the safety and welfare of citizens within the corrections system. With courses covering probation, parole, case management, crisis intervention and more, our corrections program will prepare you for a rewarding career in a noble profession – advocating for juveniles, managing criminals and ensuring their safety and well-being throughout their path.

COR120 Correctional Thought and Practice .....	3 hours
COR231 Juvenile Justice Systems .....	3 hours
COR245 Probation, Parole, and Community Corrections .....	3 hours
COR336 Constitutional Rights of Prisoners .....	3 hours
COR420 Agency Management .....	3 hours
ENF293 Criminology (w).....	3 hours
FOR105 Victimology.....	3 hours
FOR344 Psychology of Violence and Aggression (w).....	3 hours
FOR423 Case Management .....	3 hours
FOR430 Crisis Intervention Strategies .....	3 hours
FOR347 Psychology of Sex Crimes .....	3 hours
FOR365 Drugs and Society .....	3 hours
PSY101 Introduction to Psychology.....	3 hours
PSY362 Abnormal Behavior.....	3 hours
<b>Total .....</b>	<b>42 hours</b>

**MAJOR: CRIMINAL BEHAVIOR – Online Only**

Who are criminals? How do they think? Why do they do what they do? Fully understanding criminal behavior – and how to prevent crime, predict future actions and assist in investigations – is the key to furthering your career in criminology. If you are someone who is curious about human behavior and what leads a person to engage in crime, TU's criminal behavior program will provide the knowledge and experience you'll need to help prevent crime and protect society.

COR110 Correctional Strategies.....	3 hours
COR420 Agency Management.....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology .....	3 hours
FOR105 Victimology.....	3 hours
FOR344 Psychology of Violence and Aggression (w).....	3 hours
FOR365 Drugs and Society .....	3 hours
FOR423 Case Management.....	3 hours
PSY101 Introduction to Psychology.....	3 hours
PSY360 Multicultural Issues in Society.....	3 hours
PSY362 Abnormal Behavior.....	3 hours
FOR310 Threat Assessment.....	3 hours
SOC101 Principles of Sociology.....	3 hours
PSY250 Social Psychology .....	3 hours
Two Open Electives .....	6 hours
<b>Total .....</b>	<b>48 hours</b>

**MAJOR: CRIMINALISTICS**

Criminalistics is the application of scientific methods to evaluate physical evidence from a crime scene for use in criminal proceedings. Tiffin University's criminalistics program will teach you specific skills in gathering, evaluating and preserving evidence at crime scenes. You'll receive a solid foundation for your career as a crime scene investigator, working in local, state and federal police departments, as well as private investigative services.

CDS334 Technology and Crime.....	3 hours
CDS351 Survey of Computer Forensics.....	3 hours
CST155 Introduction to Operating Systems.....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology (w).....	3 hours
ENF355 Forensic Investigation of Sex Crimes.....	3 hours
ENF432 Death Investigations.....	3 hours
ENF468 Criminal Justice Reporting Writing.....	3 hours
FSC115 Introduction to Forensic Science.....	3 hours
FSC115L Introduction to Forensic Science Lab.....	1 hour
JUS461 Senior Seminar in Criminal Justice.....	3 hours
JUS465 Criminal Trial Evidence.....	3 hours
NAT150 Human Anatomy and Physiology.....	3 hours
NAT150L Human Anatomy and Physiology lab.....	1 hour
NAT291 Drugs and the Body.....	3 hours
PSY362 Abnormal Behavior.....	3 hours
PSY101 Introduction to Psychology.....	3 hours
<b>Total.....</b>	<b>47 hours</b>

**MAJOR: DIGITAL FORENSICS**

As network intrusions and digital crimes become more widespread, the need for experienced computer forensic professionals is rapidly growing. Tiffin University's digital forensics program will provide you with the skills needed to improve security features, track down culprits, properly handle digital evidence and provide testimony in court, as well as an opportunity to work with the Center for Cyber Defense & Forensics for hands-on learning and research opportunities.

CDS152 Introduction to Cyber Defense.....	3 hours
CDS244 Cyber Security.....	3 hours
CDS334 Technology and Crime.....	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
CDS348 Incident Management.....	3 hours
CDS351 Survey of Computer Forensics.....	3 hours
CDS372 Mobile Forensics.....	3 hours
CDS435 Advanced Digital Forensics.....	3 hours
CDS491 Senior Seminar in Cyber Defense (w).....	3 hours
CST155 Introduction to Operating Systems.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST230 Networking Fundamentals.....	3 hours
CST330 Network Infrastructures I.....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology (w).....	3 hours
<b>Total.....</b>	<b>45 hours</b>

**MAJOR: FORENSIC PSYCHOLOGY**

Forensic psychology is the study of human behavior with a focus on the law. In Tiffin University's forensic psychology program, you'll explore this relationship through a blend of coursework in psychology and criminal justice. As a graduate of the program, you'll be prepared to work in a variety of major-related fields, including criminal behavior, corrections, courts, diagnosis, treatment and more.

FOR105 Victimology.....	3 hours
FOR310 Threat Assessment.....	3 hours
FOR344 Psychology of Violence and Aggression (w).....	3 hours
FOR430 Crisis Intervention Strategies.....	3 hours
FOR460 Psychology and Law (w).....	3 hours
JUS461 Capstone Senior Seminar in Criminal Justice (w).....	3 hours



PSY101 Principles of Sociology .....	3 hours
PSY250 Social Psychology .....	3 hours
PSY360 Introduction to Counseling .....	3 hours
PSY362 Abnormal Behavior .....	3 hours
SOC101 Introduction to Sociology .....	3 hours
SOC360 Multicultural Issues in Society (w) .....	3 hours
SCS471 Internship II .....	3 hours
One of the following: .....	3 hours
COR420 Agency Management	
FOR347 Psychology of Sex Crimes	
FOR365 Drugs and Society	
FOR485 Death and Dying	
PSY269 Human Sexuality	
One Open Elective .....	3 hours
<b>Total .....</b>	<b>45 hours</b>

### MAJOR: HOMELAND SECURITY AND TERRORISM – Online Only

Protecting our nation is paramount to our citizens and critical infrastructure. The Bachelor of Criminal Justice in Homeland Security & Terrorism provides you the opportunity to understand homeland security issues and challenges in the context of an ever-evolving risk environment. While terrorism is a key emphasis, the program also provides the opportunity to plan for and assess real-world situations from a multi-layered approach of local, state and federal response viewpoints.

ENF154 Homeland Security Overview .....	3 hours
ENF212 Concepts of Terrorism .....	3 hours
ENF240 Critical Infrastructure .....	3 hours
ENF245 Emergency Organization and Management .....	3 hours
ENF293 Criminology .....	3 hours
FOR310 Threat Assessment .....	3 hours
HIS312 History of the Middle East .....	3 hours
POL151 Introduction to National Security Studies .....	3 hours
POL225 Introduction to Intelligence Studies .....	3 hours
POL400 The Constitution, Liberty, and Order .....	3 hours
PSY101 Introduction to Psychology .....	3 hours
POL491 Capstone Senior Seminar in Homeland & National Security .....	3 hours
PSY344 Psychology of Terrorism .....	3 hours
SOC265 Peace and Social Justice .....	3 hours
<b>Total .....</b>	<b>42 hours</b>

### MAJOR: JUSTICE ADVOCACY

Especially for those interested in social, legal and political issues who want to make a difference, the justice advocacy program at Tiffin University focuses on creating research methods, comprehensive analyses and responsive evidence-based practices in the criminal justice field.

COR231 Juvenile Justice Systems .....	3 hours
COR245 Parole, Probation and Community Corrections .....	3 hours
ENF150 Police and Society .....	3 hours
ENF293 Criminology .....	3 hours
FOR105 Victimology .....	3 hours
JUS425 Evidence Based Child Advocacy .....	3 hours
POL101 Introduction to American Political Process .....	3 hours
POL207 The Courts .....	3 hours
PSY101 Introduction to Psychology .....	3 hours
POL400 Constitution, Liberty and Order .....	3 hours
SOC101 Introduction to Sociology .....	3 hours
SOC265 Peace and Social Justice .....	3 hours
SOC320 Community Sociology .....	3 hours
SOC360 Multicultural Issues in Society .....	3 hours
SOC380 Social Movements and Ideology .....	3 hours
<b>Total .....</b>	<b>48 hours</b>

## MAJOR: LAW ENFORCEMENT

Secure the safety of your fellow citizens. Be a part of one of the noblest, most selfless professions. Become a law enforcement officer. Learn the theories and practices used to analyze and solve crime. With a solid foundation from TU, our grads span the law enforcement field – from police officers, criminal investigators and detectives, to fraud investigators, intelligence analysts and special agents. Become a part of the team.

CDS334 Technology and Crime.....	3 hours
COR120 Correctional Thought and Practice.....	3 hours
COR231 Juvenile Justice Systems .....	3 hours
ENF150 Police and Society .....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF245 Emergency Organizations and Management.....	3 hours
ENF293 Criminology (w).....	3 hours
ENF335 Law Enforcement Supervision .....	3 hours
ENF355 Forensic Investigation of Sex Crimes.....	3 hours
ENF450 Crime Analysis .....	3 hours
ENF468 Criminal Justice Report Writing.....	3 hours
JUS465 Criminal Trial Evidence.....	3 hours
JUS461 Capstone Senior Seminar in Criminal Justice (w) .....	3 hours
POL101 Introduction to American Political Process	
SOC101 Introduction to Sociology	
SOC360 Multicultural Issues in Society.....	3 hours
<b>Total.....</b>	<b>46 hours</b>

## BACHELOR OF SCIENCE (BS) DEGREE

Tiffin University awards the Bachelor of Science Degree in the following majors:

- Applied Health Sciences (*Offered on-campus only*)
- Biology (*Offered on-campus only*)
- Business Intelligence and Analytics (*Offered on-campus only*)
- Computer Science with a Concentration of Network and Systems Administration (*Offered on-campus only*)
- Computer Science with a Concentration of Software Development
- Computer Science with a Concentration of Video Game Design (*Offered on-campus only*)
- Computer Science with a Concentration of Web Design (*Offered on-campus only*)
- Computer Science with a Concentration of Unmanned Aircraft Systems (*Offered on-campus only*)
- Cyber Security (*Offered on-campus only*)
- Cybersecurity and Information Assurance (*Offered Online only*)
- Exercise Science with a track in Allied Health or Human Performance (*Offered on-campus only*)
- Forensic Science (*Offered on-campus only*)
- Neuroscience (*Offered on-campus only*)

BS degree candidates must complete the course work and semester hours as specified below. A student must have a minimum cumulative GPA of 2.5 for all courses outside of the transferable courses, Tiffin Core (DEC), and open electives, to be eligible for graduation

<b>Tiffin Core (DEC).....</b>	<b>36 hours</b>
<b>Total Semester hours for the Major .....</b>	<b>54-60 hours</b>
<b>Open Electives/Minor .....</b>	<b>24 hours</b>
<b>Total semester hours for the degree .....</b>	<b>126-134 semester hours</b>

## MAJOR: APPLIED HEALTH SCIENCES

The Applied Health Sciences Dual Degree Program in conjunction with Mercy College of Ohio is a strategic alliance that follows the standards set forth by the Higher Learning Commission between two institutions. Mercy College is authorized by the Ohio Department of Education to award the B.S.N. in Nursing Pre-licensure degree, and is accredited by both the Higher Learning Commission and Commission on Collegiate Nursing Education. The Ohio Board of Nursing oversees the health of the public through the effective regulation of nursing care. Tiffin University students will complete the Tiffin Transferable Core classes (37 credit hours), the Tiffin STEM/Sociology Core (28 hours), as well as the Mercy College of Ohio Courses (70 credit hours). Students who complete the requirements of both Tiffin University and Mercy College of Ohio will be awarded the following degrees: B.S. Applied Health Sciences from Tiffin University; and, B.S.N. Nursing Pre-Licensure from Mercy College of Ohio

**STEM/SOCIOLOGY CORE**

BIO215 Anatomy and Physiology I for Health Sciences.....	4 hours
BIO216 Anatomy and Physiology II for Health Sciences.....	4 hours
PSY101 Introduction to Psychology.....	3 hours
BIO373 Microbiology.....	3 hours
BIO373L Microbiology Lab.....	1 hour
CHM121 Basic Organic and Biochemistry.....	4 hours
PSY265 Lifespan Development.....	3 hours
SOC101 Principles of Sociology.....	3 hours
CUL220 Religions of the World.....	3 hours
HFW213 Principles of Human Nutrition.....	3 hours
<b>Total for STEM/Sociology Core .....</b>	<b>31 hours</b>

**MERCY COLLEGE OF OHIO COURSES**

NUR101 Introduction to Nursing.....	1 hour
NUR251 Concepts of Professional Nursing .....	3 hours
NUR252 Nursing Skills and Assessment.....	5 hours
NUR290 Introduction to Nursing Pharmacology.....	1 hours
BIO290 Pathophysiology.....	3 hours
NUR302 Professional Nursing I.....	3 hours
NUR303 Professional Nursing II .....	3 hours
NUR311 Pharmacology for Nursing I.....	1 hours
NUR312 Pharmacology for Nursing II.....	1 hour
NUR335 Population Health Concepts I.....	5 hours
NUR345 Population Health Concepts II.....	5 hours
REL290 Medical Ethics .....	3 hours
NUR380 Evidence-Based Practice in Nursing Healthcare.....	3 hours
NUR402 Professional Nursing III.....	3 hours
NUR403 Professional Nursing IV.....	4 hours
NUR411 Pharmacology for Nursing III.....	1 hour
NUR413 Pharmacology for Nursing IV .....	2 hours
NUR435 Population Health Concepts III .....	5 hours
NUR445 Population Health Concepts IV.....	5 hours
NUR481 NCLEX-RN Preparation .....	2 hours
Nursing Electives: Four 2 credit hour courses.....	8 hours
Social Studies Elective: MC Requirement (second religion course).....	3 hours
<b>Total for Mercy College Courses.....</b>	<b>70 hours</b>

**MAJOR: BUSINESS INTELLIGENCE AND ANALYTICS**

In today's fast-paced and interconnected world, data has become the lifeblood of businesses across industries. The ability to analyze vast amounts of information and extract actionable insights has become crucial for making informed decisions and gaining a competitive edge.

TU's Business Intelligence and Analytics (BIA) program is designed to meet the growing demand for skilled professionals who can harness the power of data to drive organizational success. Whether you envision yourself revolutionizing business strategies, optimizing operations or uncovering hidden trends, our comprehensive curriculum will equip you with the necessary knowledge and practical skills to excel in the field of business intelligence and analytics.

Throughout your academic journey, you will dive deep into the intricacies of data mining, statistical analysis, data visualization, predictive modeling and more. You will gain hands-on experience through real-world projects, internships and collaborations with industry-leading organizations. Our expert faculty, with extensive industry experience, will guide you every step of the way, ensuring you develop the expertise and critical thinking skills required in today's data-driven business landscape.

At Tiffin University, we believe in the power of experiential learning. Our state-of-the-art facilities and advanced analytics labs provide the perfect environment for you to explore and apply the latest tools and techniques in data analysis. Through interactive classroom sessions, workshops, and industry guest lectures, you will acquire a holistic understanding of the challenges and opportunities that lie within the realm of business intelligence and analytics.

Upon graduation, you will be well-equipped to pursue diverse career paths in fields such as data analysis, business intelligence, consulting, finance, marketing and more. The demand for professionals who can turn data into actionable insights continues to rise, and with a degree in business intelligence and analytics from Tiffin University, you will be prepared to make a lasting impact in the world of business.

**BUSINESS COURSES**

ACC210 Financial Accounting.....	3 hours
ECO222 Principles of Microeconomics...	3 hours
FIN301 Business Finance.....	3 hours
LAW211 Business Law I.....	3 hours
MKT151 Introductory Marketing.....	3 hours
MKT370 Digital Marketing.....	3 hours
MKT432 Social Media Marketing.....	3 hours
MGT201 Principles of Management.....	3 hours
MGT221 Supply Chain Management.....	3 hours
MGT495 Organizational Strategy.....	3 hours
<b>Total.....</b>	<b>30 hours</b>

**BIA CORE**

CST285 Spreadsheet Applications & Data Analysis for Decision Making.....	3 hours
CST312 Information Systems for Managers.....	3 hours
BIA273 Applied Business Statistics.....	3 hours
BIA290 Introduction to Artificial Intelligence.....	3 hours
BIA299 Data Mining for Decision Making.....	3 hours
BIA300 Data Analysis and Business Modeling.....	3 hours
BIA305 Business Analytics.....	3 hours
BIA400 Machine Learning for Business Modeling.....	3 hours
BIA410 Data Visualization for BI.....	3 hours
BIA420 Big Data Analytics in Business.....	3 hours
BIA460 Capstone Project.....	3 hours
BIA470 Internship.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST280 Database I.....	3 hours
CST301 Advanced Programming Concepts.....	3 hours
CST380 Database II.....	3 hours
CST412 IT Project Management.....	3 hours
MAT287 Discrete Mathematics.....	3 hours
<b>Total.....</b>	<b>54</b>

**MAJOR: BIOLOGY**

Tiffin University's biology program teaches students how to read and interpret scientific research as well as develop and carry out their own research. The program also provides students with the foundational coursework needed to pursue medical-related studies after graduation including pre-medicine, pre-veterinary and pre-dental.

**GENERAL SCIENCES CORE**

CHM131 General Chemistry I.....	3 hours
CHM131L General Chemistry I Lab.....	1 hour
CHM132 General Chemistry II.....	3 hours
CHM132L General Chemistry II Lab.....	1 hour
CHM331 Organic Chemistry I.....	3 hours
CHM331L Organic Chemistry I Lab.....	1 hour
CHM32 Organic Chemistry II.....	3 hours
CHM332L Organic Chemistry II Lab.....	1 hour
CHM411 Biochemistry.....	3 hours
CHM411L Biochemistry.....	1 hour
PHY211 Physics I.....	3 hours
PHY211L Physics I Lab.....	1 hour
PHY212 Physics II.....	3 hours
PHY212 Physics II Lab.....	1 hour
MAT281 Calculus I.....	5 hours
MAT285 Calculus II.....	5 hours
SAS470 Internship.....	3 hours
<b>Total.....</b>	<b>41 hours</b>

**BIOLOGY MAJOR**

BIO120 General Biology I.....	3 hours
BIO120L General Biology I Lab.....	1 hour
BIO121 General Biology II.....	3 hours
BIO121L General Biology II Lab.....	1 hour

BIO221 Human Anatomy & Physiology I.....	3 hours
BIO221L Human Anatomy & Physiology I Lab.....	1 hour
BIO222 Human Anatomy & Physiology II.....	3 hours
BIO222L Human Anatomy & Physiology II Lab.....	1 hour
BIO250 Ecology and Evolution.....	3 hours
BIO325 Botany.....	3 hours
BIO325L Botany Lab.....	1 hour
BIO333 Genetics.....	3 hours
BIO333L Genetics.....	1 hour
BIO350 Animal Behavior.....	3 hours
BIO373 Microbiology.....	3 hours
BIO373L Microbiology Lab.....	1 hour
BIO410 Developmental Biology.....	3 hours
BIO445 Cellular and Molecular Biology.....	3 hours
BIO445L Cellular and Molecular Biology Lab.....	1 hour
<b>Total.....</b>	<b>41 hours</b>

### MAJOR: COMPUTER SCIENCE

The major, housed in the School of Business, is designed for students who wish to work with computer science and technology in all facets of an organization with emphasis on important soft skills, comprehensive technology skills, teamwork and a global workforce. The curriculum includes a computer science core of business, hardware and software, practical experience and a further concentration in software development and/or network architecture. Classes will teach students to analyze computer science with research and apply findings to solve real world problems. The curriculum is designed to highlight important certifications in the field and emphasize the application of computers and technology in the business organization. Career paths for a student can include computer programmers, technology support specialists, system analysts, database administrators, network and systems administrators, software developers, web developers and information system managers.

#### COMPUTER SCIENCE CORE

CST155 Introduction to Operating Systems.....	3 hours
CST260 Data Structures.....	3 hours
CST265 Computer Algorithms.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST320 Computer Architecture and Diagnostics.....	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
ECO222 Principles of Microeconomics.....	3 hours
CST230 Networking Fundamentals.....	3 hours
CDS244 Cyber Security.....	3 hours
CDS424 Applied Network Security.....	3 hours
CST280 Database I.....	3 hours
CST285 Spreadsheet Applications and Data Analysis for Decision Making.....	3 hours
CST412 IT Project Management.....	3 hours
CST460 Research in Computer Science.....	3 hours
CST470 Internship.....	3 hours
MAT287 Discrete Mathematics.....	3 hours
<b>Total.....</b>	<b>48 hours</b>

#### CONCENTRATION: NETWORK & SYSTEMS ADMINISTRATION

CST212 Systems Analysis and Design.....	3 hours
CST325 Linux.....	3 hours
CST330 Network Infrastructure I.....	3 hours
CST345 Server Administration.....	3 hours
CST430 Network Infrastructure II.....	3 hours
CST445 Cloud Administration.....	3 hours
<b>Total.....</b>	<b>18 hours</b>

#### CONCENTRATION: SOFTWARE DEVELOPMENT

CST212 Systems Analysis and Design.....	3 hours
CST255 Internet and Website Development.....	3 hours
CST301 Advanced Programming Concepts.....	3 hours
CST312 Information Systems for Managers.....	3 hours



CST380 Database II .....	3 hours
CST450 Programming for Application Development .....	3 hours
<b>Total.....</b>	<b>18 hours</b>

#### CONCENTRATION: UNMANNED AIRCRAFT SYSTEMS

UAS150 Introduction to UAS Technology and Licensing.....	3 hours
UAS225 UAS Photography And Videography.....	3 hours
DMD230 Video Production I.....	3 hours
CST301 Advanced Programming Concepts.....	3 hours
CST312 Information Systems for Managers.....	3 hours
UAS350 UAS Advanced Flight Operations.....	3 hours
<b>Total.....</b>	<b>18 hours</b>

#### CONCENTRATION: VIDEO GAME DESIGN

CST255 Internet and Website Development .....	3 hours
CST301 Advanced Programming Concepts .....	3 hours
CST450 Programming for Application Development .....	3 hours
GDM I Introduction to Games (RIZE) .....	3 hours
GDM II Content and Systems Design (RIZE) .....	3 hours
GDM III Unity I: Working with Unity (RIZE) .....	3 hours
GDM V Unity II: Advanced Unity Programming (RIZE) .....	3 hours
GDM VI Capstone Project – Building a Game (RIZE).....	3 hours
<b>Total .....</b>	<b>24 hours</b>

#### CONCENTRATION: WEB DESIGN

ART325 Graphic Design .....	3 hours
CST255 Internet and Website Development .....	3 hours
DMD320 Web Design .....	3 hours
DMD134 Introduction to Digital Media .....	3 hours
WDM I User Experience I – Understanding the User Experience (RIZE) .....	3 hours
WDM II User Experience II – Building Compelling User Experience (RIZE) .....	3 hours
WDM III User Experience III – Capstone Project – Goal Oriented Web Design (RIZE) .....	3 hours
<b>Total.....</b>	<b>21 hours</b>

#### MAJOR: CYBER SECURITY

The BS in Cyber Security is a course of study in the School of Science, Technology and Health. It is intended to prepare students for employment in the private and public Cyber Security sector. While professional certification will not be the stated aim of the curriculum, after taking the core curriculum, students will be prepared to test for various common industry certifications, such as Security+, Certified Information Systems Security Professional (CISSP), etc.

##### CYBER SECURITY CORE

CDS152 Introduction to Cyber Defense .....	3 hours
CDS345 Cyber Law and Ethics .....	3 hours
POL151 Introduction to National Security Studies.....	3 hours
POL313 American National Security Policy.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

##### MAJOR: CYBER SECURITY

CDS244 Cyber Security.....	3 hours
CDS348 Incident Management.....	3 hours
CDS355 Penetration Testing and Vulnerability Analysis .....	3 hours
CDS424 Applied Network Security.....	3 hours
CDS444 Wireless Security .....	3 hours
CDS445 Cyber Warfare .....	3 hours
CDS491 Senior Seminar In Cyber Defense (w).....	3 hours
CST155 Introduction to Operating Systems.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST230 Networking Fundamentals .....	3 hours
CST280 Database I .....	3 hours

CST301 Advanced Programming Concepts.....	3 hours
CST325 Linux.....	3 hours
CST330 Network Infrastructures I.....	3 hours
CST412 IT Project Management.....	3 hours
POL225 Introduction to Intelligence Studies.....	3 hours
SCS300 Research Design (w).....	3 hours
SCS470 Internship.....	3 hours
<b>Total.....</b>	<b>54 hours</b>

### MAJOR: CYBER SECURITY AND INFORMATION ASSURANCE

#### MAJOR: CYBER SECURITY AND INFORMATION ASSURANCE

CDS152 Introduction to Cyber.....	3 hours
CDS244 Cyber Security.....	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
CDS348 Incident Management.....	3 hours
CDS355 Penetration Testing and Vulnerability Analysis.....	3 hours
CDS424 Applied Network Security.....	3 hours
CDS444 Wireless Security.....	3 hours
CDS445 Cyber Warfare.....	3 hours
CDS491 Senior Seminar in Cyber Defense.....	3 hours
CST155 Introduction to Operating Systems.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST230 Networking Fundamentals.....	3 hours
CST280 Database I.....	
CST301 Advanced Programming Concepts.....	3 hours
CST325 Linux.....	3 hours
CST330 Network Infrastructures.....	3 hours
SCS300 Research Design.....	3 hours
SCS470 Internship.....	3 hours
<b>Total.....</b>	<b>54 hours</b>

### MAJOR: EXERCISE SCIENCE

The Exercise Science program is structured to provide students with a solid foundation for understanding how and why humans move. This interdisciplinary program includes courses from the fields of biology, chemistry, and exercise physiology. Through this program, students will understand the essential role of physical activity and exercise in the prevention, treatment, and recovery from a variety of disease conditions. Students will also learn that upon graduation it becomes their responsibility to educate other people about the benefits of being physically active and the negative side effects of living a sedentary lifestyle. Upon successful completion of the required coursework, students can either seek employment in various areas of allied health or apply to graduate school in the sciences and health professions.

#### MAJOR COURSES

BIO120 General Biology I.....	3 hours
BIO120L General Biology I Lab.....	1 hour
BIO121 General Biology II.....	3 hours
BIO121L General Biology II Lab.....	1 hour
CHM131 General Chemistry I.....	3 hours
CHM131L General Chemistry I Lab.....	1 hour

*Students majoring in Exercise Science must earn a minimum of a 2.5 GPA at the completion of either the BIO course sequence or the CHM course sequence above, in order to continue in the major.*

EXS146 Introduction to Exercise Science (w).....	3 hours
EXS225 Motor Development.....	3 hours
EXS315 Biomechanics of Sport and Exercise.....	4 hours
EXS315L Biomechanics of Sport & Exercise Lab.....	1 hour
EXS316 Nutrition for Sport and Exercise.....	3 hours
EXS322 Kinesiology.....	3 hours
EXS422 Exercise Physiology.....	1 hour
EXS442 and EXS442L Exercise Testing and Prescription + Lab.....	4 hours
EXS475 Research Methods in Exercise Science.....	3 hours
NAT112 First Aid/CPR/AED.....	1 hour
NAT124 Introduction to Athletic Training.....	3 hours
NAT261 Principles of Health and Fitness Training.....	3 hours
PSY101 Introduction to Psychology.....	3 hours
SOC101 Introduction to Sociology.....	3 hours
SAS470 Internship.....	3 hours
<b>Total.....</b>	<b>55 hours</b>
<b>Total for Major.....</b>	<b>120 hours</b>

**ALLIED HEALTH TRACK**

CHM132 General Chemistry II.....	3 hours
CHM132L General Chemistry II Lab.....	1 hour
BIO221 Human Anatomy & Physiology I.....	3 hours
BIO221L Human Anatomy & Physiology I Lab.....	1 hour
BIO222 Human Anatomy & Physiology II.....	3 hours
BIO222L Human Anatomy & Physiology II Lab.....	1 hour
PHY211 General Physics I.....	3 hours
PHY211L General Physics II.....	1 hour
PHY212 General Physics II.....	3 hours
PHY212L General Physics II.....	1 hour
<b>Total.....</b>	<b>20 hours</b>

**HUMAN PERFORMANCE TRACK**

NAT150 Introduction to Anatomy & Physiology.....	3 hours
NAT150L Introduction to Anatomy & Physiology Lab.....	1 hour
EXS210 Bioenergetics.....	3 hours
EXS310 Cardiorespiratory Fitness Training.....	3 hours
EXS410 Health Coaching.....	3 hours
ESX415 Advanced Strength & Conditioning .....	3 hours
ESX415L Advanced Strength & Conditioning Lab.....	1 hour
<b>Total.....</b>	<b>17 hours</b>

**MAJOR: FORENSIC SCIENCE**

The Forensic Science program is structured for students to learn scientific principles and methods that apply to criminal and civil investigations and litigations. This program places an emphasis on the disciplines of chemistry, biology, and physics. Students will earn a Bachelor of Science in Forensic Science upon the completion of the required coursework. Students completing this degree can seek professional employment positions in forensic science, commercial and industrial laboratories. Moreover, students graduating from this program have the pre-requisites to apply to graduate school in the sciences and health professions.

*Students majoring in Forensic Science must earn a minimum of a 2.5 GPA at the completion of either the BIO120/BIO120L/BIO121/121L course sequence or the CHM131/CHM131Lab/CHM132/CHM132Lab course sequence, in order to continue in the major.*

**MAJOR COURSES**

FSC115 Introduction to Forensic Science and FSC115L Lab .....	4 hours
FSC215 Evidence Law and Ethics .....	3 hours
BIO120 General Biology I and BIO120L Lab.....	4 hours
BIO121 General Biology II with BIO121L Lab .....	4 hours
BIO311 Human Anatomy and Physiology I (w) and BIO221L Lab .....	4 hours
BIO312 Human Anatomy and Physiology II (w) and BIO312L Lab .....	4 hours
BIO333 Genetics and BIO333L Lab.....	4 hours
BIO373 Microbiology and BIO373L Lab.....	4 hours
BIO445 Cellular and Molecular Biology and BIO445L Lab.....	4 hours
CHM131 General Chemistry I with CHM131L Lab .....	4 hours
CHM132 General Chemistry II with CHM132L Lab .....	4 hours
CHM281 Analytical Chemistry and CHM281L Lab .....	4 hours
CHM331 Organic Chemistry I with CHM331L Lab .....	4 hours
CHM332 Organic Chemistry II with CHM332L Lab .....	4 hours
CHM411 Biochemistry and CHM411L Lab.....	4 hours
CHM435 Inorganic Chemistry and CHM435L Lab .....	4 hours
CHM450 Physical Chemistry and CHM450L Lab .....	4 hours
CHM481 Instrumental Analysis and CHM481L Lab .....	4 hours
MAT285 Calculus II .....	5 hours
PHY211 General Physics I and PHY211L Lab .....	4 hours
PHY212 Physics II and PHY212L Lab.....	4 hours
PSY101 Introduction to Psychology .....	3 hours
One of the following:.....	3 hours
SAS470 Internship	
CHM370 Experimental Research Design	
<b>Total.....</b>	<b>90 hours</b>

## MAJOR: NEUROSCIENCE

The brain is one of the most complex and intricate subject matters on earth. To understand the mind, we must first understand the brain. In Tiffin University's neuroscience program, you'll develop a strong understanding of the structure and function of the brain and nervous system at a molecular, cellular and systems level. Neuroscience is an ideal course of study for students who wish to enter medical school, pursue graduate studies or begin or further a career in a science-related field.

BIO120 General Biology I.....	3 hours
BIO120L General Biology I Lab.....	1 hour
BIO121 General Biology II.....	3 hours
BIO121L General Biology II Lab.....	1 hour
BIO221 Human Anatomy & Physiology I.....	3 hours
BIO221L Human Anatomy & Physiology I Lab.....	1 hour
BIO312 Human Anatomy & Physiology II.....	3 hours
BIO312L Human Anatomy & Physiology II Lab.....	1 hour
BIO333 Genetics.....	3 hours
BIO333L Genetics Lab.....	1 hour
CHM131 General Chemistry I.....	3 hours
CHM131L General Chemistry I Lab.....	1 hour
CHM132 General Chemistry II.....	3 hours
CHM132L General Chemistry II Lab.....	1 hour
CHM411 Biochemistry.....	3 hours
CHM411L Biochemistry Lab.....	1 hour
NAT291 Drugs & The Body.....	3 hours
NSC315 Neuroscience I: Neuroscience Foundations (RIZE).....	3 hours
NSC325 Neuroscience II: Biological Basis of Perception & Movement (RIZE).....	3 hours
NSC335 Neuroscience III: Cognitive Neuroscience (RIZE).....	3 hours
NSC415 Neuroscience IV: Clinical Neuropathology (RIZE).....	3 hours
PSY101 Introduction to Psychology.....	3 hours
PSY362 Abnormal Psychology.....	3 hours
SCS300 Research Design.....	3 hours
<b>Total.....</b>	<b>56 hours</b>

## ASSOCIATE DEGREE PROGRAM

Associate Degrees are awarded through Tiffin University's School of Criminal Justice and Social Sciences and are available on the Tiffin University seated campus only.

### ASSOCIATE OF CRIMINAL JUSTICE (ACJ) DEGREE

Tiffin University awards the Associate of Criminal Justice Degree in the following major:

- Law Enforcement

<b>Core Curriculum .....</b>	<b>24 hours</b>
<b>Total Semester hours for the Major .....</b>	<b>36 hours</b>
<b>Total Semester hours for the Degree.....</b>	<b>60 hours</b>

### CORE CURRICULUM

Writing or Composition (ENG141 or higher) .....	6 hours
Communication .....	3 hours
Information Technology .....	3 hours
Mathematics (MAT181 or higher) .....	3 hours
POL101 Introduction to the American Political Process .....	3 hours
PSY101 Introduction to Psychology .....	3 hours
Elective from the Social Sciences* .....	3 hours
<b>Total.....</b>	<b>24 hours</b>

\* Social Sciences are courses taken from the departments of COM, ECO, MGT, POL, PSY, or SOC

## MAJOR: LAW ENFORCEMENT

CDS334 Technology and Crime.....	3 hours
COR231 Juvenile Justice Systems .....	3 hours
ENF150 Police and Society .....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF293 Criminology (w).....	3 hours
FOR105 Victimology .....	3 hours

JUS110 Introduction to Criminal Justice .....	3 hours
JUS201 Criminal Law .....	3 hours
JUS202 Criminal Procedures .....	3 hours
SOC101 Principles of Sociology .....	3 hours
Two Open Electives from 100/200 level in ENF, JUS, COR .....	6 hours
<b>Total.....</b>	<b>36 hours</b>

### MINORS

Tiffin University offers students the option of pursuing a minor in the academic areas outlined in the following section. A student may not pursue a minor in the same academic discipline as their Bachelor degree major/concentration with only up to 50% of the overlapping major/minor courses applied for credit

MINOR: ACCOUNTING

Three ACC courses at the 300-400 level .....	9 hours
Recommended ACC403 Accounting Information Systems, ACC404 Auditing, ACC405 Fraud Examination in Accounting	
Three ACC electives .....	9 hours
<b>Total.....</b>	<b>18 hours</b>

*Some courses may have prerequisites. See course description for details.*

MINOR: ADDICTIONS COUNSELING

CSL310 Introduction to Addiction Theory and Practice .....	3 hours
CSL320 Counseling Procedures & Strategies with Addicted/Disordered .....	3 hours
CSL425 Group Process & Techniques Working with Addicted/Disordered .....	3 hours
CSL435 Assessment & Diagnosis of Addictive and Behavioral Health Problems .....	3 hours
CSL440 Prevention, Intervention, and Treatment Planning in Addictions .....	3 hours
CSL445 Theory & Practice of Relationship Counseling in Addictions/Behavioral .....	3 hours

<b>Total.....</b>	<b>18 hours</b>
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*Some courses may have prerequisites. See course description for details.*

MINOR: CHEMISTRY

CHM131 General Chemistry I + CHM131L Lab .....	4 hours
CHM132 General Chemistry II + CHM132L Lab .....	4 hours
Two of the following: .....	8 hours
CHM281 Analytical Chemistry + CHM281L Analytical Chemistry Lab	
CHM331 Organic Chemistry + CHM331L Organic Chemistry Lab	
CHM332 Organic Chemistry II + CHM332L Organic Chemistry II Lab	
One of the following:.....	3-4 hours
CHM411 Biochemistry	
CHM435 Inorganic Chemistry + CHM435L Inorganic Chemistry Lab	
CHM450 Physical Chemistry + CHM450L Physical Chemistry Lab	
CHM481 Instrumental Analysis + CHM481L Instrumental Analysis Lab	

<b>Total.....</b>	<b>19-20 hours</b>
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*Some courses may have prerequisites. See course description for details.*

MINOR: COMPUTER SCIENCE TECHNOLOGY

CST155 Introduction to Operating Systems.....	3 hours
CST201 Introduction to Programming.....	3 hours
CST230 Networking Fundamentals.....	3 hours
CDS244 Cyber Security.....	3 hours
CST280 Database I.....	3 hours
CST412 IT Project Management.....	3 hours

<b>Total.....</b>	<b>18 hours</b>
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MINOR: CORRECTIONS

COR120 Correctional Thought and Practice .....	3 hours
COR231 Juvenile Justice Systems .....	3 hours
COR420 Agency Management .....	3 hours

COR245 Probation, Parole, and Community Corrections .....	3 hours
FOR423 Case Management .....	3 hours
One of the following:.....	3 hours
COR336 Constitutional Rights of Prisoners	
FOR365 Drugs and Society	
FOR430 Crisis Intervention Strategies	
PSY269 Human Sexuality	

**Total..... 18 hours**

*Some courses may have prerequisites. See course description for details.*

#### MINOR: CRIMINALISTICS

FSC115 Introduction to Forensic Science .....	3 hours
FSC115L Introduction to Forensic Science Lab.....	1 hour
ENF239 Applied Criminal Investigation and Criminalistics.....	3 hours
ENF468 Criminal Justice Report Writing.....	3 hours
JUS465, Criminal Trial Evidence.....	3 hours
PSY362 Abnormal Behavior .....	3 hours

**Total..... 16 hours**

*Some courses may have prerequisites. See course description for details.*

#### MINOR: CROSS-CULTURAL AND INTERNATIONAL PSYCHOLOGY

SOC265 Peace and Social Justice.....	3 hours
SOC360(w) Multicultural Issues in Society (or a CUL if using SOC360 for major).....	3 hours
CSL430 Cultural Competence in Counseling.....	3 hours
PSY425 Cross-Cultural and International Psychology.....	3 hours
Culture (CUL) and/or Language (ARB/SPA) (not used for other requirement) .....	3 hours
One of the following.....	3 hours

    SCS470 Internship I

    SCS491 Senior Seminar I

**Total..... 18 hours**

#### MINOR: CYBER SECURITY

CDS152 Introduction to Cyber Defense .....	3 hours
CDS244 Cyber Security.....	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
CDS355 Penetration Testing and Vulnerability Analysis.....	3 hours
CDS444 Wireless Security.....	3 hours
CDS445 Cyber Warfare.....	3 hours

**Total..... 18 hours**

*Some courses may have prerequisites. See course description for details.*

#### MINOR: DIGITAL FORENSICS

CDS152 Introduction to Cyber Defense .....	3 hours
CDS334 Technology and Crime .....	3 hours
CDS345 Cyber Law and Ethics.....	3 hours
CDS348 Incident Management.....	3 hours
CDS351 Survey of Computer Forensics.....	3 hours
CDS435 Advanced Digital Forensics .....	3 hours

**Total..... 18 hours**

*Some courses may have prerequisites. See course description for details.*

#### MINOR: DIGITAL MARKETING

DMD134 Introduction to Digital Media.....	3 hours
MKT370 Digital Marketing.....	3 hours
ART325 Graphic Design.....	3 hours
CST201 Introduction to Programming.....	3 hours
MKT434 Digital Marketing Analytics.....	3 hours
MKT432 Social Media Marketing.....	3 hours

**Total..... 18 hours**

*Non-Business majors will need to also take MKT151, Introductory Marketing as a pre-req to MKT370.*



### MINOR: EXERCISE SCIENCE

EXS146 Introduction to Exercise Science .....	3 hours
NAT150 Intro to Anatomy & Physiology + NAT150L Intro to Anatomy & Physiology Lab.....	4 hours
EXS442 Exercise Testing and Prescription + EXS442 Exercise Testing and Prescription Lab.....	4 hours
EXS422 Exercise Physiology + EXS422L Exercise Physiology Lab.....	4 hours
One of the following:.....	3 hours
EXS315 Biomechanics	
EXS322 Kinesiology	
One of the following:.....	3 hours
EXS225 Motor Development	
NAT261 Principles of Health and Fitness Training	
EXS316 Nutrition for Sports and Exercise	

**Total..... 21 hours**

*Some courses may have prerequisites. See course description for details.*

### MINOR: FINANCE

ECO322 Intermediate Microeconomics .....	3 hours
FIN420 Money and Banking .....	3 hours
FIN314 Risk Management and Insurance .....	3 hours
FIN421 Investments .....	3 hours
FIN426 International Finance .....	3 hours

**Total..... 15 hours**

*Some courses may have prerequisites. See course description for details.*

### MINOR: FORENSIC ACCOUNTING

JUS110 Introduction to Criminal Justice .....	3 hours
JUS201 Criminal Law .....	3 hours
JUS202 Criminal Procedures .....	3 hours
ACC405 Fraud Examination in Accounting.....	3 hours
LAW212 Business Law II .....	3 hours

**Total..... 15 hours**

\* Non-accounting majors may take this minor, but must also take ACC210 Financial Accounting, ACC403 Accounting Information Systems and LAW211 Business Law I in addition to the courses listed above. Begin this minor in Sophomore year.

*Some courses may have prerequisites. See course description for details.*

### MINOR: FORENSIC PSYCHOLOGY

FOR105 Victimology .....	3 hours
FOR344 Psychology of Violence and Aggression (w) .....	3 hours
FOR460 Psychology and Law (w) .....	3 hours
PSY362 Abnormal Behavior .....	3 hours
Two of the following:.....	6 hours

- FOR365 Drugs and Society
- FOR430 Crisis Intervention Strategies
- PSY250 Social Psychology
- PSY269 Human Sexuality
- SCS300 Research Design (w)

**Total..... 18 hours**

*Some courses may have prerequisites. See course description for details.*

### MINOR: FORENSIC SCIENCE

CHM131 General Chemistry I and CHM131L Lab .....	4 hours
CHM132 General Chemistry II and CHM132L Lab .....	4 hours
CHM281 Analytical Chemistry and CHM281L Lab.....	4 hours
CHM331 Organic Chemistry and CHM331L Lab .....	4 hours
CHM481 Instrumental Analysis and CHM481L Lab .....	4 hours

**Total.....20 hours**

*Some courses may have prerequisites. See course description for details.*

### MINOR: HUMAN RESOURCE MANAGEMENT

LAW321 Employment and Labor Law .....	3 hours
MGT317 Human Resource Management .....	3 hours
MGT351 Managing Diversity in the Workplace (w) .....	3 hours
MGT443 Strategic Human Resources and Emerging Issues .....	3 hours
One from the following: .....	3 hours
MGT318 Total Compensation	
MGT320 Human Resource Risk Management	
MGT402 Training and Development	

**Total..... 15 hours**

*Some courses may have prerequisites. See course description for details.*

### MINOR: HUMAN SERVICES

COM310 Interpersonal Communication .....	3 hours
PSY201 Introduction to Professional Practices (w) .....	3 hours
PSY265 Lifespan Development .....	3 hours
PSY360 Introduction to Counseling .....	3 hours
Two of the following: .....	6 hours
FOR365 Drugs and Society	
FOR485 Death and Dying	
PSY250 Social Psychology	
PSY269 Human Sexuality	
PSY362 Abnormal Behavior	
SOC320 Community Sociology	

**Total..... 18 hours**

*Some courses may have prerequisites. See course description for details.*

### MINOR: INDIVIDUALIZED STUDIES (SPECIFY DISCIPLINE)

3 courses in specified discipline concentration 200 level .....	9 hours
3 courses in specified discipline concentration 300-400 .....	9 hours

**Total ..... 18 hours**

The choice of discipline and courses must be approved by the Faculty Advisor and the Dean of the school in which it is housed.

*Some courses may have prerequisites. See course description for details.*

### MINOR: INDUSTRIAL/ORGANIZATIONAL PSYCHOLOGY

MGT301 Organizational Behavior .....	3 hours
MGT351 Managing Diversity in the Workplace (w) .....	3 hours
PSY320 Motivational Psychology .....	3 hours
PSY325 Introduction to Industrial/Organizational Psychology .....	3 hours
Two of the following: .....	6 hours
COM441 Organizational Communication	
PSY250 Social Psychology	
PSY445 Psychometrics	

**Total..... 18 hours**

*Some courses may have prerequisites. See course description for details.*

### MINOR: INTERNATIONAL BUSINESS

ECO424 Global Trade .....	3 hours
FIN426 International Finance .....	3 hours
MGT351 Managing Diversity in the Workplace (w) .....	3 hours
MGT411 International Management .....	3 hours
MKT404 Global Marketing .....	3 hours

**Total..... 15 hours**

*Some courses may have prerequisites. See course description for details.*

MINOR: LAW ENFORCEMENT

CDS334 Technology and Crime.....	3 hours
ENF150 Police and Society .....	3 hours
ENF239 Applied Criminal Investigation and Criminalistics .....	3 hours
ENF293 Criminology (w).....	3 hours
ENF468 Criminal Justice Report Writing .....	3 hours
ENF450 Crime Analysis.....	3 hours
<b>Total.....</b>	<b>18 hours</b>

Some courses may have prerequisites. See course description for details.

MINOR: LEADERSHIP STUDIES

COM310 Human, Interpersonal, & Small Group Communication.....	3 hours
SCS220 Introduction of Leadership .....	3 hours
SCS440 Theory & Application of Leadership .....	3 hours
SOC101 Principles of Sociology.....	3 hours
SOC380 Social Movements & Ideologies .....	3 hours
<b>Total.....</b>	<b>15 hours</b>

MINOR: MANAGEMENT

MGT301 Organizational Behavior .....	3 hours
MGT317 Human Resource Management .....	3 hours
MGT351 Managing Diversity in the Workplace (w) .....	3 hours
MGT404 Organization Theory .....	3 hours
One of the following:.....	3 hours
CST312 Information Systems for Managers (w)	
MGT221 Supply Chain Management	
MGT359 Small Business Management	
MGT411 International Management	
MGT390 Special Topics	
<b>Total.....</b>	<b>15 hours</b>

Some courses may have prerequisites. See course description for details.

MINOR: MARKETING

MKT252 Buyer Behavior .....	3 hours
MKT253 Marketing Communications .....	3 hours
MKT354 Personal Selling.....	3 hours
MKT402 Marketing Research (w) .....	3 hours
MKT404 Global Marketing .....	3 hours
<b>Total.....</b>	<b>15 hours</b>

Some courses may have prerequisites. See course description for details.

MINOR: MATHEMATICS

MAT285 Calculus II .....	5 hours
MAT385 Calculus III .....	3 hours
MAT387 Differential Equations .....	3 hours
MAT396 Linear Algebra.....	3 hours
One MAT Elective (300-400 level) .....	3 hours
<b>Total.....</b>	<b>17 hours</b>

Some courses may have prerequisites. See course description for details.

### MINOR: MUSIC

MUS121, Musicianship I and Lab .....	4 hours
MUS130 Intro to Music Technology.....	3 hours
MUS 115/116/215 Private Music Instruction.....	3 hours

Pick 5 or more credit hours:

MUS101 Music Fundamentals I .....	1 hour
MUS102 Music Fundamentals II .....	1 hour
MUS105 Musician Success Seminar.....	1 hour
MUS230 Audio Tech I: Live Sound Engineering.....	3 hours
MUS221/MUS221L Musicianship II.....	4 hours
MUS240 Rhythm Section I.....	3 hours
MUS360 Music Business.....	3 hours
<b>Total.....</b>	<b>15 hours</b>

Some courses may have prerequisites. See course description for details.

### MINOR: NATIONAL SECURITY, INTELLIGENCE AND TERRORISM

ENF154 Homeland Security Overview.....	3 hours
ENF212 Concepts of Terrorism.....	3 hours
ENF441 Counterintelligence/Terrorism.....	3 hours
POL151 Intro to National Security.....	3 hours
POL225 Intro Intelligence Studies.....	3 hours
<b>Total.....</b>	<b>15 hours</b>

### MINOR: PSYCHOLOGY

PSY201 Introduction to Professional Practices (w).....	3 hours
One of the following:.....	3 hours
PSY250 Social Psychology	
PSY265 Lifespan Development	
Three PSY electives at the 300-400 level .....	9 hours
PSY elective .....	3 hours
<b>Total.....</b>	<b>18 hours</b>

Some courses may have prerequisites. See course description for details.

### MINOR: REGIONAL STUDIES

Foreign Language I .....	3 hours
Foreign Language II .....	3 hours
Advanced Foreign Language I .....	3 hours
Advanced Foreign Language II.....	3 hours
Two courses in related Culture or History courses 200-400 level .....	6 hours
<b>Total.....</b>	<b>18 hours</b>

This choice of minor must be approved by the Dean of Arts and Sciences. It is recommended that students spend at least one semester or summer at an appropriate foreign study sight approved by the Study Abroad Coordinator or Dean of Arts and Sciences.

### MINOR: SOCIOLOGY

SOC101 Introduction to Sociology .....	3 hours
PSY250 Social Psychology .....	3 hours
SOC360 Multicultural Issues in Society (w) .....	3 hours
Two SOC electives .....	6 hours
<b>Total.....</b>	<b>15 hours</b>

### MINOR: SPORTS MANAGEMENT

SMG160 Introduction to Sports Management.....	3 hours
LAW260 Legal Issues in Sports .....	3 hours
SMG360 Business of Sports (w).....	3 hours
Any two SMG courses .....	6 hours
<b>Total.....</b>	<b>15 hours</b>

Some courses may have prerequisites. See course description for details.

## MINOR: SPORT PSYCHOLOGY

HFW413 Sociological and Psychological Aspects of Physical Activity.....	3 hours
PSY211 Introduction to Sport Psychology.....	3 hours
PSY320 Motivational Psychology.....	3 hours
PSY411 Applied Sport Psychology.....	3 hours
SOC280 Sports in American Society.....	3 hours
SMG220 Principles of Athlete Development.....	3 hours
<b>Total.....</b>	<b>18 hours</b>

## MINOR: TERRORISM STUDIES

ENF343 Weapons of Terrorism.....	3 hours
ENF212 Concepts of Terrorism.....	3 hours
ENF293 Criminology .....	3 hours
PSY344 Psychology of Terrorism.....	3 hours
ENF441 Counterintelligence/Counter-Terrorism.....	3 hours
One of the following:.....	3 hours
CUL210 Comparative Cultures	
SOC360 Multicultural Issues in Society	
<b>Total.....</b>	<b>18 hours</b>

*Some courses may have prerequisites. See course description for details.*

## MINOR: UNMANNED AIRCRAFT SYSTEMS

CST201 Introduction to Programming.....	3 hours
DMD230 Video Production I .....	3 hours
UAS150 Introduction to UAS Technology and Licensing.....	3 hours
UAS225 UAS Photography and Videography.....	3 hours
UAS350 UAS Advanced Flight Operations.....	3 hours
<b>Total.....</b>	<b>15 hours</b>

## BACHELOR-LEVEL CERTIFICATES

### TRANSFER OF CREDIT FROM OTHER INSTITUTIONS FOR BACHELOR LEVEL CERTIFICATES

Bachelor level credits earned at a regionally-accredited college or university may be transferred and applied toward a student's degree requirements at Tiffin University for a Bachelor level certificate program. To transfer course credit, the student must have earned a grade of a "C" or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Registrar's Office will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a Bachelor level certificate can be transfer credits.

## CERTIFICATE: ADDICTIONS COUNSELING (CSL)

CSL310 Introduction to Addiction Theory and Practice .....	3 hours
CSL320 Counseling Procedures & Strategies with Addicted/Disordered .....	3 hours
CSL425 Group Process & Techniques Working with Addicted/Disordered .....	3 hours
CSL435 Assessment & Diagnosis of Addictive and Behavioral Health Problems .....	3 hours
CSL440 Prevention, Intervention, and Treatment Planning in Addictions .....	3 hours
CSL445 Theory & Practice of Relationship Counseling in Addictions/Behavioral .....	3 hours
<b>Total.....</b>	<b>18 hours</b>

*Some courses may have prerequisites. See course description for details.*

# Undergraduate Course Descriptions

The University reserves the right to add, delete, or modify the course offerings in the schedules based on curricular demands, enrollment, or student and institutional needs.

## FOUNDATION COURSES\*

\*Foundation courses meet eligibility for financial aid, but do not fulfill graduation requirements. Students required to take these courses may need to attend an additional semester to meet graduation requirements.

### ENG090\*

#### Introduction to College Reading and Writing \* (3 cr. hours)

**Prerequisite:** Placement based upon University assessment. This course does not count for credit toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class..

#### Offered Fall, Spring on-campus

This course will provide an in-depth introduction to college writing integrated with college reading, college life, college realities, college expectations, study skills and time management.

### ENG095\*

#### Fundamentals of College Writing\* (3 cr. hours)

**Prerequisite:** ENG090, or placement based on university assessment. Students who have earned credit in ENG141 or ENG142 may not earn credit in ENG095. This course does not count toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class.

#### Offered Fall, Spring on-campus

This course emphasizes the structure, development, and writing of sentences and paragraphs and introduces college-level essay writing. In addition, this course includes a thorough review of the basic and advanced rules of grammar, sentence structure, and diction.

### MAT090\*

#### Foundations of College Mathematics\* (3 cr. hours)

This course does not count for credit toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class. Individuals who have earned credit in MAT095 or higher level mathematics may not earn credit in MAT090.

#### Offered As Needed

An algebraic foundation course covering algebraic expressions, solving linear equations, graphing in the Cartesian plane, and solving algebraic applications.

### MAT095\*

#### College Mathematics\* (3 cr. hours)

**Prerequisite:** MAT090 ("C" or better) or placement. This course does not count for credit toward graduation. Students must pass with a "C" or better and will be allowed two (2) attempt to pass this class.

#### Offered Fall, Spring on-campus

An applied approach to traditional algebra topics including linear equations and inequalities, systems of linear equations, polynomials, factoring, rational expressions, and radical expressions. Emphasis will be placed on application problems.

## DEC: GENERAL EDUCATION CORE

### DEC100

#### Engage (3 cr. hours)

A lab fee is associated with this course.

#### Offered Fall & Spring on-campus and Summer, Fall & Spring online

This is the first of a required four-course sequence in the General Education curriculum. Emphasis is placed on helping each new student successfully transition to Tiffin University by building connections, encouraging professionalism, and improving academic success in the areas of communication, research, and critical thinking. A primary focus of this course is to facilitate students' understanding of academic programs and related career opportunities. The course includes a required experiential learning component to extend students' learning and engagement within the Tiffin and University communities. To this end, the course aims to foster a sense of belonging, promote engagement in the life of the University, encourage individual responsibility, and articulate to students the expectations and values of the University.

### DEC200

#### Explore (3 cr. hours)

**Prerequisites:** ENG142; DEC100; 28-54 credit hours

#### Offered Fall & Spring on-campus and Summer, Fall & Spring online

This is the second of a required four-course sequence in the General Education curriculum. Emphasis is placed on students' developing competence and proficiency in research techniques, critical analysis, problem-solving, multimodal



communication methods, and professional networking. The course aims to assist students with their sense of identity within a community in relation to multiple cultural perspectives in order to better recognize issues related to societal problems. Rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices are included in the course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

### **DEC250 (Transfer)**

#### **Engage & Explore (3 cr. hours)**

*A lab fee is associated with this course.*

**Prerequisite:** 28-54 credit hours

**Corequisite:** ENG142

#### **Offered Fall & Spring on-campus**

This course is the first of the required three-course sequence in the general education curriculum for qualifying transfer students. Emphasis is placed on helping each transfer student successfully acclimate to Tiffin University by building campus connections, encouraging professionalism, and improving academic success in the areas of communication, research, and critical thinking. In addition, students will develop competence and proficiency in research techniques, critical analysis, problem-solving, multimodal communication methods, and professional networking. The course aims to assist students with their sense of identity and belonging within a community through engagement and exploration of multiple cultural perspectives in order to better recognize and understand issues related to societal problems. Rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices are included in this course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

### **DEC300**

#### **Connect (3 cr. hours)**

**Prerequisite:** DEC200 or DEC250; 55-81 credit hours

#### **Offered Fall & Spring on-campus and Summer, Fall & Spring online**

This is the third of a required four-course sequence in the General Education curriculum. Emphasis is placed on students applying critical analysis, problem-solving, research techniques, and multimodal communication methods in order to question assumptions, hypotheses, and evidence. The course aims to assist students with their understanding of how culture affects and influences their identity and their interactions within societal organizations. Rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices are included in this course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

### **DEC320**

#### **Connect**

**Prerequisite:** Transfer Student with Associates Degree

#### **Offered Summer, Fall & Spring Online**

*Note: A lab fee is associated with this course*

This course focuses on students developing competence and proficiency in critical analysis, problem-solving, research techniques, multimodal communication methods, and professional networking. The course includes rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices focused on the students' professional position intended at graduation. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice. The course also assists students with understanding how culture affects and influences their identity and their interactions within societal organizations.

### **DEC400**

#### **Impact (3 cr. hours)**

**Prerequisite:** DEC300; 82 credit hours completed

#### **Offered Fall & Summer on-campus and Summer, Fall & Spring online**

This is a capstone experience and the final class of a required four-course sequence in the General Education curriculum. Students will present cumulative work from their experiences in prior courses with emphasis placed on students' integration and synthesis of their acquired skills in problem-solving, multimodal communication methods, professional networking, critical analysis, and research techniques. The course aims to assist students with developing a sense of agency and responsibility for engagement within society. Rigorous academic curriculum and experiential learning structures using integrative teaching and learning practices are included in this course. The purpose of this course is to facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practice.

### **DEC420**

#### **Impact (3 cr. hours)**

**Prerequisite:** DEC320; 82 credit hours completed

This is a capstone experience and the final class of a required two-course sequence in the General Education curriculum for transfer students with more than 60 credit hours. Students will present cumulative work from their

experiences in DEC320 with emphasis placed on students' integration and synthesis of their acquired skills in problem-solving, multimodal communication methods, professional networking, critical analysis and research techniques. The course aims to assist students with developing a sense of agency and responsibility for engagement within society. rigorous academic curriculum and experiential learning structures using integrative reaching and learning practices are included in this course. The purpose of this course into facilitate experiences for students that lead them to make connections between classroom studies and life outside the classroom in a way that transforms theory into practices.

## ACC: ACCOUNTING

### ACC190, ACC290, ACC390, ACC490

Special Topics (3 cr. hours)

*Prerequisite:* None, unless listed in the schedule of courses

*Offered As Needed*

Topics will vary. May or may not be writing Intensive.

### ACC210

Financial Accounting (3 cr. hours)

*Offered Fall & Spring on-campus and Fall & Spring online*

This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision-making.

### ACC228

Managerial Accounting (3 cr. hours)

*Prerequisite:* ACC210

*Offered Fall & Spring on-campus and Spring online*

This course is designed to provide information to the management student who will be charged with directing and controlling operations from within the organization. Emphasis is placed on corporation reports, statements, schedules, and summaries prepared for the use of management.

### ACC301

Intermediate Accounting I (3 cr. hours)

*Prerequisite:* ACC210 ("C" or better); Must pass this course with a "C" or better to enroll in ACC302.

*Offered Fall on-campus and Spring online*

Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting I includes the role of accounting as an information system and economic resources.

### ACC302

Intermediate Accounting II (3 cr. hours)

*Prerequisite:* ACC301 ("C" or better)

*Offered Spring on-campus and Summer online*

Intermediate Accounting is a study of financial accounting theory in relation to reporting practices. Emphasis is on generally accepted accounting principles as promulgated by official accounting boards (i.e. FASB). Intermediate Accounting II includes financial instruments and additional topics.

### ACC304 (w)

Federal Income Tax (3 cr. hours)

*Prerequisite:* ACC210; this is a writing intensive course.

*Offered Spring on-campus and Fall online*

Determination of taxable and nontaxable income, deductions, and tax liability for individuals and corporations. Includes background and objectives of the federal tax system.

### ACC313

Cost Accounting I (3 cr. hours)

*Prerequisite:* ACC228; ("C" or better)

*Offered Fall on-campus and Summer online*

A comprehensive study of the cost accounting cycle. Includes job order costing techniques and procedures.

### ACC314

Cost Accounting II (3 cr. hours)

*Prerequisite:* ACC313 ("C" or better)

*Offered Spring on-campus and Summer online*

Continuation of ACC313. Emphasis is on process and standard costing techniques. Includes cost control and management decision concepts.

### ACC385

Applied Analytics in Accounting (3 cr. hours)

*Prerequisites:* ACC210, ACC228, and CST285

*Offered Fall & Spring on-campus and Spring online*

This course will assist students in developing skillsets to operate with an analytic mindset. Students will be able to apply these skills in all accounting fields including financial reporting, taxation, auditing, fraud & forensics, and consulting.

**ACC403****Accounting Information Systems (3 cr. hours)**

*Prerequisites:* ACC210, DLT101, Junior standing

*Offered Fall on-campus and Summer online*

This course lays a foundation for understanding accounting user support, information technology, and business problem solving. The emphasis of this course is the interrelationship between different facets of an accounting information system. A detailed study of both a manual system and a computerized system is included.

**ACC404****Auditing (3 cr. hours)**

*Prerequisite:* ACC403

*Offered Spring on-campus and Fall online*

Presents a basic overall framework of auditing and assurance services including both conceptual and procedural matters. Discusses ethical concepts of the accounting profession.

**ACC405****Fraud Examination in Accounting (3 cr. hours)**

*Prerequisite:* ACC403 or concurrent

*Offered Spring*

Covered in this course are the nature of fraud, and general concepts about fraud detection and prevention. Investigative methods cover several elements of fraud: the theft act, the concealment of fraud, and the conversion of assets taken. Various types of fraud studied include financial statement (management) fraud, fraud against the organization, and consumer fraud.

**ACC406****Governmental and Not-for-Profit Accounting (3 cr. hours)**

*Prerequisite:* ACC210

*Offered Fall on-campus and Spring online*

This course is designed to develop the student's ability to analyze and record accounting transactions, prepare financial statements, and analyze accounting information for decision-making.

**ACC408****Oil & Gas Accounting (3 cr. hours)**

*Prerequisite:* ACC210

*Offered Fall*

This introduction to oil and gas accounting will include accounting practices focusing on exploration and production companies. Students will gain knowledge regarding successful-efforts and full-cost accounting, production costs, joint interest operations, revenue streams, and tax matters. Additionally, students will learn about asset impairment, retirement obligations, and other financial reporting requirements within the industry.

**ACC470****Internship (3 cr. hours)**

*Prerequisite:* Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

*Offered Fall, Spring, Summer on-campus and online*

Provides the student with on-the-job experience in varied aspects of accounting. Hours and work assignments will be arranged on an individual basis.

**ACC491****Accounting Research Project (3 cr. hours)**

*Prerequisite:* ACC majors only; Senior standing and permission of School Dean or Designee

*Offered Spring online*

The Research Project is a challenging part of the Accounting Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Accounting Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Accounting Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

**ART120****Two-Dimensional Foundations (3 cr. hours)**

*A materials fee is associated with this course.*

***Offered Fall, Spring on-campus***

In this hands-on introductory course, students will use two-dimensional media to learn specific techniques for creative problem solving, and methods to increase visual creativity and perception. Students will explore the elements and principles of visual design including (but not limited to) line, shape, color, texture, value, composition and space using graphite, inks, charcoal, and acrylic paint. Students are exposed to the role of two-dimensional art in contemporary society. Problem solving on an individual and group level is stressed.

This course will develop multiple strategies when making a drawing/painting, according to the specific intentions of a particular investigation. Expression and gesture will be a way to record the elusive and essential qualities of a subject. Compositional development will also be emphasized through the consideration of proportion, placement and the manipulation of a drawing/painting structure.

**ART130****3-Dimensional Foundations (3 cr. hours)**

*A materials fee is associated with this course.*

***Offered as needed on-campus***

This hands-on, introductory course will introduce students to the language and experience of 3-dimensional form. Assignments will encourage students to develop concepts, work through ideas, to experiment, and to embrace risks in the design process. Both traditional as well as non-traditional 3-dimensional media will be emphasized. Students are exposed to the role of 3-dimensional concepts as a basis for sculpture, architecture, and industrial design. Problem solving on an individual and group level is stressed.

**ART151****Principles of Design (3 cr. hours)*****Offered Fall on-campus***

In this hands-on introductory course, students will learn to use the tools and techniques of digital drawing and painting - including basic composition, using shadow and highlight to create the illusion of volume and how to use atmospheric and linear perspective to create the illusion of space. Students will produce artwork with applications to the fields of visual/concept art and illustration, including basic brand and publication design. They will also use these digital drawing and painting skills to learn specific techniques for creative problem solving as well as methods to increase visual creativity and perception. Students will also receive extensive training in the use of computer drawing tablets.

**ART190, ART290, ART390, ART490****Special Topics (3 cr. hours)*****Offered as needed***

*A materials fee is associated with this course.*

**Prerequisite:** None, unless listed in the schedule of courses. May or may not be writing intensive.

These courses offer students topics of special interest that will increase knowledge and understanding of a particular subject area in the visual arts. Problem solving on an individual and group level will be stressed. Research and basic computer imaging applications will be incorporated in various assignments.

**ART210****Art Appreciation (3 cr. hours)**

*A materials fee is associated with this course.*

***Offered Fall & Spring on-campus and Summer, Fall & Spring online***

This art course introduces the non-art major to the fundamentals of art, the Formal Elements and Principles of the visual and plastic arts. It will provide the student with the opportunity through experiential learning to explore methods, materials and processes used in the creation of visual art. The student will further develop critical thinking skills, individual problem solving and group problem solving.

**ART221****Brand Creation (3 cr. hours)**

*A materials fee is associated with this course.*

***Offered Fall on-campus***

Student will apply fundamentals of image editing, drawing and graphic design in order to create projects within the business field, including advertising and marketing projects, to demonstrate their technical skills with organization, management, communication, ethics and hard work. Students will be given challenging real-world branding projects and assignments typical of the graphic design industry.

**ART224****Mixed Media (3 cr. hours)**

*A materials fee is associated with this course.*

***Offered Fall even numbered years on-campus***

In this course students will explore traditional and nontraditional materials used in historical and contemporary artworks. Students will explore, apply, and analyze artistic models for inspiration. Formal theories and techniques will be used to resolve and understand the process and practice of works produced in mixed media.

The formal elements and principles of design will be utilized to organize the artistic compositions. Visual aesthetics

and relationships will be used to define form and function. Various construction methods will be used to create well-crafted and theory-based projects. A familiarization with real life experiences will be emphasized in order to develop a sensitivity and awareness of the physical world. Student will have the opportunity to produce cohesive works that have their own artistic visions, through research, art history and theory. This course will explore 20th & 21st century art marking in Media Intervention, Collage, Political Art, Green Works, Assemblage and various artists that apply to student interests.

### **ART322**

#### **Printmaking (3 cr. hours)**

*A materials fee is associated with this course.*

**Prerequisites:** ART120 or ART130, DMD134

**Offered Spring even numbered years on-campus**

Students will explore the traditional printmaking techniques (drypoint etching, monotype, collagraph, and linocut) and develop their studio art skills. Emphasis will be placed on critiques and creative problem solving, and on developing a working creative process. After the fundamentals are learned, students are encouraged to approach printmaking in a variety of ways that may include the production of single or multiple prints, as well as incorporation of text, digital images, and multiple print processes. Students will work to develop an advanced studio art practice and establish independent working methods. They will create a long-term, self-designed project that results in a final portfolio based on theme.

### **ART324**

#### **Digital Mixed Media (3 cr. hours)**

**Prerequisite:** DMD134, smart phone

**Offered as Needed**

This course is a learning laboratory for digital art-making processes and explores the Intersections between digital storytelling, culture and different modes of presentation, including bringing the art to the physical world. Students will use digital media resources to acquire material for the basics of digital collage, video editing, storyboarding and sound design. This course builds on digital art concepts such as image compositing, appropriation, collage, and remixing, and projects move from concept to output through streamlining workflow.

### **ART325**

#### **Graphic Design (3 cr. hours)**

*A materials fee is associated with this course*

**Offered as needed on-campus**

This course will investigate the mechanics of visual perception using digital design tools. Focus will be on the formal properties of design including space, line, plane, mass, shape, texture, and color; and the organizational fundamentals of unity, balance, rhythm, and movement. Students will prepare and produce a series of digital design projects that are relevant to professional practices. Emphasis will be given to the principles of planning and visual thinking needed to communicate ideas. Problem solving on an individual and group level will be stressed.

### **ART331**

#### **3D Production (3 cr. hours)**

*A materials fee is associated with this course*

**Offered Fall on-campus**

This hands-on course will explore the range of 3D printing and Prototyping technologies and their application in modern industrial, design, and creative fields. Assignments will encourage students to develop concepts, work through ideas, experiment and embrace risk in the design process. Students are exposed to Slicer programs and other software and 3D printing, basics in creation on three-dimensional production concepts for industrial, end use parts, figurines, trinkets and 3D printer farms.

### **ART420**

#### **Interactive Digital Design (3 cr. hours)**

**Prerequisites:** ART325, DMD134, or by permission of the instructor

**Offered Spring**

This course examines the aesthetic, conceptual, and technical foundations of new media art-making. Students explore the form and space of new media images through a wide variety of materials and media, including creating and editing digital images, audio and video, and embedding multimedia in Web pages. The course emphasizes strategies for idea generation and story-telling on multiple platforms through hands-on production of new media art combined with discussion of its place in contemporary society.

### **ART432**

#### **Visual Problem Solving (3 cr. hours)**

*A materials fee is associated with this course*

**Offered Spring on-campus**

This course will be a project-based course in which students will use all previously acquired skills in design, photo, video, editing, etc. to visually problem-solve a series of corporate media needs. Using their skills of analysis, design layout, effective writing and communication and so on, students will learn how to manage projects and work for clients. Students will learn how to synthesize and apply their learning to new situations in which they must meet their clients needs. The project topics could be new brand promotion, re-branding an old product, introducing a project into a new market or others. Students will begin by analyzing and assessing the needs for all projects and work through the issues involved. As students work, they will track their time and create individual invoicing for imaginary clients.



## BIO: BIOLOGY

### BIO101

#### Contemporary Biological Problems (3 cr. hours)

**Co-requisite:** BIO101L

*Offered Online only*

An introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life. The following topics will be covered: cells, genetics, evolution, diversity of life, plant and animal structures and functions, and ecology. There is a lab component to this course.

### BIO101L

#### Contemporary Biological Problems Lab (1 cr. hour)

**Co-requisite:** BIO101; A lab fee is associated with this course.

*Offered Online only*

This is the mandatory lab component of BIO101, an introductory course that stresses the principles of biology and pertinent applications to increase appreciation and to demonstrate that biology is a science relevant to everyday life.

### BIO120

#### General Biology I (3 cr. hours)

**Co-requisite:** BIO120L

*Offered Fall on-campus*

This is the first half of a two-course sequence in intensive biology designed for students majoring in sciences. This course will introduce the principles and concepts of biology. Topics that will be covered in this course will include foundations in biology: chemical context of life; carbon and molecular diversity of life; energy transformations; the cell structure, signaling and metabolism; cell cycle; genetics of inheritance, gene expression, development and evolution; patterns of evolution and the origin of species. There is a lab component to this course.

### BIO120L

#### General Biology I Lab (1 cr. hour)

**Co-requisite:** BIO 120

*Offered Fall on-campus*

This is the lab part of the first half of a two-course sequence in intensive biology designed for students majoring in sciences. This course will introduce the principles and concepts of biology. Topics that will be covered in this course will include foundations in biology: Application of the scientific method in biology, simple laboratory techniques for quantitative methods, simple cellular functions; energy transformations; the cell structure and cell division; genetics of inheritance, nature of DNA, patterns of evolution and the origin of species.

### BIO121

#### General Biology II (3 cr. hours)

**Prerequisite:** BIO120; **Co-requisite:** BIO121L

*Offered Spring on-campus*

This course is the second of a two-course sequence designed to give students majoring in the sciences an intensive introduction to the biological sciences and follows BIO 210, General Biology I. Topics that will be covered in this course include taxonomy and the fundamentals of phylogenetic relationships among major groups of living organisms; comparative morphology, anatomy, physiology and reproduction as pertinent to each group; the biological communities and ecosystems, exploring the interactions between organisms and the living and non-living components of their environments and conservation biology. There is a lab component to this course.

### BIO121L

#### General Biology II Lab (1 cr. hour)

**Prerequisite:** BIO120; **Co-requisite:** BIO121; A lab fee is associated with this course.

*Offered Spring*

This is the lab part of the second half of a of a two-course sequence designed to give students majoring in the sciences an intensive introduction to the biological sciences and follows BIO 210, General Biology I and BIO 210 Lab. Topics that will be covered in this course include taxonomy and phylogenetic relationships among major groups of living organisms; comparative morphology, anatomy, physiology and reproduction in plant and animal groups; the biological communities and ecosystems, population growth and conservation biology.

### BIO150

#### Medical Terminology (3 cr. hours)

**Prerequisite:** NAT150

*Offered Spring online*

This course includes a comprehensive study of the basic structure of medical terminology that is necessary to work in healthcare. Spelling is emphasized as the student develops a professional vocabulary.

### BIO215

#### Anatomy and Physiology I for Health Sciences (4 cr. hours/6 contact hours)

**Co-requisite:** One year of high school Biology with a grade of B or higher. Must be an enrolled student in B.S. Applied Health Science program.

A lab fee is associated with this course.

**Offered Fall, Spring on-campus**

This course is the study of the structure and function of the human body. It focuses on the fundamental concepts of body organization and cellular function. The structure, functions, and terminology of the skeletal, muscular, integumentary, and nervous systems are considered. This course is part of a series of eight (8) credit hours. A student must earn a minimum of B (80%) grade in this course.

**BIO215S**

**Anatomy and Physiology I Supplemental Instruction (0 cr. hours)**

**Co-requisite:** BIO215

**Offered Fall**

This course will be required for nursing students taking Human Anatomy I for Health Sciences. This will complement the materials being covers in the existing lab and lectures courses. By the end of the course students will be able to pass BIO215 with a satisfactory grade to apply to the nursing clinical program and Mercy College.

**BIO216**

**Anatomy and Physiology II for Health Sciences (4 cr. hours/6 contact hours)**

**Pre-requisite:** Grade of B or higher in BIO215. Must be an enrolled student in the B.S. Applied Health Science Program

A lab fee is associated with this course.

**Offered Fall, Spring on-campus**

This course is the a study of the structure and function of the human body. Focuses on structure and function of the circulatory, respoiratory, digestive, excretory, endocrine and reproductive systems. Acid-base and fluid electrolyte balance are also considered. Three-hour lecture, three contact hours lab. A student must earn a minimum of a grade of "B" (80%) in this course. This course is part of a series of eight (8) credit hours.

**BIO216S**

**Anatomy and Physiology II Supplemental Instruction (0 cr. hours)**

**Co-requisite:** BIO216.

**Offered Fall & Spring**

This course will be required for nursing students taking Human Anatomy II for Health Sciences. This will complement the materials being covers in the existing lab and lecture courses. By the end of the course student will be able to pass BIO216 with a satisfactory grade to apply to the nursing clinical program and Mercy College.

**BIO221 (w)**

**Human Anatomy & Physiology I (3 cr. hours)**

**Prerequisite:** BIO211, BIO211L, CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** BIO221L; this is a writing intensive course.

**Offered Fall on-campus**

This is an advanced course that will provide an understanding of the human anatomy and how the body functions. This is the first part of a two semester course. It covers the anatomy and physiology of the cell, tissues, skeletal and nervous systems. The course will cover basic anatomical and directional terminology: fundamental concepts and principles of cell biology; histology; the integumentary system; skeletal: bones and skeletal tissues, muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses. The information will be applied to predict and describe the anatomical and physiological results of disruptions to the normal status of the human body. There is a lab component to this course.

**BIO221L**

**Human Anatomy & Physiology I Lab (1 cr. hour)**

**Prerequisite:** BIO101 and CHM132 or CHM245; **Co-requisite:** BIO221

A lab fee is associated with this course.

**Offered Fall on-campus**

This course is the lab component of BIO221. It will provide hands-on experience on basic anatomical and directional terminology: fundamental concepts and principles of cell biology; histology; the integumentary system; skeletal: bones and skeletal tissues, muscular system: muscle tissue, joints, ligaments, and muscles; and nervous systems: central and peripheral; and special senses.

**BIO222**

**Human Anatomy & Physiology II (3 cr. hours)**

**Prerequisite:** BIO221 and BIO221L; **Co-requisite:** BIO312L

**Offered Spring on-campus**

This course is a continuation of BIO221 Human Anatomy and Physiology I and BIO221L Human Anatomy and Physiology Lab. This course will cover the endocrine system; the blood; the cardiovascular and respiratory systems; the lymphatic system and lymphoid organs and tissues; the immune system; the digestive system and the urinary system; the reproductive and developmental processes. The course will review the application of these concepts in the identification, diagnosis and treatment of diseased condition and will cover selected topics on clinical case studies. The course will also include a one-hour laboratory.

**BIO222L****Human Anatomy & Physiology II Lab (1 cr. hour)**

**Prerequisite:** BIO221 and BIO221L, earning a "C" or better; **Co-requisite:** BIO222. A lab fee is associated with this course.

**Offered Spring on-campus**

This course is the lab component of BIO222. It will provide hands-on experience on the endocrine system; the blood; the cardiovascular and respiratory systems; the lymphatic system and lymphoid organs and tissues; the immune system; the digestive system and the urinary system; the reproductive and developmental processes.

**BIO2??****Anatomy and Physiology II Supplemental Instruction (0 cr. hours)**

**Co-requisite:** BIO216

**Offered Spring**

This course will be required for nursing students taking Human Anatomy II for Health Sciences. This will complement the materials being covered in the existing lab and lectures courses. By the end of the course students will be able to pass BIO216 with a satisfactory grade to apply to the nursing clinical program and Mercy College.

**BIO250****Ecology and Evolution (3 cr. hours)**

**Co-requisite:** BIO211 & CHM132

**Offered Fall 2024 on-campus**

This course looks at the role of evolution in shaping the organisms alive today. This course will look at how evolution operates at the molecular, organismal and ecological levels. It will also look at the ways the environment impacts the evolutionary trajectories of organisms. Evolutionary topics covered will include genetic and phenotypic variation, natural selection, phylogenetics, population genetics, speciation and macroevolution. Ecological topics of climate, species interactions and biodiversity will also be discussed.

**BIO290****Pathophysiology (3 cr. hours)**

**Pre-requisite:** BIO216 and BIO216L

**Offered As Needed**

This course will examine the basic pathophysiological processes followed by a survey of diseases of the various body systems. The various ways in which these diseases manifest themselves as symptoms and signs, as well as laboratory findings leading to diagnosis, treatment and prognosis, will be discussed. Students will critically analyze several case study examples.

**BIO325****Botany (3 cr. hours)**

**Pre-requisite:** BIO211 & CHM132

**Co-requisite:** BIO325L

**Offered Spring Even on-campus**

A general survey of the plant kingdom. Introduction to plant morphology, physiology, genetics, reproduction, classification, evolution and ecology. Combined lecture/lab (there is a corequisite lab component to this course).

**BIO325L****Botany Lab (1 cr. hours)**

**Pre-requisite:** BIO211 & CHM132

**Co-requisite:** BIO325

**Offered Spring Even on-campus**

This class is a general laboratory introduction into the plant Kingdom. This includes plant morphology, physiology, genetics, reproduction, classification, evolution and ecology. Combined lecture/lab (there is a corequisite lecture component to this course).

**BIO333****Genetics (3 cr. hours)**

**Prerequisites:** BIO121 and BIO121L, earning a "C" or better; **Co-requisite:** BIO333L

**Offered Fall on-campus**

This course is an introduction to the concepts of genetics. The course will cover the basic fundamentals of genetics and their applications. It will cover the current principles of heredity including gene structure, function, regulation and gene transfer. Other areas will include DNA technology, genomics, heritable diseases and population genetics, quantitative genetics, and evolutionary genetics. There is a required lab component to this course.

**BIO333L****Genetics Lab (1 cr. hour)**

**Prerequisites:** BIO121 and BIO121L, earning a "C" or better; **Co-requisite:** BIO333; A lab fee is associated with this course.

**Offered Fall on-campus**

This laboratory will cover principles of Mendelian inheritance, drosophila genetics and other biotechnology processes applied in the field of genetics. The students will be expected to apply the principle covered in lecture to processes in the lab.

**BIO350****Animal Behavior (3 cr. hours)****Offered Spring Odd on-campus**

This course is a comparative study of animal behaviors and analysis of their adaptive value, physiological mechanisms, development and evolution, within their ecological and social context. During this course students will learn how to apply scientific reasoning to understand both the evolution and mechanisms behind animal behavior with an emphasis on how evolution joins numerous sub disciplines within the field.

**BIO373****Microbiology (3 cr. hours)**

**Prerequisites:** BIO333 and BIO 333L, earning a "C" or better; **Co-requisite:** BIO373L

**Offered Fall on-campus**

This is an introductory course that will provide an understanding of the key microbiological concepts including the basic characteristics of microorganisms as well as the relationship between microbes, humans and their environment. The course will review the application of these concepts in the identification, prevention and treatment of infectious diseases and will also cover selected topics on microbial agents with emerging trends in microbiology. Throughout the course both harmful and beneficial aspects of microorganisms will be covered. There is a required lab component to this course.

**BIO373L****Microbiology Lab (1 cr. hour)**

**Prerequisites:** BIO333 and BIO 333L, earning a "C" or better; **Co-requisite:** BIO373; A lab fee is associated with this course.

**Offered Fall on-campus**

This one credit laboratory component will cover basic techniques in microbiology such as methods of staining and the microscopic, colonial and biochemical identification of microorganisms as well a pure culture techniques.

**BIO410****Developmental Biology (3 cr. hours)****Offered Spring odd on-campus**

This class is an introduction to the process growth and development covering the genetic control of cell growth, differentiation and the mechanisms that direct the development of multicellular organisms. Topics include gametogenesis, fertilization, gastrulation, organogenesis, sex determination, developmental gene regulation and teratology.

**BIO445****Cellular and Molecular Biology (3 cr. hours)**

**Prerequisites:** CHM411, CHM411L, BIO373 and BIO373L, earning a "C" or better; **Co-requisite:** BIO445L

**Offered Spring on-campus**

This course is an introduction to cell and molecular biology, which deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. Finally, the course will investigate how genes are maintained or change in a population, potentially resulting in the evolution of entirely new types of living organisms. The relationship of biology to everyday life and human society will also be emphasized throughout the course.

**BIO445L****Cellular and Molecular Biology Lab (1 cr. hour)**

**Prerequisites:** CHM411, CHM411L, BIO373 and BIO373L, earning a "C" or better; **Co-requisite:** BIO445; A lab fee is associated with this course.

**Offered Spring on-campus**

This course is an introductory course in concepts of cell and molecular biology. It deals with cells, the fundamental building blocks of life and molecules that make up the cells. The course will include the interaction of these molecules with each other during the life of a cell, and the genetic mechanisms by which the characteristics are passed on from generation to generation will also be explored. The purpose of the lab is to familiarize students with the different molecular techniques with emphasis on DNA technologies. These techniques are used to interpret how cells function at molecular level of the gene.

## BIA: BUSINESS INTELLIGENCE AND DATA ANALYTICS

### **BIA273**

#### **Applied Business Statistics (3 cr. hours)**

*Offered TBD*

This course introduces students to descriptive and inferential statistics for use in business-related applications. Measures of central tendency and dispersion, simple probability, data analysis and statistical inference are examined. The use of computer software for analyzing statistical data is addressed.

### **BIA290**

#### **Introduction to Artificial Intelligence (3 cr. hours)**

*Offered TBD*

This is an introductory course to artificial intelligence that covers fundamental topics in AI, including search, reasoning, knowledge representation, planning and machine learning.

### **BIA299**

#### **Data Mining for Decision Making (3 cr. hours)**

*Offered TBD*

This course provides both theoretical and practical knowledge of data mining topics. Students have the opportunity to work with a number of exercises to practice and understand the uses of data mining in business organizations. Students complete a data mining project as part of the course requirements.

### **BIA300**

#### **Data Analysis and Business Modeling (3 cr. hours)**

*Offered TBD*

This course is designed to introduce the concept of business analytics. Analytics helps businesses make better decisions by using sound judgment and data. This is a skill development class that explores how statistics are used in business. Students in this course develop a specialized skill set used in a variety of roles within an organization.

### **BIA305**

#### **Business Analytics (3 cr. hours)**

*Offered TBD*

This course examines methods that have been studied in previous Business Intelligence major courses and those from the business core prove to be of value in recognizing patterns and making predictions from an applications perspective. Course learning involves utilizing a variety of software to aid in the review of analytical cases to improve understanding of enterprise-level analytics. Students build a data warehouse, using data profiling and quality skills and lifecycle models introduced in the course.

### **BIA400**

#### **Machine Learning for Business Modeling (3 cr. hours)**

*Offered TBD*

This course covers the Machine Learning processing Python, reinforcing concepts from Python fundamentals. Students will learn how to create predictive classification models for business, fine-tune and test the process and how to interpret the results.

### **BIA410**

#### **Data Visualization for BI (3 cr. hours)**

*Offered TBD*

In this course students will learn that data visualization is the graphical representation of information and data. In this course, students will use Python for visual elements like charts, graphs and maps, data visualization tools provide an accessible way to see and understand trends, outliers and patterns in data. Additionally, provides an excellent way for employees or business owners to present data to non-technical audiences without confusion.

### **BIA420**

#### **BIG Data Analytics in Business**

*Offered TBD*

This course will examine the applications of machine learning, data and text mining for big data, Hadoop, cloud-based solutions, fundamentals of big data programming, social media and big data, NoSQL, GIS and business case studies.

### **BIA460**

#### **Capstone Project (3 cr. hours)**

*Offered TBD*

This course provides students with the opportunity to demonstrate competency in the key domains of business intelligence analytics. Students will integrate knowledge gained throughout the program including leadership and

management principles, business policy and strategy, information systems analysis and design, database concepts, big data, data mining and statistics to complete the capstone project in this course. The capstone course allows students to create one usable project that will demonstrate the skills gained in the program and showcase the project to potential employers. The Capstone project covers all elements learned throughout the program and includes many different concepts such as business intelligence analytics, information system analysis and design, machine learning, data visualization and an oral presentation of the project to showcase the project.

### **BIA470**

#### **Internship (3 cr. hours)**

*Offered TBD*

The Internship is an opportunity for students to apply theories, ideas, principles and skills learned in the classroom to a project of problem-solving in practice. Students further develop skills for becoming business intelligence analytics professionals. The internship experience is about understanding data analytics, business intelligence and business needs and practices within an organizational context, including their culture, computing and management systems, operations, resources, products, service areas and specialty areas. The internship is about blending students' skills together from all of the classes to produce and communicate an outcome and conclusion.

## **CDS: CYBER SECURITY**

### **CDS190, CDS290, CDS390, CDS490**

#### **Special Topics (3 cr. hours)**

*Prerequisite: None, unless listed in the schedule of courses*

*Offered As Needed*

### **CDS152**

#### **Introduction to Cyber Security (3 cr. hours)**

*Offered Fall, Spring on-campus*

This course will provide a foundational overview of the computer network operations, their vulnerabilities, the various types of automated network intrusions, and some basic defense strategies-to include Defense in Depth. The basic elements of access control process, application security, operating system security, human element security and physical security will be examined. Essential cryptographic concepts will be introduced. Students will also become familiar with laws and regulations applicable to information security and privacy.

### **CDS244**

#### **Cyber Security (3 cr. hours)**

*Prerequisites: CDS152 or CST155*

*Offered Spring on-campus*

Information systems need to ensure confidentiality, integrity, and availability of information. This course explores the protection of information from unauthorized access, disruption, modification, and destruction through technology, physical, and social vectors.

### **CDS334**

#### **Technology and Crime (3 cr. hours)**

*Prerequisite: DLT101 or JUS110*

*Offered Fall, Spring on-campus*

This course is a survey of the use and potential of technology in justice agencies. The use of technology will be examined. Criminological theories related to the cyber-crime typologies will be evaluated.

### **CDS345**

#### **Cyber Law and Ethics (3 cr. hours)**

*Prerequisite: CDS244*

*Offered Fall on-campus*

This course will provide an overview of the primary laws and regulations, domestic as well as international, concerning computer network operations, including those affecting computer network defense, computer network exploitation, and computer network attack.

### **CDS348**

#### **Incident Management (3 cr. hours)**

*Prerequisites: CDS244, CDS345*

*Offered Spring on-campus*

This course will train students in methods used to work through and recover from a contingency, be it the result of network failure, natural disaster, or cyber-attack. The course will provide the basic elements of contingency planning and how to develop them. The focus will be given on various steps of the incident response and disaster recovery process. Business continuity planning and crisis management concepts will also be introduced.



**CDS351****Survey of Computer Forensics (3 cr. hours)**

*Prerequisite:* CST155

*Offered Fall on-campus*

This course will provide the student with an overview of current terms and concepts that form the basis for all computer investigations. A significant part of the course is devoted to examining the tools, techniques, and methods used to perform computer forensics and investigations. Students will learn how to collect, preserve, analyze, and document all types of digital evidence, from computers running various operating systems, mobile devices, email, and more. The course will also incorporate a review of typical computer crimes and common computer intruder methods.

**CDS355****Penetration Testing & Vulnerability Analysis (3 cr. hours)**

*Prerequisites:* CST201, CDS244

*Offered Spring on-campus*

This course will equip students to evaluate a network to discover potential security vulnerabilities and rectify those issues. Students will learn the most common security mistakes as well as the necessary corrective action, and will be able to probe networks to determine if any of those common vulnerabilities can be exploited. The roles, missions, and appropriate applications of Red Teams and Blue Teams will be discussed.

**CDS372****Mobile Forensics (3 cr. hours)**

*Prerequisites:* CDS351

*Offered XXXX*

Mobile Forensics is the science of retrieving data from a mobile device under forensically sound conditions. This course will provide an overview of methods, tools and techniques in mobile forensics. The student will learn and apply investigative techniques in various mobile platforms, like iOS and Android. The course will introduce the latest open source and commercial mobile forensic tools, enabling the student to retrieve and analyze data effectively.

**CDS424****Applied Network Security (3 cr. hours)**

*Prerequisite:* CDS244 and CST230

*Offered Fall on-campus*

This course offers a unique, in-depth look at the major business challenges and threats that organizations are facing when they are connected to public networks. This course provides a comprehensive explanation of network security basics, including how hackers gain access to online networks, and the use of Firewalls and Virtual Private Networks (VPNs) to provide counter-measures. Using examples and exercise from the field, this course incorporates hands-on activities to prepare the students to disarm threats and prepare for emerging technologies and future attacks.

**CDS435****Advanced Digital Forensics (3 cr. hours)**

*Prerequisite:* CDS351

*Offered Fall on-campus*

This course will discuss advanced digital forensics, evidence, and case preparation. Concepts will include Access Data's Forensic Tool Kit (FTK). E-Discovery and courtroom testimony will be discussed and demonstrated. Students will learn about the importance of forensic principles, legal considerations, digital evidence controls, and documentation of forensic procedures. This course will incorporate demonstrations and laboratory exercises to reinforce practical applications of course instruction.

**CDS444****Wireless Security (3 cr. hours)**

*Prerequisites:* CDS244 and CST230

*Offered: Fall on-campus*

This course will provide information on how wireless and mobile communication networks operate. Students will become familiar with security risks, threats and vulnerabilities associated with the use of wireless networks and mobile devices both at home and in the corporate environment. Three major mobile operating systems, the vulnerabilities of each, and security solutions will be examined. Wireless LAN auditing, mobile malware and mobile device fingerprinting concepts will be introduced.

**CDS445****Cyber Warfare (3 cr. hours)**

*Prerequisites:* CDS355

*Offered Spring on-campus*

This course explores the past, current, and future threats of information warfare and cyber terrorism. It provides an overview of information warfare and cyber terrorism techniques and capabilities of state and non-state actors through

case study analysis. An exploration of current and future technology and development of information warfare and cyber terrorism techniques is utilized to develop future threat matrices and countermeasures.

### **CDS491 (w)**

#### **Senior Seminar in Cyber Defense (3 cr. hours)**

**Prerequisites:** Senior standing and permission of School Dean or Designee; this is a writing intensive course.

This course provides a capstone experience in cyber defense. It develops more advanced skills in penetration testing, network vulnerability assessments, and detecting and responding to intrusion. The course utilizes a laboratory setting to enhance learning objectives.

## **CHM: CHEMISTRY**

### **CHM121**

#### **Introduction to Organic and Biochemistry (4 cr. hours/6 contact hours)**

**Co-requisite:** MAT181; must be an enrolled student in the B.S. Applied Health Science program

A lab fee is associated with this course.

**Offered Fall, Spring on-campus**

A lecture and laboratory course that focuses on organic chemistry (hydrocarbons, alcohols, ethers, aldehydes, ketones, carboxylic acids, esters, amines, and amides), the structure and function of bio-chemical (carbohydrates, lipids, amino acids, proteins, nucleic acids), and metabolism. Must earn a grade of B (80%) or higher.

### **CHM131**

#### **General Chemistry I (3 cr. hours)**

**Co-requisite:** CHM131L and MAT181/ MAT275/MAT281

**Offered Fall on-campus**

A first semester course in general chemistry. Topics covered include molecular theory, atomic structure, gasses, aqueous solutions, thermo-chemistry, bonding, and molecular geometry. Lab required.

### **CHM131L**

#### **General Chemistry I Lab (1 cr. hour)**

**Co-requisite:** CHM131; A lab fee is associated with this course.

**Offered Fall on-campus**

This course is a general introduction to experimental chemistry including safety in a lab environment, general lab skills, Calorimetry, electrochemistry, and other analytical concepts. The course will also address physical and chemical properties of substances and chemical reactions.

### **CHM132**

#### **General Chemistry II (3 cr. hours)**

**Prerequisite:** CHM131 and CHM131L, earning a "C" or better; **Co-requisite:** CHM132L

**Offered Spring on-campus**

This second semester course includes topics on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry. Lab required.

### **CHM132L**

#### **General Chemistry II Lab (1 cr. hour)**

**Prerequisite:** CHM131 and CHM131L, earning a "C" or better; **Co-requisite:** CHM132; A lab fee is associated with this course.

**Offered Spring on-campus**

This second semester course includes lab processes on organic chemistry, solutions, chemical kinetics, equilibrium, acids and bases, redox reactions, electrochemistry, and nuclear chemistry.

### **CHM190, CHM290, CHM390, CHM490**

#### **Special Topics (3 cr. hours)**

**Prerequisite:** None, unless listed in the schedule of courses.

**Offered as Needed**

Topics will vary. May or may not be writing intensive.

### **CHM281**

#### **Analytical Chemistry (3 cr. hours)**

**Prerequisites:** CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM281L

**Offered Fall on-campus**

This course will serve as an introduction to the basic concepts of analytical techniques. Students will be expected to apply concepts learned in General Chemistry. The techniques and skills developed in the required lab will be essential for CHM481.

**CHM281L****Analytical Chemistry Lab (1 cr. hour)**

**Prerequisites:** CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM281; A lab fee is associated with this course.

**Offered Fall on-campus**

A one-semester course in quantitative analysis lab. The course will serve as a supplement to the lecture course. The basic concepts of analytical techniques and will serve as the upper level chemistry requirement for the Bachelor of Science Degree, and for the Forensic Science degree. The student will be expected to apply concepts learned in the lecture in the experiments. The lecture will accompany the course and is required. The techniques and skills developed in the laboratory will be essential for CHM481.

**CHM331****Organic Chemistry I (3 cr. hours)**

**Prerequisite:** CHM132 and CHM132L earning a "C" or better; **Co-requisite:** CHM331L

**Offered Fall on-campus**

The study of organic chemistry including the structure and nomenclature of organic compounds. Topics will consider both the theoretical and experimental approaches to organic compounds. Lab required.

**CHM331L****Organic Chemistry I Lab (1 cr. hour)**

**Prerequisite:** CHM132 and CHM132L earning a "C" or better; **Co-requisite:** CHM331; A lab fee is associated with this course.

**Offered Fall on-campus**

A one-semester laboratory course designed to study the IUPAC nomenclature of all organic functional groups, their physical & chemical properties and the reactions required to make them.

**CHM332****Organic Chemistry II (3 cr. hours)**

**Prerequisites:** CHM331 and CHM331L, earning a "C" or better; **Co-requisite:** CHM332L

**Offered Spring on-campus**

This second semester course in organic chemistry which includes topics on reaction types, physical properties, stereochemistry and the different methods of analyzing organic compounds. It will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.

**CHM332L****Organic Chemistry II Lab (1 cr. hour)**

**Prerequisites:** CHM331 and CHM331L, earning a "C" or better; **Co-requisite:** CHM332; A lab fee is associated with this course.

**Offered Spring on-campus**

A one-semester course in organic chemistry Lab. The course will serve as a supplemental course to the CHM332 lecture and it will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. Topics include stereochemistry and how it impacts physical and chemical properties, spectroscopy and details about organic chemical reactions. The student will be expected to apply concepts learned during the lecture course.

**CHM370****Scientific Research Design (3 cr. hours)**

**Prerequisites:** CHM132 and CHM132L, earning a "C" or better

**Offered Fall on-campus**

A one-semester course in Scientific Research Design. The course will serve as a basis for understanding all of the aspects of research and research proposals. This course will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree. The student will learn the history of large and small scale research projects, the creativity behind them, how to get them funded and the legal aspects of protecting the novel ideas and approaches that may be developed during the life of the research. Students will learn how to write a research proposal, how to write a patent to protect their idea, and their semester will culminate by presenting their idea to the class and to the legal and investor community.

**CHM411****Biochemistry (3 cr. hours)**

**Prerequisites:** BIO121 and BIO121L, CHM331 and CHM331L earning a "C" or better; **Co-requisite:** CHM411L

**Offered Spring Odd on-campus**

This course will serve as an introduction into the basic concepts of biochemistry. This includes the study of principal types of biochemical compounds, nature of reactions taking place in plant and animal tissue and functions of enzymes, carbohydrates, lipids and nucleotides in the metabolic control of these processes. The student will be expected to apply concepts learned in biology and chemistry.

**CHM411L****Biochemistry Lab (1 cr. hour)**

**Prerequisites:** BIO121, BIO121L, CHM331 and CHM331L earning a "C" or better; **Co-requisite:** CHM411; A lab fee is associated with this course.

**Offered Spring Odd on-campus**

Techniques presented in this lab will expand on fundamental concepts in CHM411 and analytical skills required in the laboratory setting. This course introduces standard biochemical techniques while exploring current research topics in genomics and medicine. Techniques include protein expression, purification, PCR, gel electrophoresis, mass spectrometry, and enzyme kinetics.

**CHM435****Inorganic Chemistry (3 cr. hours)**

**Prerequisites:** CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM435L

**Offered Fall on-campus**

A one-semester course in Inorganic Chemistry. This course will serve as an in-depth study into the chemistry of the main group elements and transition metals, organized in terms of molecular structure, electronic properties, and chemical reactivity. Inorganic Chemistry focuses on solid state chemistry, nomenclature of inorganic compounds, fundamentals of inorganic complexes, chemical periodicity, introductory atomic theory and molecular orbital theory, descriptive nonmetal chemistry, structures and reactions of transition metal complexes, and applications of inorganic complexes. Inorganic Chemistry will serve as the upper level chemistry requirement for the Bachelor of Forensic Chemistry Degree. The student will be expected to build on concepts learned in General Chemistry. The laboratory will accompany the course and is required.

**CHM435L****Inorganic Chemistry Lab (1 cr. hour)**

**Prerequisites:** CHM132 and CHM132L, earning a "C" or better; **Co-requisite:** CHM435; A lab fee is associated with this course.

**Offered Fall on-campus**

This laboratory course includes laboratory exercises in the preparation and purification of inorganic compounds utilizing modern synthetic techniques and equipment. Characterization of inorganic compounds will be performed by modern spectroscopic techniques such as nuclear magnetic resonance, UV-vis, infrared, and magnetic susceptibility.

**CHM450****Physical Chemistry (3 cr. hours)**

**Prerequisites:** MAT285, CHM281 and CHM281L, earning a "C" or better; **Co-requisite:** CHM450L

**Offered Spring on-campus**

The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made.

**CHM450L****Physical Chemistry Lab (1 cr. hour)**

**Prerequisites:** MAT285, CHM281 and CHM281L, earning a "C" or better; **Co-requisite:** CHM450; A lab fee is associated with this course.

**Offered Spring on-campus**

The measurement and theoretical description of the properties of atoms and molecules are presented. The elementary principles of quantum chemistry are developed. The many types of spectroscopy used to study atoms and molecules are described. Methods of atomic structure determination are discussed. The structure and properties of solids are also presented. The basic results of statistical chemistry are outlined and a brief connection to thermodynamics is made. Laboratory experience with modern instrumentation in performing physical and analytical chemistry experiments, practice scientific writing.

**CHM481****Instrumental Analysis (3 cr. hours)**

**Prerequisites:** CHM281 and CHM281L, earning a "C" or better; **Co-requisite:** CHM481L

**Offered Spring on-campus**

This course will serve as a complement to the Quantitative Analysis course. The course focuses on the analytical techniques that use instrumentation that is most generally found in the laboratories today. Students will be expected to apply concepts learned in Quantitative Analysis and General Chemistry. Lab required.

**CHM481L****Instrumental Analysis Lab (1 cr. hour)**

**Prerequisites:** CHM281 and CHM281L, earning a "C" or better; **Co-requisite:** CHM481; A lab fee is associated with this course.

**Offered Spring on-campus**

A one-semester lab course in instrumental analysis lab. The course will serve as a required addition to the lecture course with introduction into the many of the specific types of instruments and analytical techniques and will serve as the upper level chemistry requirement for the Bachelor of Science Degree and the Forensic Science degree.

## COM: COMMUNICATION

### COM130

#### Introduction to Speech Communication (3 cr. hours)

*Offered Fall, Spring on-campus and Summer, Fall and Spring online*

Introduction to Speech Communication is a course in spoken communication that emphasizes interpersonal, group, and public communication. Two speeches, a group presentation, a series of practical exercises and tests are required of all students.

### COM190, COM290, COM390, COM490

#### Special Topics (3 cr. hours)

*Prerequisite: None, unless listed in the schedule of courses.*

*Offered as Needed*

Topics will vary. May or may not be writing intensive.

### COM212 (w)

#### Introduction to Public Relations (3 cr. hours)

*Prerequisite: ENG141; this is a writing intensive course.*

*Offered as needed on-campus*

Survey of the theory, philosophy, and function of public relations practices and programs in American institutions with special attention given to public relations in various fields.

### COM218 (w)

#### News Writing (3 cr. hours)

*Prerequisite: ENG141; this is a writing intensive course.*

*Offered as needed on-campus*

This course covers methods of gathering and evaluating news and writing typical news stories. Practice work covering assignments and preparing copy.

### COM241

#### Mass Communication (3 cr. hours)

*Prerequisite: ENG141 or concurrent*

*Offered Fall on-campus and Spring online*

A survey course examining the various media (i.e., newspaper, radio, television, film, etc.) comprising the mass media in contemporary American society. Emphasis is given to the history, structure, and potential effects of each medium.

### COM310

#### Interpersonal Communications (3 cr. hours)

*Prerequisite: COM130*

*Offered Fall & Spring on-campus and Summer, Fall & Spring online*

This course explores the basic process of human interaction, both interpersonally and in small groups. Students will survey some of the main theories of human communication, including those that explaining the processes involved in dyadic relationships, self-disclosure and listening. These principles will be integrated into larger communication contexts in order to understand how decision-making and problem solving occurs in small groups.

### COM318 (w)

#### Feature Writing (3 cr. hours)

*Prerequisite: ENG141; this is a writing intensive course.*

*Offered Spring odd numbered years on-campus*

This course prepares the student for newspaper features and special articles for general circulation magazines, business, and trade journal sources, materials, markets, and other factors pertinent to nonfiction writing. Students will analyze and write a variety of types of feature stories.

### COM320

#### Persuasion (3 cr. hours)

*Prerequisite: COM130*

*Offered Fall on-campus*

The course develops understanding of persuasion and how persuasion works in formal and informal situations. Exercises include preparation, analysis and criticism of arguments and oral argumentation and persuasive messages, persuasive campaigns and media persuasion.

### COM324 (w)

#### Communicating Across Cultures (3 cr. hours)

*This is a writing intensive course.*

*Offered Spring online*

Introduction to the study of cultural and intercultural theory and behavior, discussion of various culturally specific patterns of communication.



**COM329 (w)****Writing for Electronic Media (3 cr. hours)**

*Prerequisite:* ENG141; this is a writing intensive course.

***Offered as Needed***

Introduction to writing styles and techniques used in electronic media. Includes creating copy for advertising, promotion, and news, and scripts for media programs.

**COM335****Digital Streaming and Broadcasting Online Content (3 cr. hours)*****Offered as Needed***

Throughout this course students will be taught to demonstrate proper communication and broadcast techniques for streaming with online platforms, (i.e. Twitch and YouTube). Student will become proficient in the technology and methods for online video streaming for broadcasting in various platforms. Students will critically examine digital streaming as a communication device. Students will also learn how to develop career enhancing skills, and properly market themselves using digital streaming and online content. Students will also learn how to develop career enhancing skills, and properly market themselves using digital streaming and online content. Students will participate in video development and live streaming.

**COM340****Law and Communications (3 cr. hours)*****Offered as needed on-campus***

Survey of laws and regulations concerning mass media. Includes material on First Amendment, libel, invasion of privacy, freedom of information, copyright, obscenity, advertising and broadcast regulation.

**COM350****Elements of News Production (3 cr. hours)**

*Prerequisites:* ENG141 and COM218 or COM329

***Offered as Needed***

This course introduces students to news production techniques through participation as a staff member of the student newspaper. Students will explore reporting and writing news stories, photojournalism, copy editing, and layout and design of the newspaper in a multimedia format, using print and electronic platforms. Students will have the opportunity to create a portfolio of their work as well as learn transferable skills for a variety of employment settings. In addition, this course gives students the opportunity to learn problem-solving skills individually and in a group setting.

**COM414****Crisis and Risk Communication (3 cr. hours)*****Offered as needed on-campus***

This course explores crisis and risk communication in the context of recent national and global events and through case studies of corporate, organizational and individual crises. Students will learn how to communicate with the public prior to a potential event and how to react to crisis situations. From natural disasters to intentional tragedies, public health emergencies, accidents, product recalls and financial crises, different situations and audiences require different approaches for communicating with stakeholders and the public. This course will help students become aware of ways to respond credibly, effectively and ethically.

**COM441****Organizational Communication (3 cr. hours)**

*Prerequisite:* COM130

***Offered Spring on-campus and Fall online***

This advanced course examines interpersonal and group relationships and patterns of communication within organizations. This includes the way individuals relate to each other personally, in groups and as leaders and followers. The course is competency based; the material is designed to increase knowledge, create an awareness of values, and build sensitivity to the different situations organizations face in an increasingly complex social, cultural and economic world. Conflict as a communications phenomenon is also explored. By the end of the course, students will have an understanding of the challenges of communicating within an organization and possess the skills necessary to analyze and address organizational communication issues.

**COM450 (w)****Critical Analysis of Mass Media (3 cr. hours)**

*Prerequisite:* ENG141 and COM241; this is a writing intensive course.

***Offered as needed on-campus***

This course provides an introduction to and application of media ethics and critical theory approaches to mass media. Issues may include globalization, identity, power, consumerism, ideology and hegemony in contemporary media.



## COR: CORRECTIONS

### **COR110**

#### **Correctional Strategies (3 cr. hours)**

*Prerequisite:* JUS110

*Offered Spring online*

An in-depth analysis of correctional alternatives available for the treatment of the offender. Students will learn the different goals for corrections and how those relate to policy and practice in corrections. Emphasis will be on the various types of treatment programs available to offenders both inside prisons as well as in community-based settings.

### **COR120**

#### **Correctional Thought and Practice (3 cr. hours)**

*Prerequisite:* JUS110

*Offered Fall and Spring on-campus*

An in-depth analysis of correctional alternatives available for the treatment of the offender. Emphasis will focus on the traditional correctional facilities as well as probation, parole, and community corrections alternatives.

### **COR190, COR290, COR390, COR490**

#### **Special Topics (3 cr. hours)**

*Prerequisite:* None, unless listed in the schedule of courses.

*Offered as Needed*

Topics will vary. May or may not be writing intensive.

### **COR231**

#### **Juvenile Justice Systems (3 cr. hours)**

*Prerequisite:* COR120

*Offered Fall on-campus*

The history, concepts, and scope of the juvenile justice system and its contrast with the adult system of justice. Includes an analysis of the juvenile justice process from initial intervention of delinquency and status offenses by law enforcement personnel and others through release from intervention.

### **COR245**

#### **Probation, Parole, and Community Corrections (3 cr. hours)**

*Prerequisite:* COR120

*Offered Fall on-campus*

This course is designed to address the two common options to the imprisonment of a convicted offender. Theoretical approaches regarding the philosophical as well as the practical aspects of these alternatives are considered.

### **COR336**

#### **Constitutional Rights of Prisoners (3 cr. hours)**

*Prerequisite:* JUS202

*Offered Spring on-campus*

An in-depth study of the wide range of court decisions that have had an effect on the offender. Concentrates on due process in the institutions, parole and probation hearings, and classification procedures.

### **COR420**

#### **Agency Management (3 cr. hours)**

*Prerequisites:* Senior standing

*Offered Spring on-campus and Fall and Spring online*

This course analyzes some of the distinct differences between public and private management. The theory of controlling, organizing, planning, directing and assembling resources is covered. Students will develop a course project designed to cover the concepts explored in this course.

## CSL: COUNSELING

### CSL310

#### Introduction to Addiction Theory and Practice (3 cr. hours)

*Prerequisite:* PSY101 or permission from instructor

*Offered Fall on-campus*

This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

### CSL320

#### Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)

*Prerequisite:* PSY101 or permission from instructor

*Offered Spring on-campus*

This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

### CSL425

#### Group Process and Techniques Working with Addicted Populations and Disordered Populations (3 cr. hours)

*Prerequisite:* CSL320 or permission from instructor

*Offered Fall on-campus*

This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, and the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

### CSL430

#### Cultural Competence in Counseling (3 cr. hours)

*Prerequisite:* PSY101 or SOC101 or permission from instructor

*Offered Spring on-campus*

Self-awareness, knowledge, and skill development are required in counseling members of racially and ethnically diverse populations. This course will explore a wide variety of issues regarding diversity and multiculturalism in counseling, with the primary focus of on the attitudes, knowledge and skills required for cultural competence.

### CSL435

#### Assessment & Diagnosis of Addictive & Behavioral Health Problems (3 cr. hours)

*Prerequisite:* CSL320 or permission from instructor

*Offered Spring on-campus*

Course examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. It also provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Finally, it provides significant opportunity for hands-on practice in documentation and ethical decision-making.

### CSL440

#### Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)

*Prerequisite:* CSL435 or PSY362 or permission from instructor

*Offered Fall on-campus*

This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. This course provides significant opportunity for in case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

### CSL445

#### Theory and Practice of Relationship Counseling in Addictions & Behavioral Health (3 cr. hours)

*Prerequisite:* CSL310 or permission from instructor

*Offered Spring on-campus*

This course is an introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.

## CST: COMPUTER SCIENCE

### CST125

#### Introduction to Computer Hardware and Systems (3 cr. hours)

*Prerequisites:* DLT101

*Offered as Needed*

Through hands-on experiences, this course prepares students to install, configure, upgrade, and troubleshoot personal computers. Students learn the fundamentals of Pc hardware including the motherboard, power supply, CPU, memory, storage devices, add-on cards, BIOS/UEFI, and CMOS. In addition, students learn the fundamentals of the Windows operating system including operating system functions, structure, major system files, and the basic boot sequence. This course will prepare students to sit for the CompTIA A+ certification offered by CompTIA or other comparable certifications.

### CST155

#### Introduction to Operating Systems (3 cr. hours)

*Prerequisite:* DLT101

*Offered Spring on-campus and online*

This course provides the student with extensive hands-on exposure to Windows and non-MS Windows environments. Included are such topics as interface design, disk and memory management, system configurations, multitasking, data sharing, and the network environment. Multiplatform operating systems will be introduced.

### CST201

#### Introduction to Programming (3 cr. hours)

*Prerequisites:* DLT101 and MAT181 or MAT185

*Offered Fall on-campus and Summer online*

This course introduces the basic concepts of a structured programming language. All programming languages use the same concepts and the language will be based on the current need of the industry. The student will learn to design and develop software applications using the building blocks of a language which can include basic variable declaration and sequential code using mathematical expressions to more advanced techniques with decision and repetition coding using advance data variable structures such as arrays and records (these may have different names in some languages, but have the same ideas). File manipulation for input/output will be addressed. The course will begin to look at breaking a large program down into functions that form the basis for object-oriented programming.

### CST212 (w)

#### Systems Analysis and Design (3 cr. hours)

*Prerequisites:* CST201; this is a writing intensive course.

*Offered Spring on-campus and online*

This course covers the systems development life cycle (SDLC) using a case study-based approach. All phases of analysis, design, and implementation are covered using the top-down approach. CASE tools are used as a resource. This course will provide a foundation for taking a certification exam from the QAI Global Institute as a Certified Associate in Software Testing (CAST) and a Certified Associate in Software Quality (CASQ).

### CST230

#### Networking Fundamentals (3 cr. hours)

*Prerequisites:* CST155 and MAT181 or MAT185

*Offered Fall on-campus and Summer online*

This course provides an overview of network hardware, operating systems, and applications with a focus on design, implementation and management of the network environment inside an organization.

### CST255

#### Internet and Website Design (3 cr. hours)

*Prerequisites:* CST201 or concurrent

*Offered Fall on-campus and Summer online*

Topics covered are the Internet and its parts, such as the World Wide Web and website development. The student will learn to create web sites using the current tools, such as Notepad++ or another development environment along with languages such as HTML, JavaScript, and CSS for the internet, intranets and extranets. This course will qualify a student to sit for the Microsoft 98-375 HTML Application Development Fundamentals certification exam through the Microsoft Corporation to obtain a Microsoft Technology Associate (MTA) certification or other comparable certification.

### CST260

#### Data Structures (3 cr. hours)

*Prerequisites:* CST201

*Offered Fall on-campus*

This is an undergraduate follow-up course to introductory programming, where the focus is primarily on learning how to solve a problem using an object-oriented framework. However, in this course, we focus on the fact that there

are often multiple ways to solve a problem, with tradeoffs in the approaches that are possible. The goal of this course is to learn the various types of data structures which are commonly used throughout computer science, as these are the building blocks of larger projects. Investigation of techniques for program design, testing and debugging. Data structures are studied including stacks, queues, linked lists and binary trees. Searching, sorting, recursion, strings and arrays are also covered. Taught in an appropriate high-level language such as C++.

### **CST265**

#### **Computer Algorithms (3 cr. hours)**

**Prerequisites:** CST260

**Offered Spring on-campus**

This course teaches techniques for the design and analysis of efficient algorithms, emphasizing methods useful in practice. We will look at general techniques (e.g., divide-and-conquer, dynamic programming, graph algorithms), as well as specific problem areas (e.g., sorting, searching, polynomial and matrix calculations).

### **CST280**

#### **Database I (3 cr. hours)**

**Prerequisites:** DLT101

**Offered Fall on-campus and online**

This course addresses technologies for developing database applications. It covers the principles of database design and database models, using database software. Organizational data modeling and designing normalized database structures is strongly emphasized. Managerial issues associated with database administration are covered along with an introduction to distributed database concepts in a client-server environment. The course will expose the student to the Structured Query Language (SQL).

### **CST285**

#### **Spreadsheet Applications and Data Analysis for Decision Making (3 cr. hours)**

**Prerequisites:** DLT101 and MAT181/185

**Offered Fall & Spring on-campus and Summer & Fall online**

This course focuses on tools for applying spreadsheet techniques on a working model for data analysis in decision making. Included are topics such as importing data, structured design, management of worksheets, and using the advanced spreadsheet techniques for data analytics on a spreadsheet model. Organizational uses in the areas of accounting, finance, marketing, human resources and many areas of management are discussed.

### **CST301**

#### **Advanced Programming Concepts (3 cr. hours)**

**Prerequisites:** CST201

**Offered Spring on-campus & online**

This course will continue with concepts of using a programming language introduced in the CST201 Programming course. The course will focus on advanced programming techniques, building on the basic idea of programming. This will include building and incorporating in programming code, various array types and other advance data structures, understanding and building objects and using objects and classes built with objects. The student will also build a graphical user interface (GUI) within a coded program. The idea of recursion will be explained, and exception handling will be reiterated. This course will qualify a student to sit for the Microsoft 98-381 Intro to Programming Using Python certification exam through the Microsoft Corporation to obtain a Microsoft Technology Associate (MTA) certification or other comparable certification.

### **CST312 (w)**

#### **Information Systems for Managers (3 cr. hours)**

**Prerequisites:** DLT101, MGT201 and Junior standing; this is a writing intensive course.

**Offered Spring on-campus and Spring online**

This course introduces the foundations of information systems and their expanding role in the business environment. The technology of information systems will be discussed as it relates to supporting the day-to-day operations of an organization, with a strong emphasis on the use of it in managerial decision making. This is a writing intensive course.

### **CST320**

#### **Computer Architecture and Diagnostics (3 cr. hours)**

**Prerequisites:** CST155

**Offered As Needed**

This course enables students to identify, configure and upgrade various components of computer systems, peripherals and software. The subsystems examined include memory, disk drives, video, I/O ports and power supplies. Peripherals examined include printers, modems and various I/O devices. Students will learn preventative maintenance and troubleshooting techniques. This course covers semiconductor theory and devices. Operation of devices such as diodes, transistors and operation amplifiers will be examined. The lab work includes the application of semiconductor devices in practical circuits such as power supplies, voltage regulators and amplifiers, etc.

## **CST: COMPUTER SCIENCE** *(continued)*

### **CST325**

**Linux (3 cr. hours)**

**Prerequisites:** CST155

**Offered Spring Odd Years on-campus**

This course is designed to develop students' knowledge and aptitude in UNIX and Linux Operating Systems at a command line level, as well as administrative level. This course will prepare students to sit for the CompTIA Linux+ certification offered by CompTIA, as well as the RedHat Linux Administrator certification offered by RedHat or other comparable certifications.

### **CST330**

**Network Infrastructures I (3 cr. hours)**

**Prerequisites:** CST230

**Offered Spring on-campus**

This course teaches basic concepts associated with using PCs in a networked environment, including connecting to a network and connecting networks together. Included are peer-to-peer and client/server networks, network topologies and architectures, the OSI model, Ethernet and TCP/IP protocols, IPv4/IPv6 and MAC addressing, routers and routing, network printing, NAT and VPNs, plus wireless networking. The course also provides a strong foundation in preparation for the CompTIA Network+ Exam offered by CompTIA or comparable certifications.

### **CST345**

**Server Administration (3 cr. hours)**

**Prerequisite:** CST230

**Offered Fall on-campus**

This course prepares students to install, configure, and administrator Windows Server Active Directory. Students will be prepared for the Microsoft MCSA certification on Windows Active Directory.

### **CST380**

**Database II (3 cr. hours)**

**Prerequisites:** CST280

**Offered Spring on-campus and online**

This course expands the student's understanding of the fundamentals introduced in Database I (CST280) by emphasizing the application of databases to organizational management. Database Management Systems (DBMS), Database administration (DBA) and continues with the exploration of data manipulation languages such as Structured Query Language (SQL). Students will learn how to connect a database to a program coded with a programming language and experiment with the program communicating with the database. This course will qualify a student to sit for the Microsoft Access 730 Expert certification exam through the Microsoft Corporation to obtain a Microsoft Office Specialist (MOS) certification and several SQL server exams offered by Microsoft to obtain a Microsoft Certified Solutions Associate (MCSA) certification.

### **CST412**

**IT Project Management (3 cr. hours)**

**Prerequisites:** Junior standing

**Offered Spring on-campus and Summer online**

This course is mainly designed to prepare IT project managers with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management, including initiating, planning, controlling, executing, and closing projects. The course also illustrates how IT projects should be managed, from inception to post implementation review. This course will qualify a student to sit for the Certified Associate in Project Management (CAPM) certification exam through the Project Management Institute (PMI).

### **CST430**

**Network Infrastructure II (3 cr. hours)**

**Prerequisites:** CST330

**Offered Fall on-campus**

This course prepares students for a portion of the CISCO Certified Network Administrator (CCNA) Certification Examination. It prepares students with the knowledge and skills necessary to install, configure, update, and troubleshoot switched LANs and VLANs. Students will learn additional skills including classless IP addressing, configuring single area OSP and EIGRP, switching concepts, configuring CISCO switches, configuration of VLANs, concepts and configuration of VTP, Access Control Lists, introduction to wireless LANs, advanced IP addressing techniques such as Network Address Translation (NAT), Port Address Translation (PAT), DHCP, and WAN technology and terminology, including PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. The course also provides a strong foundation in preparation for the CCNA Exam offered by CISCO or comparable certifications.

**CST: COMPUTER SCIENCE** *(continued)***CST445****Cloud Administration (3 cr. hours)***Prerequisites:* CST345*Offered Fall on-campus*

This course will give a student extensive experience in Windows Server Management and Administration. Emphasized are Windows deployment services, network infrastructure servers, RRAS, RADIUS, NAT, IIS, terminal services, imaging, virtual machines, network load and balancing, backup strategies, and fault tolerance. This course will build a strong foundation in preparation for Microsoft MCSA certification.

**CST450****Programming for Application Development (3 cr. hours)***Prerequisites:* CST301 and Junior standing*Offered Fall and Summer online*

This course explores the latest programming methodologies, particularly the newest programming languages in use today. The development environment and programming language utilized is chosen by the instructor. The purpose is to give the student experience in another programming language different from the beginning course work. The level of programming for the student will be driven to where they can design complicated and sophisticated software using advanced coding. Projects will include bridging between basic computer concepts identified in previous coursework and designing standard and mobile applications. This course will qualify a student to sit for several certification exams, depending on the language utilized. Certifications could include the Microsoft 70-483 Programming in C# or the Microsoft 98-338 Introduction to Programming using JAVA certification exam through the Microsoft Corporation to obtain a Microsoft Technology Associate (MTA) certification or other comparable certification.

**CST460****Research in Computer Science (3 cr. hours)***Prerequisite:* Senior Standing in Program Major- Permission of School Academic Dean/Designee*Offered Spring on-campus and Fall online*

Students will complete a project based on their field of study in computer science. The project will include looking at a theory, model, or idea for the basis of the project and identifying previous research and/or a need in the industry. The student will work independently, but will be guided by an identified path, set monitored milestones, evaluated progress, and a final presentation of the project.

*This course ideally should be taken in the student's last spring semester*

**CST470****Internship (3 cr. hours)***Prerequisites:* Junior standing and permission of the Internship Coordinator*Offered Summer, Fall and Spring on-campus and online*

Internship provides the student with on-the-job experience in varied aspects of Information Systems and Technology. Hours and work assignments will be arranged on an individual basis.

**CMA: CREATIVE MEDIA AND ARTS****CMA352****Creator Career Development (3 cr. hours)***Offered Spring on-campus*

This course gives students and opportunity to create a professional web portfolio using work they've done in previous courses and/or outside of class. Students will learn about branding and professional online presence, professional activities and organizations, industry standards for pricing contract work, as well as other career advancement skills. "Students will also learn about grant research and writing. Grant writing will give students the skills to seek funding for themselves, nonprofits and other organizations within their career.

**CMA470 (w)****Internship (3 cr. hours)***Prerequisites:* Junior status and permission of the Internship Coordinator*Offered Summer, Fall, Spring*

The internship requires fieldwork in an agency appropriate to the student's career objectives.

**CMA499 (w)****Senior Seminar (3 cr. hours)***Offered Fall, Spring on-campus*

Students will pursue individual projects in a group setting. An interdisciplinary perspective is encouraged.



## CUL: CULTURAL STUDIES

### CUL132

#### Emergence of esports (3 cr. hours)

##### *Offered As Needed*

This course introduces students to the cultural and social world of esports and will encompass the past, present, and future of competitive video gaming. Throughout the course students will read and discuss a substantial number of scholarly texts, applying the theories and thoughts from these sources in the criticism and analysis of video games. Students will critically examine what is a sport, and how esports compares to traditional sports. Students will participate in the debate on topics of current concern but will also look back on how esports came to be.

### CUL190, CUL290, CUL390, CUL490

#### Special Topics (3 cr. hours)

*Prerequisite:* None, unless listed in the schedule of courses.

##### *Offered As Needed*

Topics will vary. May or may not be writing intensive.

### CUL210

#### Comparative Cultures (3 cr. hours)

*Prerequisite:* ENG141

##### *Offered Fall and Summer, Fall and Spring online*

Introduces the concept of culture, discusses its role in a society, and explores different manifestations of culture. This course may discuss culture in microcosm or macrocosm.

### CUL220

#### Religions of the World (3 cr. hours)

*Prerequisite:* ENG141

##### *Offered Spring online*

A survey of the prominent religions that influence the lives of people around the world.

### CUL300 (w)

#### Our Cultural Heritage (3 cr. hours)

*Prerequisite:* ENG142; *this is a writing intensive course.*

##### *Offered as needed on-campus*

Through an interdisciplinary approach, the student comes to understand the influence of cultural backgrounds on modern humanity. Topic areas vary.

### CUL312

#### Middle Eastern Cultures (3 cr. hours)

*Prerequisites:* ENG142, one HIS course, and Junior standing

##### *Offered as needed on-campus*

This is a survey course of Islamic cultures around the world with emphasis on Arab Islamic culture. The course includes study of the religion itself, the accommodations made in various countries to local customs/conditions and comparisons among them. It also addresses the similarities/differences between Western culture and Muslim culture, including legal systems, church/state relationships and core values.

### CUL342

#### History and Culture of Digital Gaming (3 cr. hours)

##### *Offered Spring on-campus*

*Prerequisite:* ENG142

This course focuses on the history and nature of video games in society. Video games are having a cultural impact for beyond their role as an economic commodity; they are also changing the way we tell stories, the way we interact with one another, and the ways in which we understand the world. This class will explore the above mentioned dynamics, as well as the history of games and how games transformed into digital play. Additionally, we spend a significant amount of time playing and watching others play video games. This provides an opportunity to put theoretical understanding of the subject in perspective, as well as give a sense of what makes both classic and contemporary games compelling from a user's vantage point. The course examines what it takes to produce a video game and provides students with the opportunity to take the initial steps to designing a game of their own.

### CUL428

#### Issues of Dying and Death (3 cr. hours)

*Prerequisites:* ENG142

##### *Offered As Needed*

Issues of Dying and Death addresses all aspects of dying and death one may experience and must contemplate while working within the healthcare industry. Dying and death is addressed from a psychological, social and physical perspective for all ages. Students are exposed to various theories and models concerning both human development and grief.

## CUL: CULTURAL STUDIES (continued)

### CUL443 (w)

#### Comparative Mythology (3 cr. hours)

**Prerequisites:** ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course.

#### Offered as Needed

This course is a study of the great epics and myths of the world, emphasizing at least 3 classical western texts which may include Homer's Illiad and/or Odyssey, Hesiod's Theogony, Virgil's Aeneid, Ovid's Metamorphoses, the prose and/or poetic Eddas, and/or Dante's Inferno or Divine Comedy. Students will analyze common themes in myth and folklore around the world and their role in influencing the contemporary world. The course might discuss creation myths, fertility myths, and hero/heroine myths and epics.

### CUL448 (w)

#### Women and Literature (3 cr. hours)

**Prerequisites:** ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course.

#### Offered as Needed

A literary study of the perceptions of women and their roles in society. This course may focus on the images of women as they are portrayed in literature, on particular female authors, or on both. This course can be used to fulfill General Education core literature requirement.

### CUL449 (w)

#### Minority Experience in American Literature (3 cr. hours)

**Prerequisites:** ENG142, earning a "C" or better and 200 level ENG or CUL or PHI; this is a writing intensive course. Meets literature requirement for graduation.

#### Offered as Needed

An examination of life in immigrant and minority cultures with emphasis on the breadth and diversity of literary culture in 20th Century America, but may include earlier literature. It may include historical development of the minority culture's experiences in America. It may be run as a survey of a particular minority experience, or it may concentrate on certain major works. Students may read and report on readings from a secondary list as well.

## DLT: DIGITAL LITERACY AND TECHNOLOGY

### DLT101

#### Digital Literacy and Technology Readiness (3 cr. hours)

#### Offered Fall & Spring on-campus and Summer, Fall & Spring online

This course is designed to provide students with sustainable and usable skills essential to success in both academic and professional settings. Students will analyze the impact of digital technology on personal and social communication to develop digital literacy skills. Students will explore security, privacy, and ethical issues related to the current digital environment. Finally, the course discusses the use of productivity software as a means of effective, information creation, communication collaborations and analysis.

## DMD: DIGITAL MEDIA

### DMD134

#### Introduction to Digital Media (3 cr. hours)

#### Offered Fall, Spring on-campus

This course will provide an overview of digital media design. Students will gain introductory skills in photography, video production, and multi-media as they relate to visual problem solving. Additionally, students will explore potential professions within the field of digital media design.

### DMD230

#### Video Production I (3 cr. hours)

#### Offered Fall and Spring on-campus

**Prerequisite:** DMD134

This course introduces students to basic principles related to single-camera video production, focusing on how to appropriately plan a project and capture effective footage. Students will learn how to work cooperatively as part of a production team, exploring specific production concepts such as narrative, camera angles, cinematography, lighting and audio and working at their own skill levels in pre-production and post-production contexts.

### DMD234

#### Digital Photography I (3 cr. hours)

#### Offered Fall

**Prerequisite:** DMD134 and Quality Digital SLR (Single Lens Reflex)

Introduction to black and white and color photography in its applications as fine art and visual communication. Introduction to computer editing software.

### **DMD261 (w)**

#### **Sports Writing (3 cr. hours)**

**Prerequisite:** ENG152

#### **Offered Fall on-campus**

This course introduces students to the field of sports writing by studying the fundamentals of gathering, organizing, evaluating and writing sports information in accepted professional style across news media and media relations platforms. Students will attend and document athletic events, conduct research and report on them through written content for traditional and new media.

### **DMD320**

#### **Web Design (3 cr. hours)**

**Prerequisites:** DMD134, CST201, and CST255

In this course, students develop a fully-functional ePortfolio website where their work in the Digital Media Design program will be showcased for potential employers. Building upon web design skills from CST201 and CST255, students will make decisions related to layout, functionality, accessibility, and hosting.

### **DMD334**

#### **Video Production II (3 cr. hours)**

#### **Offered Fall and Spring on-campus**

**Prerequisites:** DMD230

In this course students will work in teams to develop skills in lighting, transition techniques and creating promotional, training and corporate video. Students will learn how to work cooperatively as part of a production team, exploring specific production concepts such as narrative, camera angles, cinematography, lighting and audio and working at their own skill levels in pre-production, production and post-production contexts.

### **DMD335**

#### **Video Production 3 (3 cr. hours)**

**Prerequisites:** DMD230 & DMD334

#### **Offered Fall and Spring on-campus**

In this course students will work in teams to develop skills in film audio, advanced editing and in creating documentaries. Students will learn how to work cooperatively as part of a production team, exploring specific production concepts such as narrative, camera angles, cinematography, lighting and audio and working at their own skill levels in pre-production, production and post-production contexts.

### **DMD362 (w)**

#### **Sports Broadcasting (3 cr. hours)**

**Prerequisites:** DMD261

#### **Offered Spring on-campus**

This course introduces students to the field of sports reporting through the use of live and recorded audio and video media. Students will develop skills in writing for TV and radio, on-camera delivery, play-by-play and color commentary, interviewing, sideline reporting, sports debating, hosting and anchoring. Students will create originals sports media content including live broadcasts, pregame and postgame shows and roundtables.

### **DMD363 (w)**

#### **Sports Research & Statistics (3 cr. hours)**

**Prerequisites:** MAT273

#### **Offered Fall on-campus**

This course presents and introduction to and survey of practices of collecting, processing, visualizing and analyzing data in sports. Students will explore technologies used in data collection and processing ,along with methods for measuring and comparing individual and team performance.

### **DMD434**

#### **Digital Photography II (3 cr. hours)**

#### **Offered Spring on-campus**

**Prerequisites:** DMD234 and Quality Digital SLR (Single Lens Reflex)

This course teaches advanced editing and techniques using Photoshop and covers outdoor commercial and Industrial photography, as well as indoor, studio shooting.

### **DMD435**

#### **Video Production 4 (3 cr. hours)**

**Prerequisites:** DMD230, DMD334 & DMD335

#### **Offered Fall and Spring on-campus**

In this course students will work in teams to develop the skills needed to serve as director and producer, leading a production team and seeing a video project through to completion. Students will learn how to work cooperatively as part of a production team, coordinating production activities, exploring specific concepts such as narrative, camera angles, cinematography, lighting and audio, and working at their own skill levels in pre-production, production and post-production contexts.

**DMD454 (w)****eLearning/eTraining Content Development (3 cr. hours)****Offered Fall on-campus**

In this course, students will learn the uses of online education and how to structure effective training modules using appropriate software. Students will also learn how to assemble and organize media from multiple modalities to effectively communicate desired information.

**DMD462 (w)****Sports Media Production (3 cr. hours)**

**Prerequisites:** DMD362

**Offered Spring on-campus**

This course offers students practical experience in basic television and radio/podcast production, working live, recorded and live-to-tape, both in-studio and remote. Student acquire creative and technical skills and learn how to work as a production team and become prepared for internships and careers in sports media.

**ECO: ECONOMICS****ECO190, ECO290, ECO390, ECO490****Special Topics (3 cr. hours)**

**Prerequisite:** None, unless listed in the schedule of courses.

**Offered as Needed**

Topics will vary. May or may not be writing intensive.

**ECO221****Principles of Macroeconomics (3 cr. hours)**

**Prerequisite:** MAT181/185/251/281

**Offered Fall & Spring on-campus and Fall online**

A study of macroeconomics (the “whole” economy), concepts and principles, plus current issues in macroeconomics. Required for all majors in the BBA.

**ECO222****Principles of Microeconomics (3 cr. hours)**

**Prerequisite:** MAT181/185/251/281

**Offered Fall, Spring on-campus**

A study of microeconomics (the “parts” of the economy), concepts and principles, international trade, and current issues in microeconomics. Required for all majors in the BBA.

**ECO322****Intermediate Microeconomics (3 cr. hours)**

**Prerequisite:** ECO222

**Offered Fall on-campus**

Advanced study in the foundations of microeconomics theory, and current issues in microeconomics.

**ECO422****Managerial Economics (3 cr. hours)**

**Prerequisite:** ECO222 and MAT273

**Offered Spring on-campus**

The study of the application of economics concepts and principles to management decision-making. Emphasis is placed on the firm's use of limited information in an uncertain environment.

**ECO424****Global Trade (3 cr. hours)**

**Prerequisite:** ECO222

**Offered Fall on-campus**

A study of international trade and the geographical, economic, and nationalistic characteristics that challenge the firm embarking upon global trade. Our focus is on the multinational corporation (MNC), or global business, pursuing trade in a very dynamic world economy “guided/influenced” by national and regional political and economic considerations.

## EDUCATIONAL STUDIES

### EDU110

#### Praxis Test Prep (0 cr. hours)

##### *Offered Fall, Spring on-campus*

This course will be required for students who need to pass the Praxis Reading, Writing or Math exam during their first year as an education student. By the end of class, students should have completed their required Praxis tests with a passing score.

### EDU410

#### OAE Test Prep (3 cr. hours)

##### *Offered Fall, Spring on-campus*

This course will be required for students who have yet to pass the OAE Exams for their content areas. By the end of class, students should have completed their required OAE exams with a passing score.

### EDS100

#### Theories of Teaching and Learning (3 cr. hours)

##### *Offered Fall on-campus*

The purpose of this course is to introduce students to a variety of educational theories related to teaching and learning. In this course, students will analyze developmental theories and their implications for teaching and learning, critique learning theories and determine which align best with individual beliefs and compare pedagogical and andrological theories of teaching and learning.

### EDS200

#### Designing Effective Instruction (3 cr. hours)

##### *Offered Spring on-campus*

The purpose of this course is to aid students in designing relevant, authentic and innovative learning experiences for a variety of learners. In this course, students will learn how to analyze the characteristics and needs of an audience for a variety of learning contexts, write SMARG learning goals and objectives based on the audience needs and utilize developmentally appropriate and differentiated instructional and assessment strategies aligned to these learning goals.

### EDS300

#### Contemporary Issues in Education (3 cr. hours)

##### *Offered Fall on-campus*

This course provides an in-depth analysis of current trends and challenges in education. Students will explore the multifaceted landscape of K-12 and higher education and its impact on students, teachers, parents and communities. They will be equipped with the knowledge and skills to analyze, critique and propose solutions to address these issues.

### EDS400

#### Critical Thinking for Educators (3 cr. hours)

##### *Offered Fall on-campus*

This course is designed to enhance the critical thinking skills of K-12 and higher educators and empower them to become more effective in their practice and better equipped to prepare their students for success in the 21st century. Students will develop a deeper understanding of the ethical and social implications of critical thinking, including the importance of empathy, cultural sensitivity and responsible decision-making. By the end of the course students will have developed a range of critical thinking skills and strategies that they can apply to their teaching practice as well as to their personal and professional lives.

## ENF: LAW ENFORCEMENT

### ENF150

#### Police and Society (3 cr. hours)

*Prerequisite:* JUS110

*Offered Fall, Spring on-campus and online*

A study of the various response methodologies available to the patrol officer in assisting the citizen's request for police service. Discusses traffic enforcement from the stop of the violator through traffic accident investigation.

### ENF154

#### Homeland Security Overview (3 cr. hours)

*Offered Fall on-campus and online*

The course presents an introduction to the public and private sector dimensions of the theory and practice of homeland security at the national, regional, state and local level. The perspective will include an overview of the administrative, legislative, and operational elements of homeland security programs and processes, including a review of homeland security history, policies, and programs. The student will examine, in general, terrorism and the intelligence issues that support homeland security operations.

### ENF190, ENF290, ENF390, ENF490

#### Special Topics (3 cr. hours)

*Prerequisite:* None, unless listed in the schedule of courses.

*Offered as Needed*

Topics will vary. May or may not be writing intensive.

### ENF212

#### Concepts of Terrorism (3 cr. hours)

*Prerequisites:* ENG141 and ENF154

*Offered Fall online, Spring on-campus*

This course provides an introduction into the theories explaining terrorist behavior. It will examine the questions of what constitutes terrorism, terrorist groups, and what economic, social, religious and other issues lead to the conduct of groups like al Qaeda. Additionally, students will be required to think critically about how terrorist groups form, what makes them disband, and how knowledge is transferred among groups and group members. Further, it will cover the history and development of the term "terrorism" and the development of modern terrorism in practice.

### ENF239

#### Applied Criminal Investigation and Criminalistics (3 cr. hours)

*Prerequisite:* JUS202

*Offered Fall and Spring on-campus, Fall online*

Emphasis on the investigation of specific crimes including, but not limited to, homicide, sexual assault, aggravated assault, robbery, burglary, theft, auto theft and arson. Students will be required to investigate a "mock" crime scene, collect and analyze evidence obtained and present their investigation in a "moot" court.

### ENF240

#### Critical Infrastructure Protection (3 cr. hours)

*Prerequisite:* ENF154

*Offered Fall online, Spring on-campus*

This course provides a broad perspective of the Critical Infrastructure Protection (CIP) effort in the United States. The overall mission of CIP is to protect and ensure the continuity of the critical infrastructure of the US that is essential to the nation's security, public health and safety, economic vitality, and way of life against debilitating disruption or destruction from man-made or natural incidents. Students will explore the importance of the National Infrastructure Protection Plan, the eighteen critical infrastructure sectors and their related challenges for protection.

### ENF245

#### Emergency Organization and Management (3 cr. hours)

*Offered Spring on-campus and online*

Every level of government bears responsibility for emergency response. A systematic analysis of the public agencies and an overview of organizations involved in homeland security will be covered in this course. Topics such as threat assessment, risk analysis, incident management systems, coordinating with supporting agencies, response procedures, the planning function, coordinated government efforts, crime scene operations, prevention strategies, response protocols, evacuation, medical support, and conducting an effective follow-up analysis will all be covered. This class will prepare the student with information necessary to respond to terrorist acts.



**ENF293 (w)****Criminology (3 cr. hours)**

*This is a writing intensive course.*

**Offered Fall, Spring on-campus, Fall online**

This course provides an introduction to the subject of criminology. Criminology is the study of both criminal behavior and crime itself, and as such, is one of the foundational courses for criminal justice. It explores the different schools of criminological thought, the different eras of criminology research and the theories proposed for crime and criminal motivation. Additionally, there is an emphasis on the development of the history of criminology as the basis for our justice system today.

**ENF335****Law Enforcement Supervision (3 cr. hours)**

**Prerequisite:** JUS110

**Offered Fall on-campus, Spring online**

A study of management theories and their impact on law enforcement agencies. Topics include, but are not limited to, agency structure, management of personnel, fiscal management, and civil and criminal liabilities for police personnel.

**ENF343****Weapons of Terrorism (3 cr. hours)**

**Offered Fall on-campus**

This course provides an overview of the various weapons available to terrorists that threaten America and the rest of the nations of the world. Modern applications of technologies by current foreign terrorist organizations will be included. The threat of weapons of mass destruction will likely require a multi-jurisdictional response capability. Biological and chemical threats will be addressed and response strategies considered. Cyber-terrorism has come of age requiring public and private coordination of responses to such attacks. Other weapon platforms of terrorism to be examined include radiological and explosives (dirty bombs) designed to create mass contamination of the population and surroundings. More traditional threats from conventional weapons will also be considered. Resulting decontamination issues will be discussed as well as new technologies and tactics.

**ENF355****Forensic Investigation of Sex Crimes (3 cr. hours)**

**Offered Spring on campus and online**

The course offers a detailed overview of the responsibilities of a sex crimes investigator and specific issues unique to sex crimes investigation. Course content focuses on victimology and trauma informed interviewing techniques, constitutional and legal issues in investigation, evidence collection and examination, the investigative process of sexual based criminal offenses against adults and children, application of criminal law to sexual based offenses, and examination of diverse typologies of offenders.

**ENF432****Death Investigation (3 cr. hours)**

**Prerequisite:** ENF239

**Offered Fall on campus, Spring online**

This course examines the many facets of properly investigating death and addresses the investigator's role in the process. Topics include first responder responsibilities, autopsy and laboratory capabilities, crime scene preservation, common mistakes made in death investigations, legal considerations, and exploration of the various methods of death including homicide, suicide, accidental, natural, and undetermined. Conceptualizing and applying the investigative process to the uniqueness of death investigations is a central theme of this course.

**ENF441****Counterintelligence/Counter-terrorism (3 cr. hours)**

**Offered Fall on-campus**

This course addresses the issues of counterintelligence and counter-terrorism (covert information modification and planned preemptive responses). This course will provide an explanation of these two different tactical operational modalities. The interconnectivity of these two separate operational fields will be examined to determine their structural relationship in combating an enemy threat. Additionally, this course will examine the geopolitical utilization of these operational methodologies by U.S. domestic and foreign-based operatives providing security to U.S. domestic security interests. Lastly, this course will examine the use of technology and human intelligence in their application regarding counterintelligence.

**ENF450****Crime Analysis (3 cr. hours)**

**Prerequisite:** Junior standing

**Offered Spring online and on-campus**

An introduction to the concept, applications, and methods of crime analysis as it is employed in municipal, county, state, and federal law enforcement and other criminal justice agencies. The course will include how to form a crime analysis unit which has effective relationships with patrol, criminal investigation, and other field operations units,

and will focus on methods of how to collect, collate, analyze, and employ crime data to predict future criminal events, including when and where perpetrators will strike. Managerial and supervisory responsibilities in a crime analysis unit will also be discussed. The course is directed toward preparing students to obtain an entry-level crime analysis position in a law enforcement agency.

### **ENF460 (w)**

#### **Evidence Processing (3 cr. hours)**

**Prerequisites:** ENF239 and Junior standing for Criminal Justice majors. None required for BS in Forensic Science.

#### **Offered Fall and Spring on-campus**

This course represents a capstone experience for the Forensic Science major. Students will explore the total evidence spectrum from discovery and collection of evidence through presenting courtroom testimony. The class will combine classroom and laboratory instruction and culminate with a field experience. Topics to be covered include evidence collection, legal rules of evidence, the chain of evidence, the collection, processing and preservation of evidence, analysis and preparation of evidence and presentation of courtroom testimony.

### **ENF468**

#### **Criminal Justice Reporting Writing (3 cr. hrs)**

**Prerequisites:** ENF239

#### **Offered Fall and Spring on-campus, Spring online**

This course is designed to improve writing skills that will enable an student to write a concise, effective, and professional criminal justice report. It will help them understand common issues associated with the importance that these reports have on the criminal justice process. A general introduction to interpersonal communication skills, techniques, active listening, and strength based approach to interviewing will be covered. Students will apply key skills, building on an individual natural style, accompanied by specific interviewing tools and skills, which will be introduced and practiced through clinical application. There will be an emphasis on the Fourth, Fifth, Sixth and Eight Amendments, as it directly relates to the constitutional impacts of collecting information relevant to investigations. Ethical considerations will be approached on all topics covered.

## **ENG: ENGLISH**

### **ENG141**

#### **Rhetoric and Introductory Research Writing (3 cr. hours)**

**Prerequisite:** ENG095, earning a "C" or better or Placement; Students must receive a grade of "C" or better to enroll in ENG142.

#### **Offered Fall & Spring on-campus and Summer, Fall & Spring online**

This course prepares students for academic writing and research. Students will develop skills in summary, synthesis, and argument writing and will be introduced to college research. They may be taught these skills through a variety of rhetorical modes (pro/con, cause/effect, comparison/contrast, etc.) and/or through rhetorical analysis (ethos, logos, and pathos). Emphasis is placed on developing essays characterized by strong thesis statements; focused, coherent, and logically ordered paragraphs; correct grammar; and correct documentation in APA style.

### **ENG142 (w)**

#### **Rhetoric and Academic Writing (3 cr. hours)**

**Prerequisite:** ENG141, earning a "C" or better; Students must receive a grade of "C" or better to receive credit toward graduation and to enroll in courses for which it is a prerequisite. This is a writing intensive course.

#### **Offered Fall & Spring on-campus and Summer, Fall & Spring online**

This course provides instruction in persuasive and analytical writing and research through critical reading and analysis of texts, and the practice of rhetorical and analytical strategies that can be applied across various disciplines. Through reading, discussion, critical analysis, and instruction in locating and evaluating resources, students practice a range of approaches to academic writing. Students must receive a grade of "C" or better in ENG142 to receive credit toward graduation for this course, and to enroll in courses for which it is a prerequisite.

### **ENG152**

#### **Introduction to Technical Writing (3 cr. hours)**

**Prerequisites:** ENG141, earning a "C" or better

#### **Offered Spring on-campus**

This course will begin with a survey of technical writing as a field. Students will then be introduced to the kinds of problems technical writers face and approaches to problem solving across the field. The course covers strategies for reading technical and functional texts. Students will also develop beginning-level understandings of strategies and techniques technical writers use for problem solving in multiple contexts, and will cover accessibility strategies for all readers.

### **ENG201**

#### **Introduction to Literature (3 cr. hours)**

**Prerequisite:** ENG141

#### **Offered Fall & Spring on-campus and Summer, Fall & Spring online**

This course presents a range of literary genres that may include short story, drama, creative non-fiction, poetry, graphic novel, and/or the novel, at the discretion of the instructor, and helps students develop research and critical thinking skills that are applicable to all areas of the Humanities to being a well-rounded scholar.

**ENG221****History of the English Language (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better

**Offered as Needed**

This course studies language and writing with a special emphasis on the history and evolution of English from its origins in Old English through Middle English to Modern English. It may look at British English, American English, and World Englishes and how words are adopted into the language and adapted to meet new needs. Students will study the English language as an ever-growing, ever-changing phenomenon.

**ENG223****Advanced Grammar (3 cr. hours)**

**Prerequisite:** ENG141, earning a "C" or better

**Offered as Needed**

This course is an in-depth study of modern English grammar that blends descriptive and prescriptive approaches. It emphasizes the distinction between grammatical form and function and the recognition of basic patterns underlying complex sentences, and it stresses the rhetorical value of competency in sentence-level grammar.

**ENG242 (W)****Short Story Interpretation (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better

**Offered Fall online**

The course examines the short story as a literary genre. Students will read a wide range of stories from around the world and from different time frames. Emphasis is given to an understanding and critical appreciation of the structure and function of the short story.

**ENG262****Editing (3 cr. hours)****Offered as Needed**

An advanced course in evaluating a written text for quality, value, tone, and voice for a variety of audiences. Attention will be given to proofreading, grammar, premise, logic, content, and holistic value of the finished piece.

**ENG291 (W)****British Literature I (Old English through the Restoration) (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better

**Offered as Needed**

This course is a survey of the major literary works and their themes in British literature from the eighth through the eighteenth centuries. By responding critically to early works such as the Old English epic *Beowulf*, Middle English works by authors such as Chaucer and Langland, Renaissance works by authors such as Shakespeare, Marlow, More, and Restoration and eighteenth-century works by Milton, Dryden, Swift, Pope, and Johnson, students will gain an understanding of the cultural, societal, political, religious, and linguistic influences that shaped British literature.

**ENG292 (W)****British Literature II (Romanticism to WWII) (3 cr. hours)**

**Prerequisite:** ENG142 earning a "C" or better

**Offered as Needed**

This course is a study of the major literary works in British literature from the Romantic era to the mid-twentieth century. By reading and responding critically to works from the Romantic through Modernist periods, students will gain an understanding of British literature as well as the various cultural, societal, political, religious, and linguistic influences that shaped it. The course will include works by Romantic-era authors such as Blake, Byron, Wordsworth, Coleridge, the Shelleys, and Keats; Victorian writers such as Dickens, Tennyson, the Brownings, the Rossettis, and Arnold; and nineteenth and twentieth-century works by such writers as Hardy, Yeats, Lawrence, Joyce, and Woolf.

**ENG293****American Literature I (Colonial to Civil War) (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better

This course will introduce students to major trends in American literature from the Colonial Period through the Civil War. Students will read works by authors such as John Winthrop, William Bradford, Mary Rowlandson, Benjamin Franklin, Frederick Douglass, Nathaniel Hawthorne, Ralph Waldo Emerson, Henry David Thoreau, Edgar Allan Poe, and Herman Melville with a focus on issues such as American identity and purpose, the relationship of self to community, the role of religion in early American life, the impact of secularism, the value and the limits of human reason, and the role of imaginative expression in human life.

**ENG294 (W)****American Literature II (Civil War to WWII) (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better.

**Offered as Needed**

This course will introduce students to major works and trends of American literature from 1865 to the present. The course will focus on the development and impact of American literary realism, naturalism, modernism, and postmodernism, as well as pay special attention to works and writers associated with the Jazz Age, the Harlem Renaissance, the Beat movement, and other trends of the period. Students will read works by authors such as Emily Dickinson, Walt Whitman, Mark Twain, Jack London, Edith Wharton, T.S. Eliot, Wallace Stevens, William Faulkner, Zora Neale Hurston, Langston Hughes, F. Scott Fitzgerald, Flannery O'Connor, Sylvia Plath, Allen Ginsberg, Thomas Pynchon, Edward Albee, and Toni Morrison.

**ENG301****Professional Communication (3 cr. hours)**

**Prerequisite:** ENG141

**Offered Summer & Fall online**

This course prepares students for reading, writing, and communicating in a professional environment. Through examination, composition, and formatting documents common to numerous professions, students will be exposed to the specialized vocabulary and categories of written and verbal communication that are common to various fields.

**ENG313****Theoretical Approaches to Reading and Writing (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better

**Offered as Needed**

Provides students with a foundation in composition and reading theory for teaching. Students study and practice writing and reading for a variety of purposes and audiences and analyze their experiences. The purpose of this course is to give students a theoretical foundation from which to shape and apply a philosophy of teaching reading and writing.

**ENG323 (W)****Examining the Criminal Mind in Crime Literature (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better; this is a writing intensive course.

*Caution: This class will contain true and fictional presentations of violent and disturbing crimes from the perspectives of those committing the crimes. Students who are easily offended or disturbed by graphic depictions of murder, brutality, child abuse, rape, and drug use are advised to not take this class.*

Crime literature is a broad genre that contains the subgenres of mystery, caper, detective, police procedural, satire, true crime, and even humor. This class will examine some of the finest literature that approaches criminal behavior, mostly from the perspective of the criminals themselves. Using Neutralization Theory as the major theoretical perspective, fiction from the point of view of the criminals will be examined from a very intimate point of view. Crime fiction will be used to understand the criminal mind while exploring the genre.

**ENG347 (W)****American Novel (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better

A study of major trends and themes in the American novel. Literature describes a nation; likewise, the nation influences the literature it produces. We examine what in American culture and history has influenced the novel and made it one of our most prized art forms. Major authors will be examined from the point of view of their unique contribution to the novel as art and commentary.

**ENG348****The British Novel (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better; this is a writing intensive course.

This course is a study of the major trends, themes, and developments in the British novel from the eighteenth century to the present. Novels by major British authors are examined in terms of their unique contributions to the art and commentary of the novel, as well as their influences on English culture, society, and literature.

**ENG360 (W)****American Poetry (3 cr. hours)**

**Prerequisite:** ENG142, earning a "C" or better

**Offered as Needed**

A survey of American poetry and poetics from the Puritan era to the present, showing the effects of the Romantic revolution on an American Puritan tradition and the making of a national vernacular for poetry. Students will study poetic technique and read authors such as Bradstreet, Taylor, Freneau, Emerson, Longfellow, Poe, Thoreau, Whitman, Dickinson, Robinson, Dunbar, Crane, Stein, Sandburg, Stevens, Williams, Pound, H.D., Moore, Eliot, Millay, Hughes, Cullen, Zukofsky, Auden, Roethke, Bishop, Berryman, Brooks, Lowell, Plath, Glück, Levertov, Ginsberg, Merrill, Kinnell, Rich, Pinsky, and Collins.

**ENG361 (W)****English Poetry (3 cr. hours)**

*Prerequisite:* ENG142, earning a "C" or better

**Offered as Needed**

A survey of selected English poetry drawn from the Old English period to the twentieth century. The course examines leading figures from the eras studied. Trends and influences of each respective age in the progressive development of poetry in England are studied. Authors and works studied may include Beowulf, Taliesin, Marie de France, Malory, Chaucer, Dunbar, Skelton, Wyatt, Spenser, Sidney, Whitney, Elizabeth I, Raleigh, Marlowe, Shakespeare, Jonson, Donne, Wroth, Herrick, Herbert, Marvel, Philips, Milton, Swift, Pope, Gray, Blake Wordsworth, Coleridge, Southey, Shelley, Byron, Smith, More, Hemans, Clare, the Rossettis, the Brownings, Tennyson, Arnold, Swinburne, Eliot, Pound, H.D., and Moore.

**ENG380 (W)****Shakespeare (3 cr. hours)**

*Prerequisite:* ENG142, earning a "C" or better.

**Offered as Needed**

This course is a study of the major trends and themes in Shakespeare's plays by addressing them as works of literature and by examining concomitant analyses provided by renowned Shakespearean critics. Students will gain an understanding of the plays' major conflicts, the characters as personifications of human nature, the author's mastery over figurative language, and the importance of setting as a key component in each work. From reading and responding critically, students will develop an alertness of the power that these works have to tell us more about ourselves as we attempt to say something about them.

**ENG422 (W)****World Literature (3 cr. hours)**

*Prerequisite:* ENG142, earning a "C" or better

**Offered as Needed**

This course is an examination of World Literature. It will examine the innovations in literary technique and genre in world literature, possibly including an introduction to postcolonial literature and theory. Social, political, and technological changes and their ramifications on literature will be examined, as well as how literature affected particular areas of the world in these turbulent times.

**ENG463 (W)****Literary Theory (3 cr. hours)**

*Prerequisite:* ENG142, earning a "C" or better and 200 level ENG, CUL, or PHI

**Offered as Needed**

This course is a study of critical theory beginning with selected classical texts by authors such as Plato, Aristotle, Dryden, Nietzsche, Tolstoy, and others. Approaches such as Marxist, psychological, structural, post-structural, feminist, reader-response, and contemporary theorists, such as Jacques Derrida, Donna Haraway, Jean Baudrillard, Michel Foucault, and Jean-Francois Lyotard will also be discussed and analyzed. Through examination of sample texts and the theoretical approaches to their analysis, students will learn to move from literal to figurative interpretations of a work of literature and to consider multiple interpretations of a text. The interrelationships between writer, reader, and analysis will be explored through advanced critical theory.

**ENG499****Senior Seminar (3 cr. hours)**

*Prerequisite:* ENG142, earning a "C" or better, 200 level ENG, CUL, or PHI, and Senior standing

**Offered as Needed**

The capstone course for English majors. With guidance and regular meetings with a faculty member, this course is self-determined and self-directed project that shows depth of knowledge and critical and original thought. Grading will be performed by a committee of English faculty.



**EXS146 (w)****Introduction to Exercise Science (3 cr. hours)**

*This is a writing intensive course.*

**Offered Fall, Spring**

This course is designed to introduce students to the field of Exercise Science as well as to prepare students for further courses in the curriculum. Students will be introduced to topics such as the history of Exercise Science, anatomy, exercise physiology, exercise epidemiology, exercise nutrition, biomechanics, motor control and motor learning, and exercise and sport psychology.

**EXS210****Bioenergetics (3 cr. hours)**

**Prerequisite:** CHM131 & L

**Offered Spring on-campus**

This course is available to Tiffin University students who have declared Exercise Science for a major. This course will introduce students to the principles and metabolic processes that occur in the human body for the purpose of energy production. Further, these students will apply these concepts when humans are in different energy states (i.e. rest vs. physical activity and exercise).

**EXS225****Motor Development (3 cr. hours)****Offered Spring on-campus**

Students in this course will learn the processes and mechanisms underlying the development of motor skills from birth to adulthood. The study of neurological, physiological, intellectual, social, and emotional factors that influence gross and fine movement activities will be included in this course.

**EXS310****Cardiorespiratory Fitness Training (3 cr. hours)****Offered Spring on-campus**

This course is available to Tiffin University students who have declared Exercise Sciences as their major. This course will provide students with knowledge of the Cardiorespiratory system as well as its physiological responses to exercise and physical activity. Additionally, this course will apply these concepts as tools to improve cardiorespiratory fitness for all populations.

**EXS315****Biomechanics of Sport and Exercise (3 cr. hours)**

**Co-requisite:** EXS315L

**Offered Fall on-campus**

This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement.

**EXS315L****Biomechanics of Sport and Exercise Lab (1 cr. hour)**

**Co-requisite:** EXS315; A lab fee is associated with this course.

**Offered Fall on-campus**

This course is designed to introduce students to the tools and techniques for motion analysis, mechanical concepts, forces and performance analysis related to the anatomical and mechanical bases of human movement. The course will provide students with practical laboratory experiences related to the field of biomechanics.

**EXS316****Nutrition for Sport and Exercise (3 cr. hours)****Offered Spring on-campus**

The course will examine the effects of many of the macronutrients and micronutrients and the specific contexts in which exercise and nutrition interact to cause predictable outcomes in health and performance.

**EXS322****Kinesiology (3 cr. hours)****Offered Fall on-campus**

The scientific study of human movement has been defined as Kinesiology, also known as human kinetics. This course will examine the relationship of the anatomical, physiological, and the mechanical principles of human motion.

**EXS410****Health Coaching (3 cr. hours)****Offered Spring on-campus**

This course will introduce students to the principles of health coaching. Students will be introduced to an array of methods and techniques to promote physical activity through behavior change strategies.



## EXS: EXERCISE SCIENCE (continued)

### EXS422

#### Exercise Physiology (3 cr. hours)

**Prerequisite:** BIO222 and BIO222L or NAT150 and NAT150L, earning a “C” or better; **Co-requisite:** EXS422L

#### Offered Fall on-campus

The study of the acute responses and chronic adaptations to a wide-range of physical exercise conditions is defined as exercise physiology. The analysis, improvement, and maintenance of health and fitness are possible by the identification of physiological mechanisms underlying physical activity. This course will provide students with an understanding of the functioning of the systems of the human body during exercise.

### EXS422L

#### Exercise Physiology Lab (1 cr. hour)

**Prerequisite:** BIO222 and BIO222L or NAT150 and NAT150L, earning a “C” or better; **Co-requisite:** EXS422;

A lab fee is associated with this course.

#### Offered Fall on-campus

The course will provide students with practical laboratory experiences related to the field of exercise physiology.

### EXS442

#### Exercise Testing and Prescription (3 cr. hours)

**Prerequisite:** EXS422

**Co-requisites:** EXS442L and NAT112

#### Offered Spring on-campus

This course is based on the study of methods of determining fitness levels and developing safe exercise programs. In this course, exercise testing and prescription are presented within a health-related context, with practical applications for sports nutrition, weight management, the aging process, and prevention and management of chronic diseases, such as heart disease, diabetes, cancer, osteoporosis, and arthritis. The American College of Sports Medicine’s Guidelines for Exercise Testing and Prescription will be emphasized with specific focus on the knowledge, skills, and abilities for the American College of Sports Medicine’s Exercise Physiologist-Certified certification.

### EXS442L

#### Exercise Testing and Prescription Lab (1 cr. hour)

**Prerequisite:** EXS422

**Co-requisites:** EXS442 and NAT112

A lab fee is associated with this course.

#### Offered Spring on-campus

This course is based on the study of methods of determining fitness levels and developing safe exercise programs. In this course, exercise testing and prescription are presented within a health-related context, with practical applications for sports nutrition, weight management, the aging process, and prevention and management of chronic diseases, such as heart disease, diabetes, cancer, osteoporosis, and arthritis.

### EXS475

#### Research Methods in Exercise Science (3 cr. hours)

**Prerequisite:** MAT273

**Co-requisites:** EXS422 and EXS422L

#### Offered Fall on-campus

This course is designed for senior status students majoring in Exercise Science. The course will examine the types of research conducted in exercise science and the common methodological and statistical approaches to conducting research in the field. The primary emphases of this course are to prepare students to carefully analyze, consume, and apply research findings for professional practice, enhance scientific writing skills, develop exercise science-related research questions, and to design appropriate research projects for addressing research questions. Students will be expected to successfully complete the CITI certification process for conducting research on human subjects and to develop a research proposal to address a research question of their choice.

## FIN: FINANCE

### FIN101

#### Personal Finance (3 cr. hours)

#### Offered As Needed

This course describes the study of methods for planning and building financial resources, which can meet the goals of the individual and her (his) household throughout the changing life cycle. Focuses on money and property management, budgeting, income generation, asset protection, tax considerations, and estate planning.

### FIN190, FIN290, FIN390, FIN490

#### Special Topics (3 cr. hours)

**Prerequisite:** None, unless listed in the schedule of courses.

#### Offered As Needed

Topics will vary. May or may not be writing intensive.

**FIN301****Business Finance (3 cr. hours)**

*Prerequisites:* ACC210, ECO221 or ECO222, MAT273

*Offered Fall & Spring on-campus and Summer online*

This course shall focus attention on the tools and concepts for financial decision making in five broad areas: financial management, valuation of financial assets, capital budgeting, capital structure, and working capital management. The study includes the time value of money, capital budgeting, sources of long-term capital and short-term financial management. Other topics will address financial ratio analysis, organization of financial markets, and international (global) finance.

**FIN314****Risk Management and Insurance (3 cr. hours)**

*Prerequisite:* FIN301

*Offered Spring on-campus*

Study of the content and application of uncertainty, risk, and the management of risk (selecting among “reduction, assumption, or transfer” techniques). The application of risk management to individuals, businesses, and the public, focusing on insurance and its remedies for risk.

**FIN315****Financial Risk Management (3 cr. hours)**

*Prerequisite:* FIN301

*Offered Fall on-campus*

This course is dedicated to a process of identifying, measuring, and controlling the financial risk carried by a company as perceived by a financial manager. The goal of this course is not to teach the student how to create and sell risk management products, but rather how to shop intelligently for these products in the current market.

**FIN420****Money and Banking (3 cr. hours)**

*Prerequisite:* ECO221

*Offered Spring on-campus*

In-depth examination of the role money and financial institutions play in a market economy, focusing on the Federal Reserve System, monetary policy, and current issues in money and banking.

**FIN421 (w)****Investments (3 cr. hours)**

*Prerequisite:* FIN301.

*Offered Fall on-campus*

The study of the institutions, instruments, markets, and theories of valuation and investment. Students shall be exposed to the valuation of debt (bonds) and equity (stock) instruments, including derivatives. Other topics shall include the Capital Asset Pricing Model (CAPM), the Capital Management Line (CML), the Security Market Line (SML), the Efficient Market Hypothesis (EMH) portfolio theory, and international diversification.

**FIN426****International Finance (3 cr. hours)**

*Prerequisite:* FIN301 or concurrent

*Offered Spring on-campus*

The study of the institutions, concepts, and instruments of international finance. Current and past international monetary systems shall be discussed. Special attention shall be directed to consideration of accounting, finance and taxation differences global companies (multinational companies – MNCs) experience in the domestic and foreign economies. Other topics shall include the determination of exchange rates and their macroeconomic linkages, the effect of exchange rates on current and capital account balances, and the techniques global companies can engage in to hedge exchange rate risk.

**FIN461****Data Analytics in Finance (3 cr. hours)**

*Prerequisite:* Senior standing

*Offered Fall on-campus*

The goal of this course is to teach the student how to extract valuable insight from financial data to help businesses make strategic decisions. This course will leverage knowledge from the various courses the student has taken over the student's college career, and enhance it with financial analytics. Instructors will introduce an assortment of current tools that are popular on the market and apply them to real-world scenarios.

**FIN470****Internship (3 cr. hours)**

*Prerequisite:* Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

*Offered Summer, Fall and Spring on-campus*

Provides the student actual experience in applying the concepts, principles, and rules of finance in real-world circumstances. Hours and work assignments are arranged with the business or organizational sponsor on an individual basis.

## FOR: FORENSIC PSYCHOLOGY

### FOR105

#### Victimology (3 cr. hours)

##### *Offered Fall and Spring on-campus, Spring online*

This course focuses on the victims rather than the offenders; why they have been recently rediscovered, why they often do not report crimes to police; how some victims might share responsibility for the crimes with the offenders; how they can be repaid for their losses through offender restitution and government compensation; and what new services are available to help victims prevent crimes and resist attacks. The social and emotional responses of victims to crime are examined.

### FOR190, FOR290, FOR390, FOR490

#### Special Topics (3 cr. hours)

*Prerequisite:* None, unless listed in the schedule of courses.

##### *Offered as Needed*

Topics will vary. May or may not be writing intensive.

### FOR310

#### Threat Assessment (3 cr. hours)

*Prerequisite:* JUS110

##### *Offered Spring on-campus, Fall online*

An overview of threat assessment and threat management (TA/TM) in various organizations such as social service agencies, schools, places of employment and law enforcement. The history of threat assessment/threat management, events, legal responses, theories, research and models are included. Policies at aforementioned organizations are explored as are various remedy models. The Identify, Assess, Manage [Federal] model is introduced.

### FOR344 (w)

#### Psychology of Violence and Aggression (3 cr. hours)

*Prerequisites:* FOR105 and PSY101

##### *Offered Fall and Spring on-campus, Fall online*

Course examines the changes in the methods, patterns, and meanings of violence. Special attention is paid to individual and collective violence in the streets, in schools, at home, within the media, by the police, by terrorists and by the military. The major theories explaining the causes of violence, and important research about attitudes toward violence and the showing of force to bring about change are reviewed.

### FOR347

#### Psychology of Sex Crimes (3 cr. hours)

*Prerequisite:* PSY101

##### *Offered Spring on-campus*

There are few crimes that shock people's sensibilities as sex crimes. Highly publicized cases involving the victimization of children led to changes in laws and policies regarding how society prosecutes, punishes and manages sex offenders. This course explores the myths and realities surrounding the wide range of behaviors encompassed by the term sex crimes. Emphasis is placed on the underlying sexual motivation of certain crimes and their relevance to the investigation and treatment of sex offenders.

### FOR365

#### Drugs and Society (3 cr. hours)

*Prerequisites:* PSY101 and PSY362

##### *Offered Spring on-campus and Spring online*

Considers various types of drugs, dynamics of use, abuse, addiction, and recovery; social, legal, economic, and psychological impact on structure and function of society; current trends; diagnosis and treatment; prevention strategies.

### FOR423

#### Case Management (3 cr. hours)

*Prerequisites:* Senior standing and PSY362

##### *Offered Fall on-campus and Fall & Spring online*

A study of the various supervision methods and considerations for effective intervention with the criminal justice client. Incorporates the skills of pre-sentence assessment and supervision planning, interfacing with other branches of the human service delivery system, and counseling techniques appropriate for use by the criminal justice worker.

## FOR: FORENSIC PSYCHOLOGY (continued)

### FOR430 (w)

#### Crisis Intervention Strategies (3 cr. hours)

*Prerequisites:* Senior standing and PSY362

*Offered Fall & Spring on-campus and Fall online*

Focuses on the theory and practice of intervention in various acute situations common in work with criminal justice clients, e.g., domestic violence, suicide threat/attempt, physical or sexual abuse, and acute chemical dependency episodes.

### FOR460 (w)

#### Psychology and Law (3 cr. hours)

*Prerequisites:* PSY250, SCS300 and Junior standing

*Offered Fall and Spring on-campus*

Course studies the psychology assumptions that the law makes and the differences between law and psychology regarding models of behavior, theories of change, morality, and values. Role of psychology in the legal process, the rules of procedure, the jury system, and the psychologist in the courtroom are examined in depth.

### FOR485

#### Death and Dying (3 cr. hours)

*Prerequisites:* PSY101 and SOC101

*Offered Fall on-campus*

This interdisciplinary course examines the reality of death and dying as it affects everyone. The course will also examine the topic and how it pertains to the role of helping professionals, the terminal person, and survivors. It incorporates the work of relevant empirical, psychological, sociological, historical, legal, philosophical, and religious viewpoints from a multicultural perspective.

## FSC: FORENSIC SCIENCE

### FSC110

#### Forensic Science Academy (1 cr. hour)

*Offered Summer*

This course is an introduction in the forensic chemistry and biology fields, as well as the general science procedures supporting investigatory rules for legal cases. Students will be taught basic legal, biological and chemistry concepts and will apply these concepts in both laboratory experiments and forensic science engagement experiences, including explosions, fire, morgue experiences, and criminal laboratory visit(s) for forensic processing of evidence. It is designed to provide a general introduction to the field of forensic science and the scientific and legal processes involved when investigating a crime.

### FSC115

#### Introduction to Forensic Science (3 cr. hours)

*Co-requisite:* FSC115L; A lab fee is associated with this course.

*Offered Fall, Spring on-campus*

This course will provide a general introduction to the field of forensic science and its various functions and specialties from the crime scene to the laboratory.

### FSC115L

#### Introduction to Forensic Science Lab (1 cr. hour)

*Co-requisite:* FSC115

*A lab fee is associated with this course.*

*Offered Fall, Spring on-campus*

This course is a required complement to the lecture course. Students will be expected to apply the concepts learned in the lecture to the laboratory experiments. It is designed to provide a general introduction to the field of forensic science and the preservation of physical evidence from the crime scene to analysis in the crime laboratory.

### FSC190, FSC290, FSC390, FSC490

#### Special Topics (3 cr. hours)

*Prerequisite:* None, unless listed in the schedule of courses.

*Offered as Needed*

Topics will vary. May or may not be writing intensive.

### FSC215 (w)

#### Evidence Law and Ethics (3 cr. hours)

*Prerequisites:* FSC115 and ENG141

*Offered Spring on-campus*

An examination of the principal rules of evidence applicable in the federal and states courts, and ethical considerations as applying to the collection, processing, analysis, evaluation and interpretation of evidence. Analysis of the relevant rules of evidence will be made alongside a broad overview of forensic science in the courtroom. This course will explore case law and ethical case studies as they apply to admissible evidence, how a forensic expert should testify to juries, and the extent to which the admission of forensic evidence assists juries.

## GSC: GLOBAL SPORTS AND CULTURE

### GSC110

#### Global Sports and Culture I: Sports and Identity (3 cr. hours)

##### *Offered Spring on-campus*

This course introduces the study of sports and culture by reviewing these topics within the context of the individual. Students will learn about and reflect on how sports can affect and influence the development of personal identity and how such identities may change over time. Particular attention will be paid to reviewing how ones' personal sports identity can bridge differences related to class, race and gender differences.

### GSC210

#### Global Sports and Culture II: Sports and Community (3 cr. hours)

##### *Offered Spring on-campus*

This course traces the role of sports and culture within local and regional identities. Students will review the reflexive ways regional and local sports identities interact with culture and how such interactions create culturally unique experiences and values. Particular attention will be paid to researching specific case studies and how such case studies can illuminate the relationship between sports and culture. The course will also incorporate guest speakers from the Tiffin community, especially coaches and others associated with the sports industry.

### GSC310

#### Global Sports and Culture III: Sports and Nationality (3 cr. hours)

##### *Offered Fall on-campus*

This course builds on the topics and themes explored in GSC210 and broadens the investigation to incorporate national and supranational sports cultures and identity. Students will learn about the relationship between nationalism, internationalism and sport and how this relationship affects areas such as economics, diplomacy, historical knowledge, etc. Students will work to create research portfolio on the role of sports in national outside of the U.S. and work to identify career opportunities within the international context.

### GSC410

#### Global Sports and Culture: Capstone (3 cr. hours)

##### *Prerequisite: Senior Standing*

##### *Offered Fall on-campus*

This course provides a culminating experience for all courses in the GSC program. Each student will create and present a summative paper or project that explores the connections established throughout the coursework, explains how the program has enhanced the student's knowledge, skills and abilities related to their chosen tracks and helped them prepare for employment in their chosen field.

## HCA: HEALTHCARE MANAGEMENT - *Offered through Online & Extended Learning programs only*

### HCA140

#### Survey of the Healthcare Industry (3 cr. hours)

##### *Offered Summer online*

This course includes an overview of the healthcare industry and the important concepts needed to manage in the healthcare field.

### HCA201

#### Survey of Health Insurance in the United States (3 cr. hours)

##### *Prerequisites: HCA140 and NAT150*

This course includes understanding various health insurance plans and coverage. It explores the concepts of insurance as well as financial, legal and social issues related to the health insurance industry. The course focuses on reimbursement methods and proper coding procedures and, in addition, addresses eligibility requirements, claims processing, collection, and patient accounting processes. It will instruct the student on the completion of insurance forms and interpretation of insurance codes. The course will provide each student with the framework for understanding the critical concepts and components of healthcare reimbursement and billing.

### HCA301

#### Healthcare Finance (3 cr. hours)

##### *Prerequisite: ACC210 and ECO221*

This course is designed to introduce students to financial concepts utilized within organizations and those that exist as unique to the healthcare industry. Application of concepts addressed within the course is emphasized.

### HCA312 (w)

#### Healthcare Informatics (3 cr. hours)

##### *Prerequisite: DLT101*

##### *Offered Fall online*

This course provides the student with a comprehensive understanding of informatics in the healthcare industry. Healthcare informatics is addressed from a systemic, patient, management, and educational perspective.

**HCA318****Human Resource Management for Healthcare Managers (3 cr. hours)**

**Prerequisite:** MGT301

This course is an introduction to the human resource function and related elements and activities as they apply to the healthcare industry. The course outlines the roles and functions of members of the human resource department as well as educating others outside human resources in how their roles include human resource-related activities in healthcare.

**HCA355****Healthcare Marketing (3 cr. hours)**

**Prerequisite:** ECO221 or ECO222

Healthcare Marketing provides students with the exposure to essential marketing concepts and strategies utilized within the healthcare industry. Control and monitoring of healthcare marketing programs is emphasized to address the continual change in the healthcare industry.

**HCA362****Managerial Design and Analysis for Healthcare (3 cr. hours)**

**Prerequisite:** MAT181

This course is an introduction to research and its tools for the learner as both a consumer and producer of statistics and research. Specific emphasis is placed upon helping the student complete a research project and on understanding managerial decision-making as it pertains to the healthcare industry.

**HCA403****Healthcare Law (3 cr. hours)**

**Offered Spring online**

This course examines the ever-changing legal trends faced in the healthcare environment. This course will provide the student with the skills necessary to mitigate liability through risk management principles, develop relationship management skills, incorporate employment law procedures, and manage communication.

**HCA412****Healthcare Systems and Governance (3 cr. hours)**

This course focuses on administration of complex health systems and individual organizations. Topics include organizational analysis, strategic planning, multi-organizational management issues, and evolving governance structures and methods in healthcare management. The course will use quantitative methods to analyze many of the issues.

**HCA427****Healthcare Operations (3 cr. hours)**

**Offered Spring online**

**Prerequisite:** MAT181

This course applies planning and controlling concepts to increase the value of the supply chain to the healthcare supplier. Students learn to evaluate and improve processes. Other topics include process selection, process design, theory of constraints, project implementation, capacity planning, lean production, facility location and business forecasting that are unique to healthcare.

**HCA470****Internship (3 cr. hours)**

**Prerequisites:** Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

**Offered Summer, Fall and Spring**

Provides the student with on-the-job experience in varied aspects of healthcare management. Hours and work assignments will be arranged on an individual basis.

**HCA473****Service Delivery of Acute Care Management (3 cr. hours)**

**Prerequisites:** Any 300 level HCA

This course delves into an in-depth assessment of hospitals. Areas of study entail its foundational structure, leadership and management, clinical and non-clinical services.

**HCA474****Social Aspects of Aging (3 cr. hours)**

**Prerequisites:** Any 300 level HCA

**Offered Online**

This course introduces the student to core components and trends in social gerontology. Social, physical, economic, and political viewpoints are taken into account to assess the interdisciplinary nature within the field.



## **HCA475**

### **Service Delivery of Long Term Care (3 cr. hours)**

**Prerequisites:** Any 300 level HCA

This course introduces students to managing and leading the system of long-term care. Various elements of the system are addressed, reflecting on past, current, and future trends in the healthcare industry and aging population.

## **HCA491**

### **Healthcare Administration Research Project (3 cr. hours)**

**Prerequisite:** HCA majors only; Senior standing and permission of School Dean or Designee

**Offered Fall Online**

The Research Project is a challenging part of the Healthcare Management Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Healthcare Management Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Healthcare Management Research Project will focus many of the new skills that have been learned from course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

## **HED: HISTORY EDUCATION**

### **HED122 (w)**

#### **Research and Writing for History (3 cr. hours)**

**Prerequisite:** ENG141

**Offered Fall on-campus**

This class is designed to develop the research and communication skills common to the history profession. Each student will complete research projects using primary and secondary source material, scholarly journals, oral variety histories, artifacts and photographs. The advantages and shortcomings of online research will be presented. Students will also learn how to work successfully in groups to prepare and deliver an oral presentation of their joint research.

### **HED201**

#### **Political Geography (3 cr. hours)**

**Prerequisite:** ENG141

**Offered Fall on-campus**

This course begins with an introduction to the current political map of the world and the identification of relationships among physical environment landforms, climate, resources and these political boundaries. Students will learn how political relationships were formed, how different civilizations interacted with each other and how these civilizations contributed to the development of the Western World from the Ancient World of Egypt to the Middle Ages of Europe.

### **HED250**

#### **Cultural Geography**

**Prerequisite:** ENG141

**Offered Fall on-campus**

This course exposes students to cultural variation found around the world. It will investigate changes in populations, human migratory patterns, language, religion, social customs, economic systems and cultural interaction.

### **HIS231 (w)**

#### **Creating a Nation: The United States through the Civil War (3 cr. hours)**

**Prerequisite:** HED122 earning a "C" or better

**Offered Spring on-campus**

Beginning with the Pre-Columbian Native American culture, the course investigates European colonization of the Americas, with emphasis on the English experience. The causes and key elements of the American Revolution are analyzed, as are the challenges faced and opportunities enjoyed by the newly independent nation. Students will explore the interacting social, political, economic, military, and religious themes that underscore the nation's development. The course concludes with an investigation of growing tensions between the North and the South that emerged as the nation moved westward, generating Irreconcilable conflicts that culminated in civil war.

### **HED242 (w)**

#### **The United States, 1865-1945: Consolidation, Industrialization, & the Rise to Global Leadership (3 cr. hours)**

**Prerequisite:** HED122 earning a "C" or better

**Offered Fall on-campus**

Efforts to reconstruct the South and uncertainty over the future of freed slaves following the Civil War provide the introduction for this class. Students will also trace the remarkable rise of industrialization and unionism, the "winning of the West," the challenges of urbanization, unprecedented immigration around 1900, and the country's growing commitment in Asia following the Spanish-American War. The uncertainties associated with capitalism are explored through investigations of the various depressions that rocked the nation periodically during the 19th and 20th

centuries. Finally, an investigation of America's role in two world wars helps students understand how the United States emerged as a world leader in 1945.

### **HED250**

#### **World Cultural Geogography (3 cr. hours)**

**Prerequisite:** ENG141

**Offered Fall on-campus**

This course will expose students to cultural variation around the world. Students will investigate physical features and changes in geographic research, populations, human-environment interactions, characteristics of human systems and cultural divisions between regions based on language, religion, social customs, economic systems and cultural interaction.

### **HED267 (w)**

#### **The Challenges of Global Leadership: The United States after 1945 (3 cr. hours)**

**Offered Spring on-campus**

The class follows the post-war trail of mutual misunderstanding and mistrust between the United States and the Soviet Union, which solidified into intransigent ideological positions during the nearly 4 decades of threat and counter-threat known as the Cold War. Seeking to check perceived Soviet expansion, the nation found itself embroiled in a number of wars in far-flung corners of the post-colonial world. At home, students will discover that the United States enjoyed unprecedented economic growth, but also strident racial and gender equality debates, environmental issues, generational and cultural differences, and increasing commercialization. By the late 20th century, issues of globalization, terrorism, population growth and migration, growing political discord, and technological innovation left the United States facing a world of uncertainty, but also of opportunity.

### **HED267 (w)**

#### **Dawn of Humankind: Civilizations Emerge and Develop (3 cr. hours)**

**Prerequisite:** HIS122 earning a "C" or better.

**Offered Fall on-campus**

This course explores the birth and diffusion of world civilizations from the dawn of recorded history to 1350 CE. First, the course will begin by examining the development of early civilizations and then will follow their developments into the classical age by exploring the Mediterranean societies of Greece and Rome, the Indian subcontinent, Asia, Africa, and the Western hemisphere. Finally, the course will conclude with the establishment of post-classical empires and the expansion of world religions. Over time, technology and human enterprise led to regular encounters between distant societies. This course highlights the ways these interactions came to shape the modern world.

### **HED303 (w)**

#### **Dawn of Humankind: Civilizations Emerge and Develop (3 cr. hours)**

**Prerequisite:** HED122 earning a "C" or better.

**Offered Fall on-campus**

This course will examine the coming of the modern age. An examination of Europe from the late Middle Ages into the late nineteenth century will allow students to explore the ways that Europeans began to value reason over pre-modern ways of understanding the world. This enormous change led to political, scientific, economic, social, and cultural changes both in European society and in the world at large. Students will investigate key events in European history such as the Renaissance, the Enlightenment, Exploration, the Industrial Revolution, and the creation of the modern nation-state, but particular attention will be paid to how each of these events impacted the Americas, Africa, Australia, and Asia. By examining each of these events from a global point of view, students will explore the ways in which knowledge and European ways of thinking influenced people around the world.

### **HED320 (w)**

#### **Ohio History (3 cr. hours)**

**Offered Spring on-campus**

This course introduces students to the history of the state of Ohio. It begins with the prehistory of native peoples, follows the struggles between native people and Europeans during the colonial period, and traces the development of the region after statehood in 1803. The course will address a wide range of topics including: the key role of Ohio during nineteenth century industrialization, its contributions to national politics, its changing demographics and developing economy during the twentieth century, and its relations with other states in the region. Student field trips and the use of primary sources in research will be encouraged.

### **HED323 (w)**

#### **The Emerging West, Exploration, Colonization and Commerce (3 cr. hours)**

**Prerequisite:** HED122.

**Offered Fall on-campus**

This course will examine the coming of the modern age. An examination of Europe from the late Middle Ages into the late nineteenth century will allow students to explore the ways that Europeans began to value reason over pre-modern ways of understanding the world. This enormous change led to political, scientific, economic, social and cultural changes both in European society and in the world at large. Students will investigate key events in European history such as the Renaissance, the Enlightenment, Exploration, the Industrial Revolution and the creation of the modern nation-state, but particular attention will be paid to how each of these events impacted the Americas, Africa, Australia

and Asia. By examining each of these events from a global point of view, students will explore the ways in which knowledge and European ways of thinking influenced people around the world.

#### **HED410 (w)**

##### **The Inter-Connected World: Globalization In a Post-Colonial World (3 cr. hours)**

###### ***Offered Fall on-campus***

This course will explore the increasing dominance of Western ideas and how they continue to have an impact on societies around the world. With the expansions of empires into Africa, Asia, and Oceania, Europeans and Americans gained control over much of the world; and economies, politics, and culture became more intricately intertwined. The course will address the following topics: the spread of industrialization, how the west and non-west viewed one another, the global conflicts of the twentieth century, decolonization movements, the rise of fundamentalism and terrorism worldwide, the competition of human and natural resources, and the constant struggle between local diversity and globalization that characterizes the twenty-first century.

#### **HED425 (w)**

##### **Historiography (3 cr. hours)**

**Prerequisite:** History major either enrolled in or has completed all major courses

###### ***Offered Spring on-campus***

This capstone course investigates how the study of history has evolved, with a special emphasis placed on competing historical theories. Using samples of historical writing from representative historians over time, students will seek to understand the role of objectivity and the temptations of manipulating the past to influence the future. In addition, they will learn how technology has influenced the profession. Material studied will include European as well as American historical thought and practice.

#### **HED490 (w)**

##### **History Capstone (3 cr. hours)**

**Prerequisite:** History major either enrolled in or completed all major courses.

###### ***Offered Fall on-campus***

This capstone course explores the major themes and content associated the Ohio Assessment for Educators (OAE). This course devotes a substantial amount of time to the integrated social studies assessment framework and trains students how best to prepare for the OAE test covering the following items: historical concepts, terms, sources, perspectives and research skills; major developments in world history from the beginnings of human society to the present; major developments in early U.S. history from the precontract periods to the present. In addition to the exploration of the major themes and content associated with the OAE test, this course also emphasizes preparation for student teaching by having students build and pilot lesson plans related to social studies education.

### **HFW: HEALTH, FITNESS AND WELLNESS**

#### **HFW213**

##### **Principles of Human Nutrition (3 cr. hours)**

**Prerequisite:** NAT150 & NAT150L

###### ***Offered Spring***

This course provides students with the basic concepts and principles of human nutrition necessary to maintain and promote health through good dietary choices.

#### **HFW313**

##### **History and Philosophy of Physical Education and Sports (3 cr. hours)**

###### ***Offered Spring***

This course explores the historical and philosophical aspects that are involved in the development of sport and physical activity from early civilizations of today. It is designed to improve the understanding and appreciation of the purpose, value, nature, scope and significance of physical activity and sport.

#### **HFW413**

##### **Sociological and Psychological Aspects of Physical Activity (3 cr. hours)**

###### ***Offered Spring***

This course covers the social and psychological factors associated with sport and physical activity experiences individuals have through life.

#### **HFW415**

##### **Advanced Strength and Conditioning (3 cr. hours)**

**Prerequisite:** NAT150, NAT150L or BIO222, BIO222L, EXS322

**Co-requisites:** HFW415L and NAT112

###### ***Offered Spring***

This course is designed for senior status students majoring in Health, Fitness and Wellness and Exercise Science who are interested in pursuing a career as an advanced personal trainer or strength and conditioning coach. This course is

based on, and will provide an overview of, the principles of strength and conditioning. Emphasis will be placed on the application of concepts in anatomy, physiology, kinesiology, biomechanics, and nutrition in order to effectively design strength and conditioning programs, ensure proper exercise technique, and select appropriate exercise testing and evaluation protocols. Students will also be introduced to facility design, policies, organization, and legal issues. At the conclusion of this course, students will have been presented with the information necessary to sit for the nationally accredited Certified Strength and Conditioning Specialist (CSCS) certification exam.

#### **HF415L**

##### **Advanced Strength and Conditioning Lab (1 cr. hour)**

**Prerequisites:** NAT150, NAT150L or BIO222, BIO222L and EXS322

**Co-requisite:** HF415 and NAT112

##### **Offered Spring**

This course is designed for senior status students majoring in Health, Fitness, and Wellness and Exercise Science who are interested in pursuing a career as an advanced personal trainer or strength and conditioning coach. This course is based on, and will provide an overview of, the principles of strength and conditioning. Emphasis will be placed on exercise test selection, administration, and interpretation for muscular strength, muscular power, aerobic power, anaerobic power, agility, speed, body composition, flexibility, and sport-specific performance. Students will apply bioenergetics, biomechanical, and physiological concepts to ensure proper test selection, exercise technique, test interpretation, and sport-specific exercise prescription. At the conclusion of this course, students will have been presented with the information necessary for competent performance in entry-level strength and conditioning employment or graduate assistant opportunities.

### **DS: DIGITAL STORYTELLING**

#### **HIS114 (w)**

##### **Intro to Multimedia Storytelling (3 cr. hours)**

##### **Offered Fall on-campus**

This course surveys multimedia storytelling through exhibit design, digitization, audiovisual design, marketing and product management through the lens of public history and cultural history. It introduces students to the careers, standards of ethics, research, debates and practices associated with the intersection of history and multimedia studies through learning about the role of storytelling in shaping our understanding of the past. Students will gain practical skills in using various multimedia tools and platforms to create their own historical narratives. By the end of the course, students will have a deeper understanding of the power of multimedia storytelling. The course emphasizes experiential "fieldwork" by having students visit and engage with memorials, monuments and museums and archives.

#### **HIS214**

##### **Public History II (3 cr. hours)**

**Prerequisite:** HIS114

##### **Offered As Needed**

Public History I defines and traces public history within the American context. The student will study various public history expressions (museums, memorials, and monuments) in the United States. The underlying movements that contributed to the acceleration in growth of public history expressions after the Civil War will be examined. Students will also seek to understand how expressions of public history communicate American history through and to the lens of the public viewer. This course is organized around the ethical dilemmas that drive public history in a variety of settings, from local community-based projects to state and national projects, and why certain types of historical events are memorialized more often than other classifications of historical events. This course will focus on the concept of historical memory and its application to public history and cultural changes.

#### **HIS272**

##### **Cultural Storytelling (3 cr. hours)**

##### **Offered Spring on-campus**

This course will explore the history of cultural diversity and cultural uniqueness, giving students an understanding of the diverse cultural histories that have shaped our world. Students will create videos, podcasts, blogs and other digital content that explores the history of cultural diversity and its impact on society. This course is ideal for students who are interested in history, cultural studies and digital media and who want to learn about the complex and fascinating history of cultural diversity.

#### **HIS314**

##### **Public History III (3 cr. hours)**

**Prerequisite:** HIS214

##### **Offered As Needed**

This course traces public history within the global context. The course covers public history expressions (museums, memorials, monuments, etc) that memorialize the past from Neolithic Revolution to dawn of the Modern Age. The

course will build on the skills learned in HIS214 Public History II, with a particular focus on the problems associated with historical memory and how historical memory is a product of culture. Moreover, the course will deal with the problem involved in some museum holdings by learning about the ways colonialism played a role in the acquisition of valuable ancient artifacts. Field visits museums, that hours artifacts from the ancient world, will be part of this course. Exhibition and presentation guidelines stemming from historical analysis will be taught.

### **HIS371**

#### **Digitization and Digital Archiving (3 cr. hours)**

##### ***Offered Fall on-campus***

This course is an introduction to the principles and practices of archiving, with a focus on digitalization and archive management. Students will learn how to identify, collect and preserve historical documents, photographs and other materials and how to make these items accessible to researchers and the public. The course will cover key concepts such as archival ethics, provenance and metadata. TI will introduce students to various tools and techniques for digitizing and managing digital archives. By the end of the course, students will have gained a solid understanding of the principles and practices of archiving and will have developed the skills and knowledge necessary to create and manage their own digital archives. The course will leverage Tiffin University's archives to provide a plethora of experiential projects.

### **HIS475**

#### **Storytelling Project Design (3 cr. hours)**

##### ***Prerequisite: HIS114***

##### ***Offered Spring on-campus***

This capstone course synthesizes the skills learned from the digital storytelling and history curriculum. Building on those skills, it prepares students for the stages that come after graduation by focusing on the creation and presentation of campus exhibits, pop-up museums and exhibits and metaverse expressions. Students will analyze and evaluate the historical research relevant to their interests and create an exhibit that showcases their findings to a university audience. Through this process, students will develop the skills necessary to apply to graduate schools and/or organizations in the public history field. By the end of the course, students will have a completed exhibit and plan for continuing their studies or pursuing a career in the field.

## **HIS: HISTORY ELECTIVES**

### **HIS111**

#### **American Society to 1865 (3 cr. hours)**

##### ***Offered As Needed***

This survey course focuses on the social, political, religious, economic and cultural experiences of the inhabitants of North America (excluding Canada) from colonization through revolution, to westward expansion and finally the American Civil War. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary source materials to develop both content knowledge and process skills. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

### **HIS112**

#### **American Society since 1865 (3 cr. hours)**

##### ***Offered As Needed***

This course surveys American History from Reconstruction, through late nineteenth century industrialization, into the development of the nation as a world power by the mid-twentieth century, and culminating in her role during the Cold War and beyond. Students learn the historical process, tracing themes through time and noting important connections among them. Students work with primary and secondary sources to complete at least one written project designed to develop critical thinking skills and reinforce the historical process. History readily lends itself to an interdisciplinary approach; therefore, students should receive a variety of world-views experienced through a number of disciplines.

### **HIS190, HIS290, HIS390, HIS490**

#### **Special Topics (3 cr. hours)**

##### ***Prerequisite: None, unless listed in the schedule of courses***

Topics will vary. May or may not be writing intensive.

### **HIS201**

#### **Introduction to Historical Events (3 cr. hours)**

##### ***Prerequisite: ENG14***

##### ***Offered Fall & Spring on-campus and Summer, Fall & Spring online***

This introductory course involves a study of historical events/themes through the lens of cultural, economic, political, intellectual, and social history. This course stresses original and academic research to promote critical thinking, historical understanding, and cultural literacy. This course presents a range of historical topics/themes that may include historical events, periods of history, etc., at the discretion of the instructor, and helps students develop research and critical thinking skills that are applicable to all academic areas.



**HIS: HISTORY ELECTIVES** *(continued)***HIS225 (w)****United States Diplomatic History since 1895 (3 cr. hours)***Prerequisites:* HIS112, ENG142***Offered As Needed***

Students will learn the concepts, institutions and personalities that have driven the rise of America as a world power since 1895. Particular attention is placed on the post-World War II period, when the United States took a leading role in world affairs. Students will also assess the benefits and pitfalls of America's role in the world today.

**HIS226 (w)****United States Military History since 1895 (3 cr. hours)***Prerequisites:* HIS112, ENG142***Offered As Needed***

This course seeks to explain the role of the military in the growth and expansion of the country's history. It begins with the early reliance on colonial militias, through nineteenth century wars of consolidation and expansion, to the emergence of the nation as a formidable world power in the two world wars of the twentieth century. From that point, the course will investigate the emphasis on a professional army over militias and the role of these forces in events around the world since 1945.

**HIS312 (w)****History of the Middle East (3 cr. hours)***Prerequisite:* ENG141***Offered Fall online***

A survey of the history of the Middle East from the time of Muhammad (500 AD) through the beginning of the 21st century. Specific emphasis is placed on the 20th century and the decisions made that have resulted in the current world situation. The countries covered include Turkey, Syria, Lebanon, Jordan, Israel, Egypt, Saudi Arabia, Iraq, Iran and Afghanistan.

**HIS341****Latin American History (3 cr. hours)*****Offered As Needed***

This course is designed to provide a study of Latin American history, geography, and linguistic differences between peoples who speak Spanish. Students will explore Latin American history through the study of the historical forces and great movements from indigenous cultures, through colonialism, and to present day globalization.

**JUS: CRIMINAL JUSTICE****JUS110****Introduction to Criminal Justice (3 cr. hours)*****Offered Fall and Spring on-campus, Offered Fall, Spring and Summer online***

A survey of the criminal justice system and of its major subsystems: law enforcement, courts, and corrections. Emphasis will be not only be on structure and functions of the various components, but also their interactions. The course will also introduce the student to the basics of criminal justice research through the use of the collection of the National Criminal Justice Reference Service and other professional sources of information.

**JUS190, JUS290, JUS390, JUS490****Special Topics (3 cr. hours)***Prerequisite:* None, unless listed in the schedule of courses.***Offered As Needed****Topics will vary. May or may not be writing intensive.***JUS201****Criminal Law (3 cr. hours)***Prerequisite:* JUS110***Offered Fall and Spring on-campus, and Fall and Summer online***

An analysis of criminal laws from their development under common law to their present day applicability under constitutional and statutory standards with special emphasis on practice with the Ohio Revised Code.

**JUS202****Criminal Procedures (3 cr. hours)***Prerequisite:* Junior Status***Offered Fall and Spring on-campus, and Spring and Summer online***

This course will examine the constitutional and other legal ramifications affecting the procedure of criminal arrest, search, seizure and evidence.



**JUS361****Ethical Issues in Criminal Justice and Security (3 cr. hours)***Prerequisites: Junior standing***Offered Fall and Spring on-campus, Offered Spring and Summer online**

This course is designed to identify and examine ethical issues among practitioners in a variety of criminal justice fields, including issues surrounding morality, justice, and the law, being an ethical professional, discretion, and corruption. The course will promote inquiry that combines ethical analysis with a practical awareness of the realities of the criminal justice system.

**JUS425****Evidence Based Child Advocacy (3 cr. hours)***Prerequisites: JUS202 and FOR105***Offered Spring on-campus**

This course offered skill-building activities using contemporary topics that highlight applied approaches to advocacy across a range of issues; child welfare, disability services, educational equity, juvenile justice, equitable access to services, the needs of distinct and diverse populations of children, foster and shelter care, legislative developments in child protection, the impact of poverty and homelessness and ACE's (adverse childhood experiences). Empirical and legal resources will be utilized as learning tools to understand the importance of child advocacy.

**JUS461 (w)****Senior Seminar in Criminal Justice (3 cr. hours)***Prerequisite: Senior standing; this is a writing intensive course.***Offered Fall and Spring on-campus, and Fall and Spring online**

A capstone course focusing on critical thinking and evidence evaluation skills needed as a criminal justice professional. Challenges and opportunities regarding employment, functioning, and professionalism in the criminal justice field will be addressed.

**JUS465****Criminal Trial Evidence (3 cr. hours)***Prerequisite: ENF239***Offered Fall and Spring on-campus, and Spring online**

This course is designed to prepare the criminal justice professional with knowledge and skills associated with the presentation of evidence at trial. Students will learn how to be a credible witness, the rules of evidence, and the procedure for getting evidence admitted at trial. A mock trial will take place so that students can practice and demonstrate the skills learned.

**JUS497****Independent Research in Criminal Justice (3 cr. hours)***Prerequisite: Permission of the instructor***Offered as Needed**

Designed to assist the student through advanced study of the literature germane to a specialized topic in the field. An in-depth review of the literature and/or a formal research project is required.

**LAW: BUSINESS LAW****LAW115****Survey of Healthcare Law in the United States (3 cr. hours)****Offered as Needed**

This course is designed to examine the current healthcare law and ethics relevant to the healthcare environment. Individuals who work in the industry much understand the principals of how law and ethics governs policies, processes, procedure, and patient care. Legal terminology, legal processes, regulations, limitations, patient confidentiality, privacy and a variety of ethical situations will be reviewed in detail. The solid foundation gained from this course will provide each student with the knowledge necessary to work within the legal parameters set currently within the industry.

**LAW190, LAW290, LAW390, LAW490****Special Topics (3 cr. hours)***Prerequisite: None, unless listed in the schedule of courses.***Offered as Needed**

Investigation of selected areas or contemporary problems. May or may not be writing intensive.

**LAW211****Business Law I (3 cr. hours)***Prerequisite: ENG141***Offered Fall & Spring on-campus and Fall online**

An examination of civil and criminal law and process and their interrelationship. The course also examines

application of the Constitution to business with particular emphasis on the court system and administrative agencies. Substantively, the content areas of torts and contracts will be examined.

**LAW212****Business Law II (3 cr. hours)**

*Prerequisite:* LAW211

***Offered Spring on-campus***

Building on a basic understanding of contract law, the student will be introduced to the Uniform Commercial Code in the areas of sale of goods, commercial paper, and secured transactions. In addition, the law of agency and topics on partnership and corporations will be considered.

**LAW260****Legal Issues in Sports (3 cr. hours)**

*Prerequisite:* LAW211

***Offered Spring on-campus***

Title IX, risk management, tort, liability, agency, contract, antitrust, constitutional, labor law and intellectual property law are examined as applicable for managers in the sport and entertainment industry. Actual court cases concerning legal issues are presented relating to sport events, special events, athletics, the hotel industry, tourist attractions, amusement parks and recreational settings.

**LAW301****Legal Regulation of Business (3 cr. hours)**

*Prerequisite:* LAW211

***Offered as needed***

This course will examine the broader legal aspects of governmental regulation of business in relation to public policy, social issues, and business ethics. Criminal laws affecting business legal intricacies of purchase, sale and transfers, survey of federal, state, local and international statutes affecting business such as bankruptcy laws, consumer protection laws, securities regulations and international trade laws will be studied.

**LAW321****Employment and Labor Law (3 cr. hours)**

*Prerequisites:* MGT201 and LAW211

***Offered Spring on-campus and Spring online***

This course is an overview of various laws and regulations that determine the rights and obligations of employees and employers. Topics covered include the nature of the employment relationship and common law principles, prohibitions against discrimination on the basis of certain protected characteristics such as race and gender, wage and hour law, the Family Medical Leave Act, the National Labor Relations Act, and other similar areas of labor and employment law. The primary focus is on federal laws governing the employment relationship, but there will also be discussion of state and local laws.

**LAW406****Fraud Prevention and the Legal Environment (3 cr. hours)**

*Prerequisite:* ACC405

***Offered Spring on-campus***

This course emphasizes Federal and State legislation related to fraud examinations including laws that govern civil and criminal prosecutions. Students will learn theory and practical application of financial investigation methods for both public and private sector organizations.

**LST: LEGAL STUDIES****LST442****The Legal Structure of Electronic Gaming (3 cr. hours)**

*Prerequisite:* ENG142

Students will learn the basic legal, copy right, and intellectual property issues involving the creation and dissemination of digital media. Financial and contractual relationships between game publishers and developers will be explored as well as controversies over authorship, ownership and compensation for creative work in the gaming industry. Students will develop an original plan for a game product or service, based on current marketplace trends and create a legal funding presentation to pitch the original game idea.

## MAT: MATHEMATICS

### MAT176

#### Intermediate Algebra (3 cr. hours)

**Prerequisite:** MAT095 or Placement *\*\*This class is for Nursing students only.\*\**

This course is a review of the fundamentals of algebra from order of operations to logarithmic and exponential equations. The course uses the four mathematical operations with signed numbers and variable expressions; solving linear inequalities, and quadratic equations; applying the four mathematical operations to rational expressions and polynomials; factoring polynomials; graphing linear equations and inequalities; solving system of linear equations; exponential and logarithmic functions and applications; and introduction to radicals and the quadratic formula. There is an emphasis on critical thinking problems and ratio and proportions problems as they relate to solving drug dosage problems.

### MAT181

#### College Algebra (3 cr. hours)

**Prerequisite:** By University placement

**Offered Fall & Spring on-campus and Summer, Fall & Spring online**

The course topics include functions and graphs, polynomial and rational functions, exponential and logarithmic functions, matrices, and sequences.

### MAT185

#### Quantitative Reasoning (3 cr. hours)

**Offered Fall & Spring on-campus and Summer, Fall & Spring online**

Students will create, analyze and interpret basic mathematical models from informal problem statements, argue that the models constructed are reasonable, and use the models to provide insight into the original problem. Life-long critical thinking and quantitative reasoning skills will be taught.

### MAT190, MAT290, MAT390, MAT490

#### Special Topics (3 cr. hours)

**Prerequisite:** None, unless listed in the schedule of courses

**Offered as Needed**

Topics will vary. These courses offer topics of special interest to students to further their interest and knowledge in the area of mathematics.

### MAT271

#### Geometry for Middle School Teachers (3 cr. hours)

**Prerequisite:** MAT181

**Offered Spring even on-campus**

Considers synthetic methods, foundations of Euclidean geometry with a brief treatment of non-Euclidean geometry, and groups of transformations associated with geometry.

### MAT273

#### Applied Statistics I (3 cr. hours)

**Prerequisites:** one of MAT181/251/281; A hand-held calculator with scientific functions is required.

**Offered Fall & Spring on-campus and Summer, Fall & Spring online**

A study in descriptive and inferential statistical methods that aid decision-making. Includes the following topics: normal probability distributions, calculation of parameters from a universe, calculation of statistics from a sample, hypothesis testing, regression, and correlation.

### MAT275

#### Pre-Calculus (3 cr. hours)

**Prerequisite:** By University placement

**Offered Spring on-campus**

This course covers traditional pre-calculus topics, including topics from advanced algebra, trigonometry and analytic geometry.

### MAT281

#### Calculus I (5 cr. hours)

**Prerequisites:** By University placement

**Offered Fall on-campus**

A first semester introductory course to graphical, numerical, and symbolic approach to differential calculus. Topics covered include functions, rates of change, limits, continuity, differentiability, rules of differentiation, and anti-differentiation. A study in the applications of calculus to motion, optimization, and related concepts.

**MAT285****Calculus II (5 cr. hours)**

**Prerequisites:** MAT281 earning a "C" or better or permission of instructor

**Offered Spring on-campus**

A continuation of the concepts learned in Calculus I. This course includes a study of the techniques and applications of integral calculus. Topics include calculus of transcendental functions including logarithmic, exponential, and inverse trigonometric functions. Techniques of integrations, sequences, and various series are covered.

**MAT287****Discrete Mathematics (3 cr. hours)**

**Prerequisite:** MAT285

**Offered Spring on-campus**

This course provides students with an introduction to discrete mathematics with the focus on mathematical reasoning, basic understanding of sets, functions, relations, algorithms, counting methods, graph theory and methods of proof.

**MAT340****Probability Theory (3 cr. hours)**

**Prerequisite:** MAT273; MAT287

**Offered Spring on-campus**

The mathematical concept of a game is an abstraction which encompasses conflict-cooperation situations in which strategy (not just chance) plays a role. Course topics include games in extensive form, pure and behavioral strategies; normal form, mixed strategies, equilibrium points; coalitions, characteristic-function form, imputations, solution concepts; related topics and applications. Probability space axioms; random variables, expectation, univariate and multivariate distribution theory, sequences of random variables, Tchebychev inequality, law of large numbers, and central limit theorem. The main goal of the course is for you to learn how to model real-world situations which require stochastic models (meaning random or probabilistic). We will spend a relatively small amount of time developing the theory of stochastic processes, and a relatively large amount of time trying to model real-world problems with tractable stochastic models. We will develop theory as it becomes useful for working out the predictions of the models. The main theoretical topics to be covered are: independence and conditional probability, Markov chains, branching processes, and Markov processes. If time allows, we will also discuss Brownian motion or other topics. We will discuss applications to gambling, stock prices, inventory policies, queueing, and many other things.

**MAT370 (w)****Teaching Mathematics in Middle School (3 cr. hours)**

**Offered Spring even numbered years on-campus**

This course will introduce students to current research and issues related to teaching mathematics in middle school. Students in this course will learn how to engage middle school students in meaningful mathematics, how to work with middle school students who are not meeting minimum standards and how to prepare middle school students for high school courses in mathematics. They will become knowledgeable about the current State of Ohio Math standards.

**MAT373****Applied Statistics II (3 cr. hours)**

**Prerequisite:** MAT273

**Offered as needed**

This course further develops topics introduced in Applied Statistics I. Additional topics covered will include analysis of variance, multiple regression, time series analysis, quality control and decision theory. The course makes use of available computer software as a problem-solving tool.

**MAT385****Calculus III (3 cr. hours)**

**Prerequisites:** MAT285

**Offered Fall on-campus**

A continuation of the concepts learned in Calculus II. This course includes an introduction to the calculus of vectors, vector-valued functions, and 3 dimensional surfaces. Topics include a development of vector calculus, motion in space, functions of two or more variables and their derivatives, multiple and partial integrals, and surface integrals.

**MAT387****Differential Equations (3 cr. hours)**

**Prerequisite:** MAT385

**Offered Spring on-campus**

This course studies methods for solving ordinary differential equations of first second and higher order. It includes applications, series, systems and numerical techniques. Differential equations are an excellent vehicle for displaying the interrelations between mathematics and the physical sciences. The student can see ways in which the solutions to specific problems have benefited from work of a more abstract nature.

**MAT389****Introduction to Analysis (3 cr. hours)**

*Prerequisite:* MAT385

***Offered Fall on-campus***

The real number system. Sequences, limits, and continuous functions in  $\mathbb{R}$  and  $\mathbb{C}$ . The concept of a metric space. Uniform convergence, interchange of limit operations. Infinite series. Mean value theorem and applications. The Riemann integral.

**MAT392****Abstract Algebra (3 cr. hours)**

*Prerequisite:* MAT287 and MAT385

***Offered Spring on-campus***

This course studies groups, rings, integral domains, fields and the development of various number systems. This course will provide the student with an introduction to the topics of abstract algebra so as to better understand its role in modern mathematics and its applications to other fields. In addition, this course will further develop the student's problem-solving skills and ability to follow and to construct a rigorous mathematical proof.

**MAT394****Complex Analysis (3 cr. hours)**

*Prerequisite:* MAT389

***Offered Fall on-campus***

This is an upper division course covering the following topics: the real number system, Sequences, limits, and continuous functions in  $\mathbb{R}$ ; the concept of a metric space, uniform convergence, and the interchange of limit operations. Infinite series, Mean value theorem and applications, and the Riemann integral will also be studied in this one-semester class.

**MAT396****Linear Algebra (3 cr. hours)**

*Prerequisite:* MAT385

***Offered Fall on-campus***

This course studies systems of linear equations, vector spaces, linear transformations and matrices. It includes applications and theories. Linear algebra is valuable in illustrating a number of mathematical thinking processes that arise not only in linear algebra, but also in many other mathematical subjects. Understanding these thinking processes greatly reduces the time and frustration involved in learning advanced mathematics as well as in solving mathematical problems in general. It is also useful in solving a variety of problems arising in physics, chemistry, statistics, business and other areas.

**MAT398****Game Theory (3 cr. hours)**

*Prerequisite:* MAT281, MAT285 and MAT396

***Offered Spring on-campus***

This course will explore the multi-person decision-making situations when players' payoffs depend on other players' choices. The mathematical concept of a game is an abstraction which encompasses conflict-cooperation situations in which strategy (not just chance) plays a role. Theory and application will be studied through games in extensive form, pure and behavioral strategies; normal form, mixed strategies, equilibrium points; coalitions, characteristic-function form, imputations, solution concepts; related topics and applications.

**MAT420****Topology (3 cr. hours)**

*Prerequisite:* MAT392, MAT396

***Offered Spring on-campus***

This three-credit course covers metric spaces; topological spaces; separation axioms; continuity, convergence, connectedness, and compactness; basic notions in homotopy theory; quotient spaces; and paracompactness.

**MAT430****Number Theory (3 cr. hours)**

*Prerequisite:* MAT287

***Offered Spring on-campus***

An introduction to classical results in analytic number theory, presenting fundamental theorems with detailed proofs and highlighting the tight connections between them. Topics covered include: the prime number theorem, Dirichlet L-functions, zero-free regions, sieve methods, representation by quadratic forms, and Gauss sums.

**MAT432****Set Theory (3 cr. hours)***Prerequisite:* MAT287**Offered Fall on-campus**

Set-theoretical paradoxes and means of avoiding them. Sets, relations, functions, order and well-order. Proof by transfinite induction and definitions by transfinite recursion. Cardinal and ordinal numbers and their arithmetic. Construction of the real numbers. Axiom of choice and its consequences.

**MGT: MANAGEMENT****MGT121****How Business Works (3 cr. hours)***Students who have completed MGT201 may not enroll in this course, nor can the two courses be taken concurrently.***Offered Fall, Spring**

This introductory course is designed to acquaint the student with a broad variety of topics that are fundamental to the understanding of business. These include the essentials of economics, finance, management, marketing, international business, strategy and ethics. The study and discussion of current issues in each of these areas will be used to increase the student's understanding.

**MGT161****Introduction to Business (3 cr. hours)***Prerequisites:* ENG141; *Students receiving credit for MGT201 may not enroll in this course, nor can the two courses be taken concurrently.***Offered as Needed**

This course is designed to present students with a broad view of the functional departments of business such as management, marketing, finance, human resources, law, economics, communications, social responsibility and ethics in business. Using text, discussions and projects, students deepen their understanding of the role of the integration of functional departments within a successful business.

**MGT190, MGT290, MGT390, MGT490****Special Topics (3 cr. hours)***Prerequisite:* None, unless listed in the schedule of courses**Offered as Needed.**

Topics will vary. May or may not be writing intensive.

**MGT201 (w)****Management of Organizations (3 cr. hours)***Prerequisite:* ENG141; *this is a writing intensive course.***Offered Fall & Spring on-campus and Summer, Fall and Spring online**

This course will provide an overview of the internal workings of an organization. It will survey the functional areas such as finance, marketing, operations, information and decision support systems, and human resources. The course will also examine the nature of the managerial job.

**MGT221****Supply Chain Management (3 cr. hours)***Prerequisite:* MGT201**Offered Fall & Spring on-campus and Summer online**

This course is an overview of supply chain management and will briefly cover the topics of procurement, lean organizations, Total Quality Management, logistics and materials management.

**MGT243****Current Issues in Healthcare (3 cr. hours)***Prerequisite:* MGT201

This course will address current and foundational topics in the healthcare industry necessary for complete, effective administration and management.

**MGT301****Organizational Behavior (3 cr. hours)***Prerequisite:* MGT201**Offered Fall & Spring on-campus and Summer online**

A study of the interface between the individual, the formal and the informal groups in organizational settings. Focus will be on individual growth, developing interpersonal skills, and understanding group dynamics.



## **MGT: MANAGEMENT** *(continued)*

### **MGT317**

#### **Human Resource Management (3 cr. hours)**

**Prerequisite:** MGT201

**Offered Fall on-campus and Summer online**

A study of the human resource function in business. Major areas of study will include staffing, recruitment, training and development, wage and salary administration, job analysis and evaluation, and labor relations.

### **MGT318**

#### **Total Compensation Management (3 cr. hours)**

**Prerequisite:** MGT317

**Offered Summer online**

A study of the total compensation management function in business, as evidenced through the human resource framework. Major areas of activity will include job analysis, job evaluation, establishing pay structures, and benefits.]

### **MGT320**

#### **Human Resource Risk Management (3 cr. hours)**

**Prerequisite:** MGT317 and LAW321

**Offered Spring Online**

This course will examine the scope and role of HR in the occupational health and safety arena, the fundamental components of comprehensive programs and, more importantly, the interplay between these considerations and how important HR professionals are in their success. Topics covered include OSHA requirements, risk management and loss prevention, management of safety & workers' compensation, employee assistance plans, preventative health issues, emergency response & preparedness, and developing a culture of safety, amongst others. There will be focus on the fundamental components of a comprehensive health and safety program to protect the employees in an organization and avoid costly liability.

### **MGT321**

#### **Operations Management (3 cr. hours)**

**Prerequisite:** MGT201

**Offered Spring Online**

This course deals with the managerial functions directly related to the production and delivery of goods and services. Topics covered include manufacturing and service organizations, facility location and layout, MRP, forecasting, scheduling, quality assurance and project management.

### **MGT324**

#### **Logistics and Distribution (3 cr. hours)**

**Prerequisites:** MKT151 and MGT221

**Offered Fall on-campus**

A study of the movement of material and information throughout the supply chain. Topics include transportation, storage, DRP, warehouse selection and location, and distribution.

### **MGT351 (w)**

#### **Managing Diversity in the Workplace (3 cr. hours)**

**Prerequisite:** MGT201.

**Offered Fall on-campus and Fall online**

In the context of the growth of multinational enterprises and the increasing diversity of the American workforce, this course deals with gender, racial, age, cultural, and other differences in the workplace. The course will focus on being open, sensitive, and fair in dealing with differences and on using diversity as positive force within organizations.

### **MGT356**

#### **Quality Management (3 cr. hours)**

**Prerequisites:** MGT221

**Offered Spring on-campus and Spring online**

A study of Quality Management principles and philosophy including the ideas of Deming, Juran and Crosby, employee involvement, Kaizen, statistical process control, and Six Sigma.

### **MGT359**

#### **Small Business Management (3 cr. hours)**

**Prerequisites:** MGT201 and Junior standing

**Offered Spring on-campus and Spring online**

A study and analysis of the problems of operating a small business. Additionally, a discussion of the how's, what's and why's an individual would consider in developing their own business. All areas of managing an entrepreneurial operation will be covered such as marketing, finance and financial controls, government regulations and strategic planning.

**MGT402****Training and Development (3 cr. hours)***Prerequisite:* MGT317*Offered Summer online*

An advanced course designed to develop knowledge and skill in the design, development, delivery and evaluation of organizational and job-related training and performance improvement programs.

**MGT404****Organization Theory (3 cr. hours)***Prerequisite:* MGT301*Offered Spring on-campus and Summer online*

An overview of organizations drawing upon the concepts of social and cultural anthropology, political science, strategic management, and organizational behavior. Topics covered will include organizational types, structure and design, culture, power and conflict, and environmental relationships.

**MGT411****International Management (3 cr. hours)***Prerequisite:* MGT201*Offered Fall, Spring on-campus and Spring online*

This course focuses on business across national boundaries. Topics covered include functional areas of management in MNEs, impact of policy, society, economy, and geography on the international business environment and global strategic management.

**MGT422****Materials Management and Procurement (3 cr. hours)***Prerequisites:* LAW211 and MGT221*Offered Fall on-campus*

Studying the requirements for managing the flow of materials in various processes to include planning and inventory control. The nature of the procurement function in organizations, including supplier relations, supplier selection, issuing of contracts, and contract law as it relates to procurement, long-term partnering and make versus buy decisions.

**MGT443****Strategic Human Resource Management (3 cr. hours)***Prerequisites:* MGT318, MGT320 and LAW321*Offered Spring online*

The course focuses on opportunities, planning, and emerging issues related to strategic human resource management. Learners will explore the alignment of business strategies and human resource management. Strategic human resource management will be defined and understood, emerging challenges will be discussed, how to strategically manage organizational change, and understanding the rationale for the creation of new roles and expectations of organizations required to be successful strategic business partners will be examined.

**MGT455****Lean Organizations (3 cr. hours)***Prerequisite:* MGT221*Offered Spring on-campus and Spring online*

The application of just-in-time principles throughout the supply chain, including how to define and eliminate waste; the utilization of information in lieu of inventory; Pull versus Push systems; Kanban signaling and material coordination; and an in-depth look at the Toyota Production System.

**MGT470****Internship (3 cr. hours)***Prerequisite:* Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator*Offered Summer, Fall and Spring*

Provides the student with on-the-job experience in varied aspects of management. Hours and work assignments will be arranged on an individual student/company basis.

**MGT491****Management Research Project (3 cr. hours)***Prerequisite:* MGT majors only; Senior standing and permission of School Dean or Designee*Offered Spring online*

The Research Project is a challenging part of the Management Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Management Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Management Research Project will focus many of the new skills that have been learned from course work in this major. The project

includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

### **MGT495 (w)**

#### **Organizational Strategy (3 cr. hours)**

**Prerequisites:** BBA major or BS Computer Science major or permission of Dean, MGT201 and FIN301 and Senior standing

**Offered Fall, Spring on-campus**

An advanced course designed to integrate the functional concepts and techniques from the foundation courses in the curriculum. It provides the student with a thorough appreciation of the role of the general manager, with emphasis on strategy formulation and implementation.

## **MKT: MARKETING**

### **MKT151**

#### **Introductory Marketing (3 cr. hours)**

**Offered Fall, Spring on-campus and Summer, Fall & Spring online**

This course exposes the student to the vocabulary of marketing and introduces many of the major principles and theories of the discipline. The focus of the course is on marketing's relationship to the other business functions and on marketing function management as opposed to day-to-day marketing operations.

### **MKT190, MKT290, MKT390, MKT490**

#### **Special Topics (3 cr. hours)**

**Prerequisite:** None, unless listed in the schedule of courses.

**Offered As Needed**

Topics will vary. May or may not be writing intensive.

### **MKT252**

#### **Buyer Behavior (3 cr. hours)**

**Prerequisite:** MKT151

**Offered Fall on-campus and Spring online**

This course introduces the basic processes of and influences upon decision-making by both individual consumers and organizational buyers, as well as the implications of such information toward the development of marketing strategies.

### **MKT253**

#### **Marketing Communications (3 cr. hours)**

**Prerequisites:** MKT151 and MGT201

**Offered Spring on-campus and Summer online**

This course deals with operation and management of the advertising and promotion function with respect to both its positions within the marketing system and its relationship to the other business functions.

### **MKT332**

#### **Omnichannel Retailing**

**Prerequisites:** MKT252 or MKT253

**Offered Spring on-campus and Fall online**

This course examines contemporary distribution through omnichannel strategies to manage both physical and online retailing channels and their synergistic interactions. This course includes discussions of the strategies and functions of a retail firm including buying, merchandise management, pricing, promotion, and visual merchandising.

### **MKT354**

#### **Personal Selling (3 cr. hours)**

**Prerequisite:** MKT151

**Offered Fall on-campus and Summer online**

Personal Selling focuses on customers as individuals rather than target market groups. To do this, the student salesperson will learn to tailor sales call approaches and presentations, negotiation strategies, and service provisions to a specific person and organization. Given the independent nature of professional sales positions, the course also examines motivation, time management, and ethical issues.

### **MKT357**

#### **Business Marketing (3 cr. hours)**

**Prerequisite:** MKT253 or MKT350

**Offered Spring**

Focusing on function management rather than function operation, this course explores in detail the nature of business-to-business markets and the differences in industrial buyer behavior and the marketing mix from that encountered in consumer markets.

### **MKT364**

#### **Event Marketing and Management (3 cr. hours)**

**Prerequisites:** MKT151, MGT201 and Junior standing

#### **Offered As Needed**

Examines the practices for scheduling, planning, organizing, promoting, and supervising commercial and private events. Business planning is emphasized as students are familiarized with theories, terminology, and logistics for marketing, promotions, management, decision making, and analyses of customer behavior. This course emphasizes the creation and implementation of core documents to present to prospective investors, clients, and employees.

### **MKT370**

#### **Digital Marketing (3 cr. hours)**

**Prerequisites:** MKT151, MKT253

#### **Offered Fall on-campus and Spring online**

This course explores the evolving influence of social media and digital platforms in marketing, advertising, organizations, and society. Students examine how traditional marketing, advertising, and public relations strategies often fail with digitally empowered consumers. Through theory, practice, and case studies students identify a strategic process for integrating social media into marketing, advertising, public relations and other business operations. Specific strategies for monitoring and engaging will be used while students investigate how to apply digital channels to help meet real business objectives. A series of assignments build upon each other toward a final digital marketing plan report and presentation for a product, service, or organization.

### **MKT402 (w)**

#### **Marketing Research (3 cr. hours)**

**Prerequisites:** MAT273 and a 300 level MKT course.

#### **Offered Fall on-campus and Summer online**

This course provides a study of marketing function information needs as well as an understanding of operating and managing the research process. This research process and its integral parts are studied in detail from the perspectives of providing actionable results and marketing controls.

### **MKT404**

#### **Global Marketing (3 cr. hours)**

**Prerequisites:** MKT151 and Junior Standing

#### **Offered Fall on-campus and Summer online**

This course examines the increasingly global nature of marketing management and addresses the issues involved when organizations expand into the arena of international competition. Particular attention is paid to the differences between cultures and the importance of sensitivity to them.

### **MKT432**

#### **Social Media Marketing**

**Prerequisite:** MKT370

#### **Offered Spring on-campus and Spring online**

Social Media Marketing (SMM) will prepare students in the use of social media by marketers to increase brand awareness, identify key audiences, generate leads, and build meaningful relationships with customers. SMM allows businesses to gain a competitive advantage through the creation and distribution of valuable, relevant and consistent content to attract and retain clearly-defined audiences. The course includes social media content creation, conversation, and metrics. By the end of the course, students will be able to walk into any company with an online and social media presence and improve their use of the digital and social media in accomplishing their marketing strategy.

### **MKT434**

#### **Digital Marketing Analytics**

**Prerequisite:** MKT370

#### **Offered Spring on-campus and Spring online**

Digital Marketing Analytics will enable students to understand the digital customer behavior, build digital marketing strategies, and identify in-demand metrics to effectively measure and optimize ROI. Students will demonstrate an understanding of the processes and techniques of marketing data collection, analytics, and visualization. Students will be able to apply the logic of optimization and attribution in marketing analytics, terminology and marketing tools will also be implemented. Students will have an understanding of social listening, content analysis, AI, machine and deep learning. Simulation and field analysis will also supplement this course.

## **MKT470**

### **Internship (3 cr. hours)**

*Prerequisite:* Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

#### **Offered Summer, Fall and Spring**

Under faculty member guidance and reporting to an agent of a selected firm the individual student works in some aspect of the marketing field: e.g., retail or wholesale sales, advertising and promotion or distribution. This real-world work experience contributes directly and substantially to the student's major area of marketing interest. Work assignments are arranged on an individual student/company basis.

## **MKT491 (w)**

### **Marketing Research Project (3 cr. hours)**

*Prerequisite:* MKT majors only; Senior standing and permission of School Dean or Designee

#### **Offered Spring online**

The Research Project is a challenging part of the Marketing Major. It is demanding, but when it is finished, it will have a pattern of research that can be used for an individual's entire professional career. The Research Project spans the complete curriculum. The Marketing Research Project involves the learner in choosing a problem to solve, thoroughly researching it, designing a specific plan of action, and writing an extended report. The Marketing Research Project will focus many of the new skills that have been learned from the course work in this major. The project includes the practical application of the learning thus far achieved by the students. There is extensive brainstorming, giving and receiving feedback, and cooperative support from classmates. The project will require analysis and resourcefulness. This project is a complex and rewarding part of the learning experience.

## **MUS: MUSIC**

## **MUS100**

### **Convocation (0 cr. hours)**

*Prerequisite:* Limited to students enrolled in BA Commercial Music

#### **Offered Fall, Spring on-campus**

This weekly, hour-long convocation (required for music majors each semester) is designed to expose the student to a variety of repertory styles, workshops, masterclasses, lectures and presentations, and to give the student opportunity to practice individual performance skills. Students will establish professional and personal relationships as they reflect on various careers in entrepreneurship. This creative and thoughtful atmosphere will encourage students to participate in their own learning, connect them with individuals in the music industry and prepare them for their own artistic futures.

## **MUS101**

### **Offered Fall on-campus**

This class is an introduction to the elements of music, including the study of the staff, clefs, key signatures, major and pentatonic scales, time signatures, notation, meter and rhythm, major and minor chords, song writing techniques, application of theory at the keyboard and rhythmic, melodic and harmonic ear training. No musical background is required or expected. Access to a piano/keyboard and music notation software is required.

## **MUS102**

### **Music Fundamentals II**

*Prerequisite:* Placement

Building on concepts and skills introduced in MUS101, this course further explores music notation, rhythm, meter, intervals, scales and triads, and introduces concepts in harmony. Additionally, students will learn functional/foundational keyboard skills and how to apply these basic theoretical concepts to a keyboard instrument.

## **MUS105**

### **Musician Success Seminar (1 cr. hour)**

*Prerequisite:* Limited to B.A. Commercial Music majors and minors

#### **Offered Spring on-campus**

This course explores the concepts of success, professionalism and career opportunities as a musician and within the music industry. Students will develop their own detailed short- and long-term strategies for professional success, begin to develop their own marketing and branding, and develop critical listening skills through attending live performances.

## **MUS110/210/310/410**

### **Instrumental Ensembles (0 cr. hour)**

#### **Offered Fall on-campus**

Students in University bands explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles, in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.

**MUS111/113/211/213/311/313/411/413****Instrumental or Vocal Music Ensembles (1 cr. hours)*****Offered Spring on-campus***

Students participate in a conducted concert band or choir. Includes rehearsal and performance of a broad spectrum of repertoire from the Western music tradition and from traditions around the globe. Available to students with previous high-school level music experience or equivalent. This is a pass/fail course.

**MUS112/212/312/412****Choral Ensembles (0 cr. hour)*****Offered Fall on-campus***

Students in University choral and vocal ensembles explore a variety of musical styles, forms, and genres, and are taught technique, music literacy, forms and styles in order to achieve both the individual's musicianship growth and the development of the entire ensemble. Students will be subject to individual performance evaluations, and involvement in performances on campus, off campus, and on tour may be required.

**MUS115/116****Private Music Instruction: Primary Instrument (1 cr. hour)*****Offered Fall MUS115 and Spring MUS116 on-campus****Music majors and minors only****An additional \$425 fee will be charged for this class.***

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Creative & Media Arts to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

**MUS117/118****Private Music Instruction: Secondary Instrument (1 cr. hour)*****Offered Fall MUS117 and Spring MUS118 on-campus****Music majors and minors only****An additional \$425 fee will be charged for this class.***

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Creative & Media Arts will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

**MUS190, MUS290, MUS390, MUS490****Special Topics (3 cr. hours)*****Prerequisite:* None, unless listed in the schedule of courses.*****Offered As Needed***

Topics will vary. May or may not be writing intensive.

**MUS215/216****Private Music Instruction: Primary Instrument (1 cr. hour)*****Prerequisites:* MUS115 and MUS116*****Offered Fall MUS215 and Spring MUS216 on-campus****Music majors and minors only****An additional \$425 fee will be charged for this class.***

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Creative & Media Arts will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.



**MUS217/218****Private Music Instruction: Secondary Instrument (1 cr. hour)**

*Prerequisites:* MUS117 and MUS118

*Offered Fall MUS217 and Spring MUS218 on-campus*

*Music majors and minors only*

**An additional \$425 fee will be charged for this class.**

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting.

Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Arts & Sciences to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Creative & Media Arts will approve the non-major's application if resources are available.

Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

**MUS121****Musicianship I (3 cr. hours)**

*Prerequisite:* Placement based on audition; *Co-requisite:* MUS121 Lab

*Offered Fall on-campus*

This course covers the basics of music theory, including concepts of sound, music notation, rhythm, meter, intervals, scales and triads. Additionally students will learn functional/foundational keyboard skills and how to apply these basic theoretical concepts to a keyboard instrument.

**MUS121L****Musicianship I Lab (1 cr. hour)**

*Co-requisite:* MUS121

*Offered Fall on-campus*

This course applies concepts being learned in MUS121- the basics of music theory, concepts of sound, music notation, rhythm, meter, intervals, scales, and triads. Additionally, students will learn functional/foundational keyboard skills, and how to apply these basic theoretical concepts to a keyboard instrument.

**MUS130****Intro to Music Technology (3 cr. hours)**

*Offered Fall on-campus*

This course introduces music technology through developing an operational knowledge of music notation and digital audio workstations (DAWs). Students learn techniques to create printed music scores and multitrack recording projects using current notation and recording software.

**MUS221****Musicianship II (3 cr. hours)**

*Prerequisite:* MUS121

*Offered Spring odd numbered years on-campus*

This course presents an expanded understanding of basic music theory concepts through the use of harmonic analysis, composition, sight singing, ear training, and transcription. Students will also learn how these concepts apply to keyboard instruments playing scales, chords and harmonic progressions.

**MUS221L****Musicianship II Lab (1 cr. hour)**

*Prerequisites:* MUS121 and MUS121L; *Co-requisite:* MUS221

*Offered Spring on-campus*

This lab supports the concepts learned in MUS221; expanded understanding of basic music theory concepts through the use of harmonic analysis, composition, sight singing, ear training, and transcription. Students will apply these concepts to keyboard instruments playing scales, chords and harmonic progressions.

**MUS222****Introduction to Songwriting (3 cr. hours)**

*Prerequisites:* MUS121 and MUS121L

*Offered Spring on-campus*

Students will define various types of songwriting form in class as well as compare analysis projects in song craft. Structural and creative aspects of commercial songwriting will be examined, including lyrics, melody and form. The class will assist the student in discovering a personal style as a songwriter and demonstrate songwriting techniques in their own songwriting. Students will also outline various songwriting career paths and entrepreneurship opportunities for songwriters.

**MUS223****Music Appreciation (3 cr. hours)*****Offered Fall online***

The course focuses on the aesthetics of music, listening skills necessary to fully appreciate music, and the societal and cultural roles that music plays. Various folk and art musical styles will be studied, with attention to their historical evolution and influence on one another.

**MUS230****Audio Tech I: Live Sound Engineering (3 cr. hours)*****Offered Fall on-campus***

Students will explore the principles involved in the process of sound reinforcement and recording, including microphones and the principles of sound transduction, signal types and signal flow and the use and function of mixers and signal processors. Studio and live sound equipment are used in class, in studio exercises and student projects.

**MUS234****Sound Design (3 cr. hours)**

***Prerequisite:*** MUS299 with a grade of “B” or better

***Offered Fall on-campus***

The class will explore and replace all aspects of the audio from a motion picture and create original audio in its place. Students will record voice-overs, Foley, sound effects, and implement sound design elements as well as original music.

**MUS238****Beatmaking (3 cr. hours)*****Offered Spring on-campus***

Analyzing and composing in a variety of electronic music styles, students gain an understanding of many aspects of contemporary electronic music, including beats, harmony, bass lines, groove, melodies, synthesis, sampling, MIDI creation and editing, effects processing, sound design, performance and mixing.

**MUS240****Rhythm Section I (3 cr. hours)**

***Prerequisites:*** MUS221 & MUS221L

***Offered Fall on-campus***

This course is designed to introduce students to performing in and directing a contemporary rhythm section. Students will experience the rhythm section roles and functions of the drums and the bass, the central resources of the pulse. Basic playing technique on both instruments will be addressed as well as methods of realizing shorthand notation. Students will be provided with a bass and Sibelius software. Students will need their own metronomes (phone apps are available).

**MUS299****Second Year Project (1 cr. hour)**

***Prerequisites/Co-requisites:*** MUS221 & MUS221L, MUS215

***Offered Spring on-campus***

This course serves as the second year capstone seminar course for the Commercial Music degree program. Students are required to complete a large individual project that draws together a broad spectrum of their coursework, including musicianship, performing and producing experience. This comprehensive project includes a detailed project management plan, performance/presentation, and upon completion of the performance/presentation, a detailed analysis paper. Students work individually with professors to customize the experience. A final grade of B or higher is required to advance to a music concentration.

**MUS315/316****Private Music Instruction: Primary Instrument (1 cr. hour)**

***Prerequisites:*** MUS215 and MUS216

***Offered Fall MUS315 and Spring MUS316 on-campus***

*Music majors and minors only*

***An additional \$425 fee will be charged for this class.***

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Creative & Media Arts to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

## MUS: MUSIC (continued)

### MUS317/318

#### Private Music Instruction: Secondary Instrument (1 cr. hour)

*Prerequisites:* MUS217 and MUS218

*Offered Fall MUS317 and Spring MUS318 on-campus*

*Music majors and minors only*

*An additional \$425 fee will be charged for this class.*

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting. Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Creative & Media Arts to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

### MUS321

#### Studio Writing I (3 cr. hours)

*Prerequisites:* MUS221 and MUS221L

*Offered Fall on-campus*

This course will explore the concepts of melody, harmony, rhythm, structure and form relating to modern commercial and studio music writing. Course content will include harmonic and formal analysis, aural transcriptions, reharmonization and focus primarily on bringing new arrangements from concept to actualization.

### MUS322

#### Studio Writing II (3 cr. hours)

*Prerequisite:* MUS321

*Offered Spring on-campus*

This course provides opportunities to apply acquired theoretical and compositional knowledge to a broad palette of sound media through a series of writing projects. The content introduces concepts of orchestration, addresses techniques in combining instruments in a range of textures from change to large ensembles and provides methods of developing texture along a timeline. This project-based, writing-centric course will focus on strings, voices, horns and arranging for full contemporary ensembles.

### MUS330

#### Recording Engineering

*Prerequisite:* MUS230 and sophomore standing

*Offered Spring on-campus*

This course is designed to explore recording practices and help students develop a functional understanding of DAW software. Topics of study include studio signal flow, microphone selection and use, live and studio recording techniques, MIDI and sampling use, digital editing, and basic mixing and mastering techniques. Studio and live sound equipment will be used in class, in studio exercises, and for student projects.

### MUS336

#### Music for Film & Media (3 cr. hours)

*Prerequisites:* MUS221 and MUS130

*Offered Spring on-campus*

This course serves as an introduction to industry standard film and media music composition and production techniques, theory and application. Technical skills, concise contextual background and musical topics will be taught through a combination of readings, screenings and scoring exercises. Compositional assignments will be assigned weekly and will focus on the concept and execution of scores for multiple modern media styles and platforms.

### MUS338

#### Electronic Music Production

**NEED DESCRIPTION**

### MUS340

#### Rhythm Section II (3 cr. hours)

*Prerequisite:* MUS240

*Offered Spring on-campus*

This course introduces students to performing within, composing for, and directing a contemporary rhythm section.

Here, students learn the rhythm section functions of the guitar and keyboard. Basic playing technique on both instruments will be addressed with respect to the pulse support role, as well as methods of realizing shorthand notation. Students will need to use their own metronomes (phone apps available).

### **MUS360**

#### **Survey of Music Business (3 cr. hours)**

*Prerequisites:* Sophomore Standing

*Offered Fall on-campus*

This course focuses on the history, procedures, standard practices, economics and technologies involved with all facets of the business of music. Significant objectives include an understanding of important approaches to the recording industry, recognizing other areas of the music industry, and understanding how the different area interrelate. A careful examination of the economic considerations driving the music business will be discussed. A final research project and presentation is required.

### **MUS405**

#### **Music Entrepreneurship (3 cr. hours)**

*Prerequisites:* MUS216; MUS330; MUS340; MUS360

*Offered Fall on-campus*

This course will help students create their professional structure by developing musical skills and establishing connections within the industry. Using advanced instruction focusing on the student's area of interest, the student's final product will be a portfolio specifically developed for them as an artist. By building this final portfolio of multimedia elements and professional documents, students will be able to begin navigating the industry and promoting themselves as artists. As part of the coursework, students will need to purchase a domain name and business cards.

### **MUS415/416**

#### **Private Music Instruction: Primary Instrument (1 cr. hour)**

*Prerequisites:* MUS315 and MUS316

*Offered Fall MUS415 and Spring MUS416 on-campus*

*Music majors and minors only*

*An additional \$425 fee will be charged for this class.*

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting.

Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Creative & Media Arts to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Arts & Science will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

### **MUS417/418**

#### **Private Music Instruction: Secondary Instrument (1 cr. hour)**

*Prerequisites:* MUS317 and MUS318

*Offered Fall MUS417 and Spring MUS418 on-campus*

*Music majors and minors only*

*An additional \$425 fee will be charged for this class.*

Through private instruction, students work toward proficiency in their performance area, apply knowledge of various styles into musical interpretation and knowledge of technique into daily practice routines. Private instruction is available for declared majors in voice, piano, guitar, bass, drums, beatmaking, and songwriting.

Students enrolled at Tiffin University who are not enrolled in the B.A. in Commercial Music program must apply to the Dean of the School of Creative & Digital Arts to enroll in a Private Music Instruction course. Students may apply for private lessons only in the following instruments: voice, piano, guitar, bass guitar, drums, beatmaking, and songwriting. The Dean of the School of Creative & Digital Arts will approve the non-major's application if resources are available. Students enrolled in Tiffin University who are not in a degree-seeking program may not enroll in a Private Music Instruction course.

### **MUS422**

#### **Songwriting Workshop (3 cr. hours)**

*Prerequisites:* MUS222

*Offered Spring on-campus*

Students will compose and perform their own songs in class as well as engage in analysis projects constructed to reinforce the variety of approaches and techniques of song craft. Structural and creative aspects of commercial songwriting will be examined, including lyrics, melody, form, and general song craft. The class will also assist the student in discovering a personal style as a song-writer and in developing a personal song portfolio.

## MUS: MUSIC *(continued)*

### MUS430

#### Advanced Studio Production I (3 cr. hours)

*Prerequisites:* MUS330; MUS299 with grade of "B" or better

##### *Offered Fall on-campus*

This course is designed to provide an in-depth exploration and application of mixing topics such as balance, EQ, dynamics, spatial effects, automation, pitch and time connection, and mixing for digital streaming services. Through project-based exercises, students are required to organize, implement, and execute large, multitrack mixes in a DAW mixdown environment, in addition to executing technically and creatively advanced mixing techniques and preparing mixes for contemporary streaming formats.

### MUS431

#### Advanced Studio Production II (3 cr. hours)

*Prerequisites:* MUS430; MUS299 with grade of "B" or higher

##### *Offered Spring on-campus*

This course is designed to provide students with a project-based environment in which they may apply an advanced knowledge of audio recording and mixing practices, with students serving in roles of session producer, recording engineer, mixing engineer, and mastering engineer. Students develop advanced mastering skills using both DAW and outboard technology, and explore the various standards required to prepare recordings for distribution.

### MUS440

#### Rhythm Section III (3 cr. hours)

*Prerequisites:* MUS340; MUS299 with grade of "B" of higher

##### *Offered Fall on-campus*

Upon successful completion of the preliminary courses introducing the drums, bass, guitar and keyboard, this culminating course integrates these instruments into a heterogeneous setting. Students learn to perform in, write for and direct a full rhythm section utilizing a range of styles. Students will be provided with a keyboard and Sibelius software. Students need their own metronome (phone apps are available).

### MUS460

#### Music Publishing (3 cr. hours)

*Prerequisite:* MUS360

##### *Offered Spring on-campus*

This course provides a detailed analysis of the music publishing business and the role of the publisher in the acquisition, market development and administration of copyrighted musical compositions. Topics include copyright registration and renewal, contractual relationships with composers and an analysis of licensing of the publisher's catalog through recordings, video and film, print and performance rights.

### MUS499

#### Fourth-Year Project (3 cr. hours)

*Prerequisites:* MUS216, MUS330, and MUS340

##### *Offered Spring on-campus*

This course serves as the fourth-year capstone seminar course for the Commercial Music degree program. Students are required to complete a large, individual project that draws together a broad spectrum of their coursework, including musicianship, performing, and producing experience. This comprehensive project includes a detailed project management plan and upon its completion, a detailed analysis paper.

## NAT: NATURAL SCIENCES

### NAT112

#### First Aid/CPR/AED (1 cr. hour)

*Co-requisite:* HFW415 and HFW415L

*A lab fee is associated with this course.*

##### *Offered Spring on-campus*

This course will provide first responders with training in First Aid, Cardiopulmonary Re-suscitation (CPR), and Automated External Defibrillator (AED). Students who complete the course qualify for the American Red Cross First Aid/CPR/AED certification.

### NAT114

#### Survey of Science (3 cr. hours)

##### *Offered Fall & Spring online*

A general science course that entails a brief overview of the major science disciplines of biological science, earth science, physics, and chemistry. The student will be able to demonstrate knowledge of basic concepts and principles of biology, earth/space science, chemistry, and physics and demonstrate an understanding for the process of scientific discovery and their implications in our society.

**NAT124****Introduction to Athletic Training (3 cr. hours)***Offered Fall, Spring on-campus*

This course emphasizes the prevention, recognition, and treatment of athletic injuries. Taping, wrapping, and reconditioning of athletic injuries are also covered in this course. Additionally, First Aid and CPR are a part of the curriculum.

**NAT130****Foundations of Healthy Living (3 cr. hours)***Offered Fall, Spring on-campus and Summer, Fall & Spring online*

This course will provide students an overview of the basic principles of healthy living. Topics include personal fitness and care, the use of drugs (legal and illicit), diet and nutrition, consumer health, psychological health, and several other topics related to the development and maintenance of a healthy lifestyle. Throughout the course, selected, practical experiences and the review of current research related to health and wellness will be provided to guide the learning process. Personal health evaluation in various areas will be available through the completion of laboratory assessments.

**NAT150****Introduction to Anatomy & Physiology (3 cr. hours)***Co-requisite: NAT150L**Offered Summer & Fall online*

This course will provide students with an introduction to the structure and function of each body system. The most common diseases and disorders are explored to understand the physician's diagnosis and treatment. Correct spelling of corresponding terminology is emphasized.

**NAT150L****Introduction to Anatomy & Physiology Lab (1 cr. hour)***Co-requisite: NAT150; A lab fee is associated with this course.**Offered Fall*

This laboratory will cover foundational anatomy & physiology concepts via the use of virtual dissection, imaging, and histology. The lab allows students to interactively label, dissect, and identify various structures of the human body. This lab is an excellent tool that allows students to implement theoretical concepts and nomenclature of the human body into practice.

**NAT190, NAT290, NAT390, NAT490****Special Topics (3 cr. hours)***Prerequisite: None, unless listed in the schedule of courses**Offered as Needed*

Topics will vary. These topics will be of special interest to students to further their interest and knowledge in the area of natural science.

**NAT192****Musical Acoustics (3 cr. hours)***Offered as Needed*

This course is a study of the physical properties of sound as applied to music. Topics include the nature of sound and waves, sound propagation and intensity, psychoacoustics, vibrational modes of musical instruments, sound reproduction, and room acoustics.

**NAT201****Principles of Physical Science (3 cr. hours)***Offered as Needed*

An introductory study of physics, chemistry, astronomy, earth science, and weather. The following topics are explored: motion, energy, heat, wave motion, sound, light, atomic structure, elements, chemical change, the universe, the solar system, rocks and minerals, earthquakes, weathering and erosion, volcanoes, plates, the atmosphere, clouds, storms, tornadoes, and climate.

**NAT205****Earth Science (3 cr. hours)***Offered Spring odd numbered years on-campus*

An introduction to the basic concepts of earth sciences. Topics to be covered include the structure and composition of earth, physical and chemical processes shaped/ shaping the earth, types and distribution of rocks and minerals, natural resources, and environmental and economic impacts of the earth.



**NAT210****Oceanography (3 cr. hours)*****Offered as Needed***

An introductory course dealing with the basic physical and chemical aspects of oceanography. Topics to be covered include the origin and evolution of oceans, physical, and chemical properties of ocean waters, physical and chemical processes operating in oceans, climate/weather patterns, and the interaction between humans, oceans, and the atmosphere.

**NAT215****Environmental Science (3 cr. hours)*****Offered as Needed***

An introduction to the basic chemical, physical, and geological aspects of environmental sciences. Topics to be covered include ecosystems, physical, chemical, and geological processes involved in shaping the environment, political, economic, and social impacts of the environment, pollution, and the major contemporary environmental issues with examples from Ohio and surrounding states.

**NAT220****Survey of Health Issues (3 cr. hours)*****Offered Fall online***

Health decisions made today are the building blocks for future personal health. This course will assist the student in making personal health decisions by introduction of resources and information pertaining to various health issues, health trends and examination of issues pertinent to the life of today's college student.

**NAT261****Principles of Health and Fitness Training (3 cr. hours)*****Offered Spring on-campus***

This course examines the development of wellness plans including nutrition and diet plans, exercise programs, health related physical fitness, healthy lifestyles and positive decision-making skills. Wellness evaluation and assessment are also included.

**NAT275****Introduction to General Chemistry (3 cr. hours)**

***Prerequisites:*** MAT181, and basic chemistry or biology recommended

***Offered as Needed***

The General Chemistry course is a 3 credit hour lecture class with no laboratory required. The course is an introduction to the basic concepts of chemistry and will serve as the chemistry requirement for the General Science major and for the training of Middle School teachers.

**NAT291 (w)****Drugs and the Body (3 cr. hours)*****Offered Spring***

The focus of this course is to develop an effective perspective on the multifaceted aspects and problems associated with drug use, abuse, addiction, and treatment.

**NAT312****Environmental Health (3 cr. hours)**

***Prerequisites:*** CHM131 and CHM131L

***Offered As Needed***

This course provides exposure to foundational and emerging issues in environmental health. Impact on human health and approaches to improve current status of the environment are addressed. This course also examines the application of tools to access environmental disease within various domains.

**NAT321****Community and Public Health (3 cr. hours)*****Offered***

***Prerequisite:*** HCA140

Students are provided with an overview of past, current, and future status of community and public health, with emphasis placed on awareness and methods to improve existing status. Current health of the nation and society is assessed.

**NAT418****Epidemiology (3 cr. hours)**

***Prerequisite:*** HCA362

***Offered as Needed***

This course provides the student with a comprehensive overview of main concepts and methods of epidemiology. Students will gain the ability to apply these foundational concepts and methods, while also critically interpreting existing findings.

**PHI: PHILOSOPHY****PHI110****The Art of Reasoning (3 cr. hours)***Prerequisite:* ENG141 or concurrent*Offered Summer, Fall & Spring online*

This course introduces students to philosophy through a study of the art of reasoning, which is essential in any field or endeavor that requires clear, skillful and critical thinking. Students will learn how to classify concepts, formulate definitions, analyze and evaluate propositions, analyze, construct and evaluate arguments, and identify common fallacies in reasoning. The study is oriented towards practical applications and involves a variety of skills in the analysis and evaluation of reasoning in daily life, scientific inquiries and professional fields.

**PHI190, PHI290, PHI390, PHI490****Special Topics (3 cr. hours)***Prerequisite:* None, unless listed in the schedule of courses.*Offered as Needed*

Topics will vary. May or may not be writing intensive.

**PHI215****Ethics (3 cr. hours)***Prerequisite:* ENG141 or concurrent*Offered Fall and Spring on-campus and Summer, Fall and Spring online*

This course is a critical examination of various moral problems from the perspectives of different ethical theories. The emphasis is given to those moral problems that arise in daily life, especially those that involve rational decision between conflicting values, each of which represents something good in itself in order to do what is right.

**PHI307****Medical Ethics (3 cr. hours)***Offered Summer Online**Prerequisites:* ENG141

This course is a critical examination of various moral problems present within the healthcare industry. The emphasis is given to those moral problems that arise for stakeholders within the healthcare industry, especially for those in a decision-making role involving conflicting values, each of which represents something good in itself in order to do what is right.

**PHY: PHYSICS****PHY211****General Physics I (3 cr. hours)***Prerequisites:* MAT181, MAT275 or MAT281, earning a "C" or better; *Co-requisite:* PHY211L*Offered Fall on-campus*

The course will serve as an introduction into the basic concepts of general physics and will serve as the physical requirement for the advanced forensic science major, for the middle school certification program, and for the general science program. Students will be expected to apply these concepts in the required lab.

**PHY211L****General Physics I Lab (1 cr. hour)***Prerequisite:* MAT181, MAT275 or MAT281, earning a "C" or better; *Co-requisite:* PHY211; A lab fee is associated with this course.*Offered Fall on-campus*

This course represents the laboratory section of the first half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This first semester laboratory section will cover mechanics and thermodynamics.

**PHY212****General Physics II (3 cr. hours)***Prerequisite:* PHY211 and PHY211L, earning a "C" or better; *Co-requisite:* PHY212L*Offered Spring on-campus*

This course represents the second half of a two-semester physics sequence providing a quantitative problem-based coverage of classical physics. This second semester course will cover electromagnetism, light and optics, and modern physics. The course includes a laboratory component to provide hands-on experience with the topics covered.

**PHY212L****General Physics II Lab (1 cr. hour)***Prerequisite:* PHY211 and PHY211L, earning a "C" or better; *Co-requisite:* PHY212; A lab fee is associated with this course.*Offered Spring on-campus*

This course represents the laboratory section of the second half of a two-semester Physics sequence. The laboratory section provides a practicum to experience concepts, theories, and laws of classical physics. This second semester laboratory section will cover electromagnetism, light and optics, and modern physics.

## POL: POLITICAL SCIENCE

### **POL101**

#### **Introduction to the American Political Process (3 cr. hours)**

##### ***Offered Fall and Spring on-campus***

A survey course that analyzes the American Democratic processes and discusses the distribution of authority and responsibility between the federal, state, and local levels. It introduces students to the principles of government outlined in the U.S. Constitution and the document's impact on society.

### **POL151**

#### **Introduction to National Security Studies (3 cr. hours)**

**Prerequisite:** ENG141

##### ***Offered Fall and Spring on-campus, Offered Spring on-line***

This course provides an introduction to the study of national security and the national security process. It introduces students to the instruments of national power and how those instruments are used to support and achieve national interests and objectives. The course introduces the key actors, processes, and issues associated with national security. Students will have a better understanding of the complexities and challenges associated with security policy in a world characterized by globalization.

### **POL190, POL290, POL390, POL490**

#### **Special Topics (3 cr. hours)**

**Prerequisite:** None, unless listed in the schedule of courses.

##### ***Offered as Needed***

Topics will vary. May or may not be writing intensive.

### **POL207**

#### **The Courts (3 cr. hours)**

**Prerequisite:** POL101

##### ***Offered Fall on-campus***

The course analyzes the political context of the judicial process. Topics covered include the structure and function of American court systems, court staffing, judiciary, roles of lawyers and other actors in the American legal system.

### **POL225**

#### **Introduction to Intelligence Studies (3 cr. hours)**

##### ***Offered Spring on-campus, Offered Spring online***

This course introduces the basic structure of the intelligence community and the role of intelligence in maintaining national security. Students will become familiar with the history and evolution of intelligence and the intelligence process. They will be introduced to the laws and directives that guide the intelligence community and the ethical considerations inherent in the field.

### **POL251**

#### **Introduction to Intelligence Analysis (3 cr. hours)**

**Prerequisite:** POL225

##### ***Offered Fall on-campus***

This course provides an overview of the key competencies required of an intelligence analyst. Through the use of exercises and case studies, students will hone their critical thinking skills, learn structured analytic techniques and other forms of tradecraft. Pitfalls of the intelligence process, including the politicization of intelligence and the temptation of operators to use raw, unprocessed intelligence in decision-making will be examined. Finally, students will learn the steps to conduct intelligence preparation of the operational space, using both manual and software-based tools.

### **POL313**

#### **American National Security Policy (3 cr. hours)**

**Prerequisite:** POL151

##### ***Offered Spring on-campus***

Students trace the development of national security in the United States from its conceptual birth during World War II to the present day, including the role that intelligence plays in national security policy. The course examines how national security policy has developed through succeeding presidential administrations.

**POL331****Conduct of Foreign Policy (3 cr. hours)*****Offered Spring on campus***

This seminar is designed to introduce students to the historical and contemporary issues related to U.S. Foreign policy. We will first review the history of American foreign policy with an emphasis on national security issues and threats. Then the course will proceed with an in-depth coverage of major groups and institutions involved in formulating American foreign policy including the roles of the presidency, Congress, bureaucracies, interest groups, mass media and public opinion.

**POL400****The Constitution, Liberty, and Order (3 cr. hours)**

***Prerequisite:*** POL101 or JUS110 and any 300 level class

***Offered Fall on-campus, Offered Fall and Spring online***

This course examines inherent conflicts between individual liberties and social order under our constitutional system. It uses the case study approach to analyze issues including freedom of speech, assembly, press, and religion; due process; equal protection; voting rights; and privacy rights.

**POL420****Transnational and Unconventional Threats (3 cr. hours)**

***Prerequisite:*** POL151

***Offered Fall on-campus***

Students will examine some of the unconventional security threats posed by transnational actors and organizations. Topics to be covered include globalization, WMD proliferation, drug cartels, energy security, information security, pandemics, and border security. Students will also critically assess how best to organize America's national security apparatus to respond to these wide-ranging unconventional threats.

**POL425****Intelligence Analysis (3 cr. hours)*****Offered Spring on-campus***

The intelligence world is one of ambiguity, nuance, and complexity. Knowing one's enemies and knowing one's self has been sage advice for centuries. But how does one know what your enemies are thinking? This course focuses on the conversion of processed information into intelligence through the integration, analysis, evaluation, and interpretation of all source data and the preparation of intelligence products in support of known or anticipated user requirements. Analysis is but one phase of the intelligence process, but it is perhaps the most important. Students who take this course will expand their research, computer, communication, and analytical skills in order to identify significant facts and derive sound conclusions from imperfect and often contradictory information and flawed evidence.

**POL491 (w)****Capstone Senior Seminar in National Security, Intelligence and Terrorism (3 cr. hours)**

***Prerequisite:*** Senior status.

***Offered Fall and Spring on-campus; Offered Spring on-line***

Students complete a case study/project designed to test the totality of knowledge gained in the NIT major. Seminar projects must demonstrate explicitly, through scholarship, teamwork, and /or creative thinking and a meaningful integration of the student's course of study. Students will also be socialized with industry standards and job requirements.

## PSY: PSYCHOLOGY

### PSY101

#### Introduction to Psychology (3 cr. hours)

*Offered Fall & Spring on-campus and Summer, Fall & Spring online*

Introduction to psychology as a behavioral science, including historical background, human development (genetic and physical) from birth through death, the senses and perception, intelligence and creativity, and the principles of conditioning, learning, memory, and forgetting.

### PSY190, PSY290, PSY390, PSY490

*Writing intensive course*

*Offered as Needed*

Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services, practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional résumé. Guest speakers, field trips, and other out-of-class experiences expand students' understanding of the diversity and challenges of modern behavioral science and practice.

### PSY201 (w)

#### Introduction to Profession Practices (3 cr. hours)

*Prerequisite: PSY101*

*Offered Fall on-campus and Fall & Spring online*

Majors in human services and psychology learn the career opportunities, problems, methods, and thinking styles of professionals in their fields. Students participate in classroom debates on topics of current concern in modern psychology and human services, practice the writing style of the American Psychological Association, and acquire effective methods for developing a professional resume. Guest speakers, field trips, and other out-of-class experiences expand students' understanding of the diversity and challenges of modern behavioral science and practice.

### PSY211

#### Introduction to Sport Psychology (3 cr. hours)

*Prerequisite: PSY101*

*Offered fall on-campus*

Introduction to Sport Psychology will examine the history and purpose of sports and exercise as well as the fundamental theories and roles of psychology in sports and exercise. This course examines the field of sports psychology, including topics related to performance, motivation, competition, coaching, individual and team-based perspectives, risk and protective factors in sports and exercise, and physical and mental health and wellness.

### PSY250

#### Social Psychology (3 cr. hours)

*Prerequisite: PSY101 or SOC101; Education students: EDU250 or EDU216*

*Offered Fall & Spring on-campus and Summer, Fall & Spring online*

Study of the influences that people have on the beliefs and behaviors of others. Topics will include social perception and attribution, self-presentation, attitudes and attitude change, aggression and violence, group dynamics, and their relationship to selected fields.

### PSY263

#### Theories of Personality (3 cr. hours)

*Prerequisite: PSY101*

*Offered Spring on-campus and Summer & Fall online*

An overview of historical and current theories regarding personality formation and development, and methods of measuring personality characteristics. Psychodynamic, humanistic, behaviorist, trait, and cognitive approaches are discussed.

### PSY265

#### Lifespan Development (3 cr. hours)

*Prerequisite: PSY101*

*Offered Fall on-campus and online*

This course takes a life span approach in studying human development from conception through death. Students will examine the major theories and scientific research findings on our physical, cognitive, social, and personality development.

**PSY269****Human Sexuality (3 cr. hours)**

*Prerequisite:* PSY101

*Offered Fall on-campus and online*

Examines physiology of human sexuality as well as psychosocial aspects of the field. Considers sexual orientation, sexual dysfunction and paraphilia, sex therapy, theories of attraction, and current research.

**PSY302****History and Systems of Psychology (3 cr. hours)**

*Prerequisite:* PSY101

*Offered Spring on-campus and online*

The long past and short history of the formal discipline of psychology are presented in a combined lecture/seminar format. Of primary emphasis are the philosophical foundations of modern psychological concepts and the personal lives and times of those who founded the field. Students engage in classroom debates, find and present in class biographical information pertaining to historical figures in psychology, and complete a project with a historical theme.

**PSY320****Motivational Psychology (3 cr. hours)**

*Prerequisite:* PSY101

*Offered Spring online*

This course is an exploration from the perspective of scientific psychology of historical and current conceptions of motivation, the force that determines activity preference, selection and persistence. This course provides both a broad overview of motivational theories and practical applications of these theories to real-world problems.

**PSY344****Psychology of Terrorism (3 cr. hours)**

*Prerequisite:* PSY101

*Offered Fall on-campus and Spring online*

This course provides a comprehensive review of the scientific and professional literature analyzing key research findings on the “psychology of terrorism”. The course will identify, describe, and evaluate what contribution psychological theory and research have made to understanding terrorists and terrorism and the impact on victims. Typologies and group differences in terrorism will be explored. Current and future research directions in studying terrorism and counterterrorism are offered.

**PSY360****Introduction to Counseling (3 cr. hours)**

*Prerequisite:* PSY101

*Offered Spring on-campus and Summer & Spring online*

Provides a theoretical survey of the field of counseling. Major emphasis is on such topics as ethical considerations, the intake interview, counselor roles and client roles, goals of counseling, referrals and liaisons in the community, vocational counseling, tests and instruments used in the counseling process and research on the counseling process.

**PSY362****Abnormal Behavior (3 cr. hours)**

*Prerequisite:* PSY101

*Offered Fall and Spring on-campus, Offered Fall, Spring and Summer online*

This course focuses on description, identification, and practical management of behaviors stemming from physiological, psychological and environmental causes.

**PSY401****Biological Foundations of Behavior (3 cr. hours)**

*Prerequisites:* PSY101 or EDU250

*Offered Spring on-campus and online*

This course is an introduction to behavioral neuroscience, a branch of psychology that concerns itself with relationships between the brain, nervous system and behavior. Topics include the structure and functioning of individual nerve cells; the structure and functioning of brain components; brain/nervous system control of relatively simple behavior such as movement, sensation, perception, and motivated behaviors; physiological regulation of sleep and memory; and, biologically based clinical syndromes such as mood disorders, schizophrenia, and Alzheimer's disease.



## PSY: PSYCHOLOGY (continued)

### PSY411

#### Applied Sport Psychology (3 cr. hours)

*Prerequisites:* PSY101 and PSY211

##### *Offered Spring on-campus*

Applied Sport Psychology takes an in-depth examination at the various principles that are vital to understanding the psychological, sociological, neurophysiological, and behavior aspects of sports and exercise. Emphasis is on the applied facets of performance, communication, relationships, and psychological considerations. The application of intervention strategies and techniques is considered for future practitioners of coaching, counseling, teaching, sports management, athletic training and fitness instruction, exercise science, and other specialists.

### PSY425

#### Cross-Cultural and International Psychology (3 cr. hours)

*Prerequisite:* PSY101

##### *Offered Fall on-campus*

As our world becomes more interdependent, it is very important that we understand how individuals in other cultures and countries think, feel, and behave, and to understand the forces, beliefs and motivations that underlie behavior in a cultural or international context. Unfortunately, psychology as a field has tended to focus on the behavior of members of North American and Western European countries. Recently, cross-cultural and international research in psychology has demonstrated that many psychological processes once assumed to be universal (i.e., shared by members of all cultures) are actually quite culture-bound. Although a few topics on psychology have a relatively long history of cross-cultural investigation, experts are becoming more aware that all of the topics on psychology must be examined from a broad cultural and international perspective. In this course we will focus on multiple topics in psychology, examining them in light of various cultural backgrounds, orientations and locations in the world.

## SAS: ARTS & SCIENCES

### SAS470 (w)

#### Internship (3 cr. hours)

*Prerequisite:* By permission of the School Dean or Designee; this is a writing intensive course for General Science Majors.

##### *Offered Summer, Fall and Spring*

The internship requires fieldwork in an agency appropriate to the student's career objectives. This course is required for arts entrepreneurship, general sciences and psychology majors. The course is a choice with SAS 499 Senior Seminar for the Communication, English, and History majors.

## SCS: SOCIAL SCIENCES

### SCS220

#### Introduction to Leadership (3 cr. hours)

##### *Offered Fall on-campus*

This foundational course introduces students to concepts and theories of leadership to help students develop the skills necessary to becoming leaders in the workplace, the community and the larger global society. The course emphasizes the relationship between theory and leadership practice, and the moral and civic responsibilities of leadership.

### SCS300 (w)

#### Research Design (3 cr. hours)

*Prerequisite:* MAT273

##### *Offered Fall & Spring on-campus and Summer & Spring online*

A skill development course focused on generating, obtaining, analyzing and disseminating data, information and knowledge in behavioral sciences. Students will undertake a formal research project.

### SCS375

#### OPOTA Practicum (15 cr. hours)

*Prerequisite:* Acceptance into program by OPOTA

This course is designed for the student who wishes to get their Ohio Police Officer certification. The course currently consists of 600 hours of training mandated, designed and overseen by the Ohio Police Officer's Training Academy. The successful completion of this course will certify the student as an employment ready police officer in the State of Ohio.

### SCS415

#### Leading with Cultural Intelligence (3 cr. hours)

##### *Offered Fall Online*

Cultural Intelligence (CQ) is a critical capability for effective leadership in our multicultural, global world. In this course, students will undertake a journey of self-awareness to explore new ways of thinking about and embracing

cultural difference. Using the CQ framework as a guide, students will discover new strategies to improve their adaptability, judgement, decision-making, negotiation, trust, and innovation; enabling them to lead more effectively and more authentically in culturally diverse situations.

### **SCS440**

#### **Theory and Application of Leadership (3 cr. hours)**

**Prerequisite:** SCS220 or instructor permission as a prerequisite

**Offered Spring on-campus and online**

This interactive course examines theories and approaches to leadership. This course provides historical analysis of leaders and the evolution of leadership theory as well as gender and cultural approach to the topic. Students will gain an understanding of the leadership process and its elements, leaders, followers and contexts. The course will review the scholarship and research of leadership and provide a synthesis of the contemporary leadership models.

### **SCS450**

#### **Human Services Capstone (3 cr. hours)**

**Prerequisite:** Senior standing

**Offered on-campus As Needed and Spring online**

This capstone course in Human Services is designed for students nearing the end of their undergraduate program. It is designed to help students integrate their knowledge and apply the skills they have acquired in the program to think critically about important issues in Human Services and professional helping. The capstone course includes development of a professional portfolio, which can be utilized towards the requirements of national certification from the National Organization in Human Services. It is also designed to help students use their undergraduate training and experiences to help them understand personal issues and formulate career goals and directions.

### **SCS470**

#### **Internship I (3 cr. hours)**

**Prerequisite:** Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator

**Offered Summer, Fall and Spring**

The Internship is fieldwork in an agency appropriate to the student's career objectives.

### **SCS471**

#### **Internship II (3 cr. hours)**

**Prerequisites:** SCS470 and approval by the School of CJSS Internship Coordinator.

**Summer, Fall and Spring on-campus**

A continuation of Internship I for students who wish a more rigorous and in-depth experience.

### **SCS480**

#### **Immersion in Professional Problem Solving (3 cr. hours)**

**Prerequisites:** Permission of the Dean

**Offered on-line and on-campus as needed**

Designed to engage the student in immersive problem solving in the professional field. This course requires the student to work directly with a practitioner in the field to identify an existing professional problem faced by the practitioner or their organization, then research and propose solutions for the professional problem faced by the practitioner.

### **SCS491**

#### **Senior Seminar I (3 cr. hours)**

**Prerequisites:** SCS300, senior Psychology majors only

**Offered on-line and on-campus Summer, Fall and Spring**

Students will design a project and complete a documented literature review for that project. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student's course of study to date. This course is a foundation for and an integral part of SCS492.

### **SCS492**

#### **Senior Seminar II (3 cr. hours)**

**Prerequisites:** SCS491, senior Psychology majors only

**Offered on-line and on-campus Summer, Fall and Spring**

Students will implement, complete, document, and report on individual senior projects deriving directly from and building on work completed in SCS491. Senior projects must demonstrate explicitly, through scholarship and/or creative works, a meaningful integration of the student's course of study to date.

## SMG: SPORTS MANAGEMENT

### SMG160

#### Introduction to Sports Management (3 cr. hours)

*Prerequisite:* ENG141

*Offered Fall, Spring on-campus*

This course will give the students a fundamental understanding of the career avenues in sport. Industry specialists present an eclectic orientation of the sports field. Academic topics include industry definitions, evolution, curriculum components, experiential learning, career and internship opportunities, applied and theoretical research, leadership, governance, and ethics.

### SMG190, SMG290, SMG390, SMG490

#### Special Topics (3 cr. hours)

*Prerequisite:* None, unless listed in the schedule of courses.

*Offered as Needed*

Topics will vary. May or may not be writing intensive.

### SMG220

#### Principles of Athlete Development (3 cr. hours)

*Prerequisites:* SMG160

*Offered Fall on-campus*

This course explores the physical, psychological, and emotional aspects of development for athletic performance at the youth & interscholastic, recreation and leisure, intercollegiate, professional, and elite level. Issues will also address athlete development influenced by substance abuse, career-transition, and off-field behaviors.

### SMG235 (w)

#### Sports Marketing and Promotions (3 cr. hours)

*Prerequisite:* ENG141

*Offered Spring on-campus*

This course is designed to assist students in understanding the techniques of writing common to the sports business with a focus on social and digital media applications for successful marketing and promotion campaigns. Students will gain exposure to writing, designing, and editing a variety of documents used for sport sponsorship proposals, brand awareness campaigns, fan loyalty programs, marketing plans, endorsement deals, and event fundraising plans. Students will apply fundamental principles of sport blogging, meeting deadlines, and web layout for the internet.

### SMG315

#### Supervision in Sports (3 cr. hours)

*Prerequisites:* SMG160 and MGT201

*Offered Spring on-campus*

This course explores the responsibilities and duties of sport supervisors in the youth, scholastic, collegiate, club, and professional sectors on a national and global scale.

### SMG325

#### Facilities Design and Management (3 cr. hours)

*Prerequisites:* LAW260, MGT201

*Offered Fall on-campus*

Provides dynamic models and options for planning, maintaining, and managing sport & entertainment facilities in the present and future. Concentration is on the design, maintenance, and full utilization of facilities that are realistic, cost efficient, environmentally sound and aesthetically pleasing. Topics include design, construction, refurbishing, finance options, risk assessment, risk management, security, operations, and procedures.

### SMG335

#### Sports Media Technology (3 cr. hours)

*Prerequisite:* ENG141

*Offered Spring on-campus*

This course will provide information on becoming proficient using various sources of technology with an emphasis on social media. The areas of emphasis include utilizing new media resources, social media communication, crafting press releases, writing a team website or sports blog, social networking for sports such as Twitter, LinkedIn, Instagram, etc., working with sports information, exposure on radio and TV, developing media kits, and writing exceptional headlines.

## **SMG: SPORTS MANAGEMENT** *(continued)*

### **SMG360 (w)**

#### **Business of Sports (3 cr. hours)**

*Prerequisites:* SMG160, ACC210

#### ***Offered Fall on-campus***

Course covers topics relating to league structures, the management of sporting clubs, branding and pricing, sponsorship, media contracting, financial valuation and facilities development in a variety of sport settings. The primary method of instruction is case development and analysis.

### **SMG370**

#### **Sport Management Professional Development (3 cr. hours)**

*Prerequisite:* *Sophomore Standing*

#### ***Offered Fall on-campus***

This course will provide student with the necessary skills to successfully acquire an internship or employment in the sports industry. Students will research potential internship and employment sites; create a career development plan; and, enhance their skills in professional communication, networking, and interviewing. Students will analyze sports industry standards. A minimum of 30 hours of field experience in a sport setting is required. The instructor has the discretion to assign a major project in lieu of the field experience.

### **SMG375**

#### **Sport Governance and Administration (3 cr. hours)**

*Prerequisite:* LAW260

#### ***Offered Fall on-campus***

This course will examine the role of governance in sports while emphasizing the need for ethical behavior and a managerial approach to effectively lead organizations. The scope of the course includes an overview of public and private agencies governing sports on a global, national, and local stage while addressing leadership, policy, and governance structures throughout sectors of the industry.

### **SMG405**

#### **Sports Analytics (3 cr. hours)**

*Prerequisites:* MAT273

#### ***Offered Spring on-campus***

The focus of this class is applying analytic techniques to the decisions that athletes, coaches, general managers, and other decision makers encounter in the sports world. Tools used in the class will include statistics, probability, regression analysis and hypothesis testing.

### **SMG450**

#### **Revenue Generation & Sponsorship (3 cr. hours)**

#### ***Offered Spring on-campus***

This course presents a wide range of views with what it takes to be successful in the field. The goal is to move from a theoretical perspective to a practical view of sport revenue generation, sales management and service, sales training, the art of ticket sales, customer retention, branding, and risk management. Students will learn how to grasp the fundamental concepts of revenue generation, sponsorship, and branding. Students will participate in a ticket sales training program with a professional baseball team.

### **SMG470**

#### **Internship (3 cr. hours)**

*Prerequisites:* *Junior standing, 2.5 cumulative GPA, and permission of the Internship Coordinator*

#### ***Offered Summer, Fall and Spring***

Under faculty guidance and reporting to an agent of a selected firm, the individual student works in some aspect for the sports industry (e.g. intercollegiate, professional, municipal, interscholastic, or retail sports). This real-world work experience contributes directly and substantially to the student's major area of sport management and must align with the scope of his or her concentration in either sport marketing or athletic administration. Work assignments are arranged on an individual student/company basis.

## SOC: SOCIOLOGY

### SOC101

#### Principles of Sociology (3 cr. hours)

*Offered Fall and Spring on-campus and Fall and Spring online*

Introduction to the basic concepts of sociological study, elements of social life, social patterns and institutions, and the process of maintenance and change in society.

### SOC190, SOC290, SOC390, SOC490

#### Special Topics (3 cr. hours)

*Prerequisite: None, unless listed in the schedule of courses*

*Offered as Needed.*

Topics will vary. May or may not be writing intensive.

### SOC265

#### Peace and Social Justice (3 cr. hours)

*Offered Spring on-campus and Fall and Summer online*

This course is designed to provide an introduction and importance of social justice in the helping professions via case studies of relevant world events. Students will understand how social justice has informed society through peace and justice studies; restorative justice; and reconciliations practices. An exploration of hunger, poverty, and economic/resource inequity will be included as foundational to the study of violence and aggression. This course is intended to offer students a well-rounded view of conflict and alternative means of resolution.

### SOC280

#### Sport in American Society (3 cr. hours)

*Prerequisite: SOC101*

*Offered Fall on-campus and Spring online*

Survey of the influential role of the growth of sports and the sports industry in American culture. Examines the ideas of sports building character; providing for social mobility; and acting as a positive outlet for aggressive action. Considers the problems of cheating, drug usage, and the fostering of racism. The values and practices of professional and commercial sports will be compared and contrasted with those of educational and amateur athletics.

### SOC320

#### Community Sociology (3 cr. hours)

*Prerequisite: SOC101*

*Offered Spring on-campus*

Sociological theories of the spatial and social dimensions of community processes and organization. Classical foundations and contemporary theoretical perspectives as the basis for community research.

### SOC360 (w)

#### Multicultural Issues in Society (3 cr. hours)

*Prerequisite: SOC101.*

*Offered Fall on-campus and Spring online*

An analysis of the issues relating to the economic, political, and social positions of minority groups within the United States will be presented. Interactions among historical and current social forces and institutions that influence groups and individual behaviors will be examined. New trends in inter-group relations, emergence of new minorities, and the contesting for program funding and services will be explored. The struggles over income, property, and power on the interpersonal, community, national and international levels will be presented.

### SOC380

#### Social Movements and Ideologies (3 cr. hours)

*Prerequisite: SOC101*

*Offered Spring on-campus*

The analysis of the collective response to situations of social tension and change that take the form of social movements and their accompanying ideologies, both from a historical and contemporary viewpoint.

## UAS: UNMANNED AIRCRAFT SYSTEMS (UAS)

### UAS150

#### Introduction to UAS Technology and Licensing (3 cr. hours)

*Offered Fall on-campus*

This course allows students to explore UAS (Unmanned Aircraft Systems) Technology and Licensing requirements. The course topics include: UAS operating rules, aviation weather, airspace classification, safety procedures, flight operations, maintenance, photography basics and sectional chart reading in preparation for the FAA Part 107 Remote Pilot Exam. This course will include hands on flying with real UAS platforms operating under Part 107 pilots to learn basic maneuvers and operations of UAS platforms. This course is conducted by qualified UAS flight trainers and Part 107 UAS pilots with several years experience.

### UAS225

#### UAS Photography and Videography (3 cr. hours)

*Prerequisite: UAS150*

*Offered Spring on-campus*

In this course, students will understand the principles behind UAS photography and videography and the many factors that contribute to creating an acceptable final product. Students will examine camera controls and settings on a UAS in this course, as well as master hands-on flight methods that will result in industry acceptable aerial images and films. To show distinct capabilities, UAS cameras will be compared by resolution, sensors, and settings. Participants will also be introduced to various photo and video editing platforms used in the industry.

### UAS350

#### UAS Advanced Flight Operations (3 cr. hours)

*Prerequisite: UAS150*

*Offered Fall on-campus*

This course will offer students scenario-based, hands-on, and precise flying instruction designed to improve piloting abilities and prepare students to operate in practically any UAS situation. Students will learn about the equipment, tools, and strategies needed to ensure that their UAS program meets the mission objectives. During hands-on flight operations, students will get experience with operator maintenance, composites, battery systems, communication and instrumentation systems, rigging and assembly, and UAS component troubleshooting.

## RIZE CONSORTIUM COURSES OFFERED AT TIFFIN UNIVERSITY

### ESM I

#### Introduction to eSports Management (3 cr. hours)

*Offered Fall*

*Prerequisite: ENG141*

This course starts with an introduction to the history of competitive gaming and continues with an exploration of its emerging ecosystem. Students will learn the complexities involved in understanding the dynamics of the eSports industry and all of its stakeholders from gamers to billion-dollar media companies. Students will learn to navigate the structure of eSports leagues, teams, players, gaming publishers, tournament operators, media and affiliate organizations. Relevant projects, market analysis and critical thinking will be utilized to understand management approaches that have succeeded and failed with recent eSports ventures.

### ESM II

#### Convention, Event, and Trade Show Planning (3 cr. hours)

*Offered Fall*

*Prerequisite: ENG141*

One of the major ways in which games are marketed to consumers is the convention. Shows like the Tokyo Game Show, PAX and E3 attract audiences ranging from 60,000 – 300,000 and serve as one of the best opportunities for game studios to generate excitement and favorable word-of-mouth for upcoming projects. Successfully executing a company presence at one of these shows requires a working understanding of budgeting, goal setting, demo creation, logistics, staffing, merchandising, and ROI evaluation; all topics covered in this course.

### GDM I

#### Introduction to Games (3 cr. hours)

*Offered Fall and Spring*

This course provides students with a broad overview of the games industry. It covers the state of the industry, the societal impact of games, and the fundamentals of game creation. Additionally, students will explore the different genres of games and improve their understanding of the heuristics and aesthetics of play. This course is created in accordance with the Unity Curriculum Framework and the IGDA 2020 education guidelines. This course requires no prior knowledge of game design or programming.



## **RIZE CONSORTIUM COURSES OFFERED AT TIFFIN UNIVERSITY** *(continued)*

### **GDM II**

#### **Content and Systems Design (3 cr. hours)**

##### ***Offered Fall and Spring***

The experience of a game is driven by four major components; content, systems, narrative, and user experience. This class provides students with a working understanding of all four of these components, a further exploration of game documentation requirements, and an introduction to concepts of scripting.

This course was developed using the Unity Curriculum Framework and the IGDA2020 guidelines.

### **GDM III**

#### **Unity I – Working with Unity (3 cr. hours)**

***Prerequisites:*** GDM I, GDM II, and CST201

##### ***Offered Fall and Spring***

This course grows students' familiarity with the Unity engine and editor. Students will explore a variety of concepts, tools, and frameworks, with the ultimate goal of building the skills necessary to create a game in Unity. These topics will include: interfaces, environments, physics, animation, lighting, and sound.

The course was developed using the Unity Curriculum Framework, and the IGDA 2020 guidelines. Students are expected to have basic familiarity with principles of game design and a working understanding of the Unity level editor.

### **GDM V**

#### **Unity II – Advanced Unity Programming (3 cr. hours)**

***Prerequisites:*** GDM I, GDM II, GDM III, CST301, and CST450

##### ***Offered Fall and Spring***

This course is intended to provide students with the skills and knowledge to bring their mastery of the Unity game engine and C# programming up to a professional standard. Students will learn how to perform a range of vital code-based tasks within the Unity platform, and will grow their skills in building core gameplay functionality, supporting systems and platform-specific optimizations.

This course was built in collaboration with Unity. Upon successful completion, students will be prepared to sit for the Unity Certified Programmer exam.

### **GDM VI**

#### **Capstone Project – Building a Game (3 cr. hours)**

***Prerequisites:*** GDM I, GDM II, GDM III, GDM V, CST201, CST255, CST301, CST450, and Senior status

##### ***Offered Fall and Spring***

This course is intended as a culmination of all a student's work in the Unity Game Development major. Students will work in groups to build a game in the Unity engine that uses real-time, 2D or 3D visuals, and showcases their understanding of the core principles of game design. Students will pitch their game, design, prototype, build, and test their game. Student will be evaluated based on the quality of their game and their internal project management process.

### **NSC315**

#### **Neuroscience I: Neuroscience Foundations (3 cr. hours)**

***Prerequisite:*** CHM132 and CHM132L or CHM331 and CHM331L

Perception and Movement are fundamentally driven by biological processes. This course provides students with an understanding of the various systems and organs that play a role in the human ability to perceive the world and move through it. It builds upon Neuroscience Fundamentals to allow students to understand the impact of core neuroscience concepts.

### **NSC325**

#### **Neuroscience II: Biological Basis of Perception and Movement (3 cr. hours)**

***Prerequisite:*** NSC315

##### ***Offered: Online with RIZE Consortium***

This course introduces students to the field of neuroscience, explores the cellular and molecular basis of neural systems, and discusses the neural basis of cognition. Students are expected to leverage their understanding of biology and chemistry to build a working knowledge of neuroscience fundamentals.

### **NSC335**

#### **Neuroscience III: Cognitive Neuroscience (3 cr. hours)**

***Prerequisite:*** NSC325 and PSY101

##### ***Offered: Online with RIZE Consortium***

Cognitive Neuroscience is the study of the biological process which underlie behavior, learning, thought and experience. This course builds on students' understanding of neuroscience and psychology to explore information processing, behavior, language, and more. Special attention is paid to the neurological factors which drive behavior and give rise to a range of disorders understanding of biology and chemistry to build a working knowledge of neuroscience fundamentals.

**NSC415**
**Neuroscience IV: Clinical Neuropathology (3 cr. hours)**

**Prerequisite:** NSC325 and PSY101

This course captures foundational concepts in modern psychiatric care and neuroscience and makes them clear and accessible. It provides students with a broad knowledge base covering many of the latest developments in the field of neuroscience, including our most modern understanding of developmental disorders, various pathologies of neurological systems, the role of microbiology in neurological care and more. Upon completion, students will be well-prepared to pursue graduate study or work in the sciences, armed with a strong understanding of the current state of both neuroscience and mental health and the connections between both.

**WDM I**
**User Experience I – Understanding User Experience (3 cr. hours)**

**Prerequisite:** ART325

**Offered Fall and Spring**

User Experience (UX) refers to all elements of a customer's interaction with a particular product and this course will focus on UX design for technology products. Silicon Valley companies spend billions of dollars ensuring that technology products are intuitive to use. Students will learn what drives product usability, the fundamentals of UX design, and how to build wireframes and prototypes.

**WDM II**
**User Experience II - Building Compelling User Experiences (3 cr. hours)**

**Prerequisite:** WDM I

**Offered Fall and Spring**

This course builds upon User Experience I and teaches students how to build effective user experiences through a rigorous process of implementing best practices, testing designs and iterating. This course will also cover topics such as; branding, color palettes, user journeys, and designing for multiple platforms. To successfully complete this course, students will need to build a mobile app or website prototype and iterate upon it based on user feedback.

**WDM III**
**Capstone – Goal Oriented Web Design (3 cr. hours)**

**Prerequisites:** WDM I, CST201, CST255, ART325, and Senior standing

**Offered Fall and Spring**

There is no substitute for experience. In this course, students will propose and build a new website for an existing company. This website should be optimized to boost conversion events for the company in question. Students will need to research customer behavior and industry trends in order to successfully complete this course. This course will test all of the skills an student has built up through their Web Design courses, prototyping, optimization, and programming.

# Partnership School Course Offerings

## EDA, EDM, EDU: EDUCATION, IN PARTNERSHIP WITH LOURDES UNIVERSITY

### PROGRAM ADMISSION REQUIREMENTS

Students seeking admission to the Teacher Education Program are considered as Pre-Education Majors or Pre-Licensure students until they have completed the following Program admission requirements and have been approved for acceptance into the Program. Pre-Education Majors, Pre-Licensure students, and non-education students are not allowed to enroll in any education course at the 300/400 levels.

- Completed credential file
- Successful BCI/FBI background check
- Overall GPA of 3.0 or higher
- Education majors must receive a grade of “C” or better in EDU100/EDU101, EDU230, and EDU250
- Passing scores for Praxis Core Academic Skills tests for Educators (Reading 156, Writing 162, Math 150) or ACT or SAT subscores for Reading >21/450, English >18/430, and Math >22/520
- Completion of 20 hours of approved service learning
- Successful review of Teacher Candidate Development Portfolio
- Satisfactory disposition assessment
- Successful interview and approval of the Program Admission Committee.

Once accepted into the Teacher Education Program, teacher candidates will need to demonstrate competencies at various points called “gates” in order to progress and ultimately complete the program. Students are to refer to the Education Student Handbook for details related to Assessment Gates and requirements.

### EDA235

#### Clinical Curriculum & Instructions for Adolescent to Young Adult (3 cr. hours)

*Co-requisite: EDU230*

*Offered Spring on-campus, Year 2 – A fee is associated with this course.*

This course begins to bridge the gap between content and practice. The course examines adolescent to young adult curriculum and provides an in-depth review of the Ohio Learning Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to create and analyze effective lesson plans that are developmentally appropriate and inclusive for adolescents and young adults. This course provides clinical observation opportunities for candidates to apply course content to appropriate practices, guidelines, and standards.

### EDA250

#### General Teaching Methods and Field Experience I (3 cr. hours)

*Prerequisite: EDA235; There will be a lab fee associated with this course.*

*Students must earn a “B” or higher to pass this course.*

*Offered Fall on-campus, Year 3 – A fee is associated with this course.*

Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the adolescence to young adult level. This course will examine various instructional methods used to teach adolescents and young adults. The course includes a field experience in an adolescent to young adult setting.

### EDA351

#### Social Studies Methods and Field Experience II (3 cr. hours)

*Prerequisite: EDA250*

*Students must earn a “B” or higher to pass this course.*

*Offered Fall Spring on-campus, Year 4 – A fee is associated with this course.*

Provides students with opportunities to learn and practice Adolescence to Young Adult Social Studies pedagogy. Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course includes an extensive field experience in an Adolescent to Young Adult social studies setting.

### EDA490

#### Adolescent & Young Adult Student Teaching 1(2 cr. hours)

*Prerequisite: Gate 2*

*Students must earn an 87% to pass this course.*

*Offered Fall Spring on-campus, Year 5 – A fee is associated with this course.*

Provides the teacher candidate with an intensive opportunity to put into practice the skills and competencies of effective teaching of adolescents. This course is the culminating experience in the student’s educational program. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course will include intense experiences and practices in an Adolescent and Young Adult classroom along with seminars.

### **EDM235**

**Middle Childhood Curriculum, Instruction & Assessment (3 cr. hours)**

**Co-requisite:** EDU230

**Offered Spring on-campus, Year 2 – A fee is associated with this course.**

This course begins to bridge the gap between content and practice. The course examines middle childhood curriculum and provides an in-depth review of the Ohio Academic Content Standards. The course introduces instructional models and elements of assessment theory in support of curriculum development and effective teaching. Students have opportunities to plan, teach, assess and reflect on lessons for young adolescents that are developmentally appropriate and inclusive.

### **EDM250**

**Middle Childhood Methods & Field Experience I (3 cr. hours)**

**Prerequisite:** EDM235

**Students must earn a “B” or higher to pass this course.**

**Offered Fall on-campus, Year 3 – A fee is associated with this course.**

Provides students with opportunities to learn and practice the skills and competencies of effective teaching at the middle childhood level. This course will examine various instructional methods used to teach young adolescents in all four curriculum content area and reading. The course includes a field experience in a middle childhood setting.

### **EDM351**

**Language Arts and Social Studies Methods and Field Experience II (3 cr. hours)**

**Prerequisite:** EDM250

**Students must earn a “B” or higher to pass this course.**

**Offered Fall Spring on-campus, Year 4 – A fee is associated with this course.**

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (language arts and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas.

### **EDM354**

**Science and Mathematics Methods and Field Experience II (3 cr. hours)**

**Prerequisite:** EDM250

**Students must earn a “B” or higher to pass this course.**

**Offered Fall Spring on-campus, Year 4 – A fee is associated with this course.**

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (mathematics and science). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas.

### **EDM355**

**Science and Social Studies Methods and Field Experience II (3 cr. hours)**

**Prerequisite:** EDM250

**Offered Fall Spring on-campus, Year 4 – A fee is associated with this course.**

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (science and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas.

### **EDM356**

**Mathematics and Social Studies Methods and Field Experience II (3 cr. hours)**

**Prerequisite:** EDM250

**Students must earn a “B” or higher to pass this course.**

**Offered Fall Spring on-campus, Year 4 – A fee is associated with this course.**

Provides students with opportunities to learn and practice Middle Childhood pedagogy in your licensure areas (mathematics and social studies). Students will engage in all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. The course includes an extensive field experience in a Middle Childhood setting for both of your licensure areas.

### **EDM490**

#### **Middle Childhood Student Teaching (12 cr. hours)**

*Prerequisite:* Gate 2 and EDM350, EDU319

*Students must earn an 87% to pass this course.*

*Offered Fall Spring on-campus, Year 5 – A fee is associated with this course.*

Provides students with an intensive opportunity to put into practice the skills and competencies of effective teaching of young adolescents. Students will complete all elements of the Teacher Performance Assessment, including planning instruction and assessment, instructing and engaging students in learning, assessing student learning, and final retrospective reflection. This course is the culmination of all Professional Education and Curriculum Content courses, which comprise the Middle Childhood Education Program. This course will include intense experiences and practices in a Middle Childhood setting along with seminar sessions.

### **EDS100**

#### **Theories of Teaching and Learning (3 cr. hours)**

*Offered Fall on-campus*

The purpose of this course is to introduce students to a variety of educational theories related to teaching and learning. In this course, students will analyze developmental theories and their implications for teaching and learning, critique learning theories and determine which align best with individual beliefs and compare pedagogical and andrological theories of teaching and learning.

### **EDS200**

#### **Designing Effective Instruction (3 cr. hours)**

*Offered Spring on-campus*

The purpose of this course is to aid students in designing relevant, authentic and innovative learning experiences for a variety of learners. In this course, students will learn how to analyze the characteristics and needs of an audience for a variety of learning contexts, write SMART learning goals and objectives based on the audience needs and utilize developmentally appropriate and differentiated instructional and assessment strategies aligned to these learning goals.

### **EDS300**

#### **Contemporary Issues in Education (3 cr. hours)**

*Offered Fall on-campus*

This course provides an in-depth analysis of current trends and challenges in education. Students will explore the multifaceted landscape of K-12 and higher education and its impact on students, teachers, parents and communities. They will be equipped with the knowledge and skills to analyze, critique and propose solutions to address these issues.

### **EDS400**

#### **Critical Thinking for Educators (3 cr. hours)**

*Offered Fall on-campus*

This course is designed to enhance the critical thinking skills of K-12 and higher education and empower educators to become more effective in their practice and better equipped to prepare their students for success in the 21st century. Students will develop a deeper understanding of the ethical and social implications of critical thinking, including the importance of empathy, cultural sensitivity and responsible decision-making. By the end of the course, students will have developed a range of critical thinking skills and strategies that they can apply to their teaching practice as well as to their personal and professional lives.

### **EDU100**

#### **Foundations in Education (3 cr. hours)**

*Students must earn a “B” or higher to pass this course.*

*Offered Fall on-campus, Year 1 – A fee is associated with this course.*

Provides a historical, philosophical, legal, and social overview of education. Students will examine how schools are organized, administered and financed. In addition, students will explore the skills and competencies (Teacher Performance Standards) necessary to be an effective teacher. Students are required to participate in field experiences in two of the following educational settings: Primary (grades PK-5), Middle Childhood (grades 4-9), Adolescent to Young Adult (grades 7-12), or Intervention Specialist (K-12). Such experience will assist students in determining if teaching is a career for them and will also help students decide which major (program) they will pursue.

### **EDU101**

#### **Foundations of Education Bridge Course (1 cr. hour)**

*Students must earn a “B” or higher to pass this course.*

*A fee is associated with this course.*

*Offered on-campus*



This course is intended for students transferring in EDU100 from other colleges and universities. EDU101 provides students with an understanding of the requirements and expectations of the Lourdes University Department of Education. This course will focus specifically on the program requirements such as, but not limited to, the assessment gates and teacher development portfolio. Students will be required to participate in a two-day field experience if they have not had a field experience as part of their EDU100 transfer course. Education majors must receive a grade of “C” or better. (A “C-” is not acceptable)

### **EDU110**

#### **Praxis Test Prep (0 cr. hours)**

#### ***Offered Fall and Spring on-campus***

This course will be required for students who need to pass the Praxis Reading, Writing or Math exam during their first year as an education student. By the end of class, students should have completed their required Praxis tests with a passing score.

### **EDU151**

#### **Technology in Learning (1 cr. hour)**

**Students must earn a “B” or higher to pass this course.**

#### ***Offered Spring on-campus, Year 1 – A fee is associated with this course.***

This course introduces the technological knowledge (TK) and practical skills to incorporate digital tools and resources into the learning process for PK-12 students. It focuses on the ability to use technology for information processing, communication, collaboration, critical thinking, problem solving, creativity, and innovation. In addition, it directs students to understand the use of technology as open-ended interaction, based on established principles.

### **EDU216**

#### **Multicultural and Social Issues in Education (3 cr. hours)**

***Prerequisite:*** EDM235 or EDA235

#### ***Offered Fall on-campus, Year 2 – A fee is associated with this course.***

Examines historical and legal multicultural issues in society. The course assists teacher candidates in the development of cultural consciousness toward and reverence for the diversity of individuals and groups within society. Teacher candidates are expected to develop an awareness of the implications and application of instruction and curriculum, which demonstrate the obligation to respect, accept, adapt and work in communion for all students’ learning. EDU216 also examines social issues within the P-12 classrooms.

### **EDU220**

#### **Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms (3 cr. hours)**

***Prerequisites:*** EDE235, or EDM235, or EDA235

#### ***Offered Spring on-campus, Year 2 – A fee is associated with this course.***

Teacher candidates focus on understanding the theoretical and evidence-based foundations of language and literacy for all students. Teacher candidates will identify factors that contribute to deep comprehension, questioning strategies, subject-matter and content specific vocabulary, verbal reasoning ability and knowledge of literary structures and conventions while aligning curriculum and instruction with state and local standards. In addition, candidates will understand the role of writing in literary learning and provide opportunities for students to compose for a wide array of audiences in multiple genres, modes and media.

### **EDU221**

#### **Content Area Reading and Writing (3 cr. hours)**

***Prerequisites:*** EDE235, or EDM235, or EDA235

#### ***Offered Spring on-campus, Year 3 – A fee is associated with this course.***

Teacher candidates understand that designing instruction for student literacy learning requires identifying clear learning goals, creating appropriate opportunities for students to show evidence for their learning as well as engaging students in authentic writing assignments. The teacher candidates create classroom environments that encourage students to select from a variety of media, both visual and written, to read extended texts and to read, write, and produce texts in multiple media and modes for authentic purposes.

### **EDU230**

#### **Clinical Survey of Special Needs (3 cr. hours)**

***Prerequisites:*** EDU100

**Students must earn a “B” or higher to pass this course.**

#### ***Offered Spring on-campus, Year 1 – A fee is associated with this course.***

Focuses on the foundations of special education with emphasis on historical background, legal issues, a positive learning environment, disabilities and health disorders in a regular/inclusive classroom, as well as developing teaching skills for use in an inclusive classroom.



### **EDU250**

**Educational Psychology and Human Development (3 cr. hour)**

**Prerequisite:** EDU100

**Students must earn a “B” or higher to pass this course.**

**Offered Spring on-campus, Year 2 – A fee is associated with this course.**

This course presents an overview of educational psychology, human development, growth, and learning in the affective (moral, spiritual, aesthetic, emotional, and personality development), social (including play), creative, cognitive, language, and physical domains. Focus is given to the development, growth, and learning of the child from infancy through adolescence. This course examines how theoretical knowledge of child development affects and has implications for the establishment of appropriate learning environments, curriculum/activities for engagement, and establishing research-based, realistic and reachable classroom expectations for learning and behavior. This course provides clinical opportunities for candidates to apply course content to appropriate practices, guidelines, and standards.

### **EDU251**

**Technology & Pedagogy for Learning (1 cr. hour)**

**Prerequisite:** EDU151 **Co-requisites:** EDE250, EDM250, or EDA250

**Offered Fall on-campus, Year 2 – A fee is associated with this course.**

This course provides students with opportunities to learn and practice the integration of pedagogy and technology for effective learning. Students will learn how to incorporate technological knowledge, skills, tools, and resources into the learning process for PK-12 students.

### **EDU319**

**Classroom Management for Middle Childhood and Adolescence to Young Adult Education (3 cr. hours)**

**Prerequisite:** EDM250 or EDA250

**Offered Spring on-campus, Year 3 – A fee is associated with this course.**

This course provides students with the knowledge and skills necessary to create an effective learning environment for a Gr. 4-12 classroom and to deal appropriately and effectively with behavioral issues within the classroom setting. The course covers both legal and ethical implications and provides practical management techniques.

### **EDU324**

**The Role of Phonics and the Foundations of Reading and Writing (3 cr. hours)**

**Prerequisites:** ENG141 and a passing score on the Reading and Writing Praxis Core Assessments or ACT/SAT equivalent.

**Offered Fall on-campus, Year 3 – A fee is associated with this course.**

Teacher candidates will demonstrate evidence-based knowledge of the way oral and written language work, which includes an understanding of the development of phonological awareness, phonics, word identification and spelling knowledge as well as the writing process. Candidates will understand how writing experiences, in conjunction with phonics instruction can enhance reading development.

### **EDU329**

**Differentiated Instruction & Assessment (3 cr. hours)**

**Prerequisite/Co-requisite:** EDM350, EDA351 or EDA353

**Offered Fall on-campus, Year 4 – A fee is associated with this course.**

This course provides specific pedagogy in the differentiation of instruction through various models such as Response to Intervention (RIT), Multiple Intelligence Theory, Integration of Fine Arts, and specific technology adaptations. Students will also develop specific assessment tools and strategies to use classroom settings.

### **EDU335**

**Reading Diagnoses and Assessment (3 cr. hours)**

**Prerequisites:** EDU220, EDU221, and EDU324 with a C+ or higher

**Offered Spring on-campus, Year 3 – A fee is associated with this course.**

Teacher candidates will understand the practice and processes of authentic reading assessment that contributes to student learning. In the course, teacher candidates explore their role in the diagnostic and assessment process, the nature and interrelatedness of factors that affect reading performance, and the instruments and techniques available for the assessment and diagnosis of reading performance.

### **EDU351**

**Technology, Pedagogy & Content Knowledge for Learning (1 cr. hour)**

**Prerequisite:** EDU251; **Co-requisites:** EDE350, EDM351-356, or EDA351-354

**Offered Fall and Spring on-campus, Year 4 – A fee is associated with this course.**

This course provides students with opportunities combine content knowledge, pedagogy, and technology for effective learning. Student will use this combination to create effective learning experiences for PK-12 students and facilitate their use in classrooms.

**EDU410****OAE Test Prep (3 cr. hours)*****Offered Fall and Spring on-campus***

This course will be required for students who have yet to pass the OAE Exams for their content areas. By the end of class, students should have completed the required OAE exams with a passing score.

**SCI370****Integrated Science for Teachers (3 cr. hours)*****Offered Spring even numbered years on-campus***

An interdisciplinary science course for education majors designed to provide content knowledge in areas outlined in the National Science Standards and Science for All Americans. The course will demonstrate, through praxis, themes/project based approaches to teaching and learning science. The course will focus on science as an inquiry process. The course will involve students in lecture, relevant classroom projects, participation in hands-on-science labs, resource portfolio development and creation of a teachable science unit.

## Graduate Program Information

### CAMPUS AND PROGRAM LOCATIONS

Graduate Academic programs are offered by Tiffin University at the following locations:

**TIFFIN CAMPUS (MBA, MS, FP)**

The Tiffin Campus offers Master's degree programs in a seated, classroom format. On-campus housing and food services are provided in addition to student and university services, intercollegiate athletics, and extracurricular activities.

**INTERNATIONAL LOCATIONS (MBA)**

Tiffin University offers its MBA degree, taught in English in Bucharest, Romania, in partnership with The American University in Switzerland, a private university in La Tour-de-Peilz, Switzerland.

**TIFFIN UNIVERSITY ONLINE (MBA, MEd, MH, MS, Ph.D.)**

Tiffin University offers the MBA, MEd, MH, MS and Ph.D. programs in an online format. The online programs offer students nationwide and around the world an opportunity to obtain accredited degrees from Tiffin University.

Tiffin University offers five graduate degrees: Master of Arts (MA), Master of Business Administration (MBA), Master of Education (MEd), Master of Humanities (MH) and the Master of Science (MS), and a Doctor of Philosophy degree in Global Leadership and Change (Ph.D.). Tiffin University seeks highly motivated students with strong intellect and a desire to learn and apply knowledge from their graduate education to their personal, academic, and professional lives. Possession of such attributes is demonstrated by past academic performance, professional success and achievement, a written statement of interest, and other supporting materials that may be submitted as part of an application, including a professional résumé. Candidates are reviewed for admission by the Graduate Admissions Committee in accordance with established university policy.

### GRADUATE CERTIFICATES

Graduate certificates are designed for working professionals who wish to take additional courses in a particular area of study. Graduate certificates are made up of courses in a specific concentration and are completely online, except for the Addictions Counseling Program. The Addictions Counseling certificate is only offered in a seated format on the Tiffin Campus.

### GRADUATE ADMISSION POLICIES

1. The prospective student must complete an online application to be considered for admission into a chosen graduate degree or certificate program.
2. A Bachelor's degree, with an earned 3.0 cumulative GPA from a regionally accredited U.S. college or university or its equivalent is required to be considered for admission.
3. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
  - a. If applicant has below a 3.0 GPA the applicant will need to provide a professional resume. The application and resume will be reviewed and considered for admission.
  - b. In some cases a personal statement and/or letters of recommendation may be required to determine the ability of the applicant to undertake graduate level work successfully. The personal statement should include why the

applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with the applicant's educational and career goals. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview or other material to support the candidate's application.

### **NON-DEGREE ADMISSIONS**

Non-degree status is also available for students who choose to take graduate level courses outside of a degree program. Students seeking admission outside of the degree track will be required to fulfill the admission process requirements (résumé, transcripts, and application) in time for enrollment. Successful graduate course completion, while considered in any admission decision, is no guarantee for admission. Students admitted as non-degree are not eligible for federal financial aid. Student must declare a major if more than three classes will be completed.

### **CONDITIONAL ADMISSIONS**

Conditional admission is available for students who are recommended for admission, but are unable to provide Tiffin University with official transcripts of their college performance. They are admitted on the condition that they provide the Office of Online and Graduate Enrollment Management with official transcripts before the next registration period in their program. If a student is unable to comply, they will be placed on inactive status until the required transcripts are provided. Note: Some students may be accepted on both a conditional and a probationary basis. Students admitted conditionally are not eligible to receive federal financial aid.

### **INTERNATIONAL GRADUATE STUDENTS ADMISSIONS**

International students enrich the academic and cultural life at Tiffin University. The University welcomes qualified international students into its academic programs.

### **ADMISSION REQUIREMENTS FOR INTERNATIONAL GRADUATE APPLICATIONS**

1. A Bachelor degree or a 3-year undergraduate professional degree from an officially recognized higher education institution.
2. Undergraduate academic performance is one indicator of an applicant's ability to undertake graduate level work.
  - a. If the applicant has fewer than five years of work experience, a recommended minimum undergraduate GPA of 3.00 is required. Applicants may supplement their undergraduate record with official scores on either the GMAT or GRE. Generally, a minimum of 475 on the GMAT (or equivalent score on the GRE) is expected.
  - b. If applicant has below a 3.00 GPA, the application will be reviewed and considered admission on a probationary status.
  - c. In some cases, a personal interview may be required to determine the ability of the applicant to undertake graduate level work successfully. The applicant may also be asked to provide letters of recommendation, additional writing samples, a phone interview, or other material that supports the candidate's application.
3. Work and life experience of an applicant is another factor considered in the admission process. Quality academic, professional, or managerial experience is considered an indicator of the applicant's potential to be an active, contributing participant in the program.
4. Personal statement as to why the applicant wishes to pursue graduate studies and how a graduate degree from Tiffin University fits with his or her education and career goals. The statement is evaluated for meaning, usefulness, grammar, spelling, and direction. A personal statement is considered an indicator of the relevance and usefulness of the program to the applicant.
5. Satisfactory TOEFL score (550 PBT/79-80 iBT) or IELTS score 6 or iTEP score of 5.5, ACT score of 18, and SAT score of 820.

Applicants from the following English-only countries may not need to prove English proficiency: Australia, Bahamas, Barbados, Belize, Canada (except Quebec), Dominica, Grenada, Cayman Islands, Guyana, Ireland, Jamaica, Liberia, New Zealand, Trinidad and Tobago, Turks and Caicos Islands, and United Kingdom.

### **REQUIRED DOCUMENTS FOR INTERNATIONAL GRADUATE APPLICATION**

1. A completed International Student Application for Admission
2. Copies of all undergraduate transcripts and, for MBA transfer applicants, a copy of the transcript from current MBA program
3. A copy of TOEFL, IELTS, iTEP, ACT, or SAT score
4. Personal Statement
5. Current Résumé
6. Proof of financial responsibility, including a completed Tiffin University Affidavit of Financial Support form and supporting financial documentation
7. Copy of passport
8. \$15 Application Fee

# SCHOLARSHIPS

Tiffin University offers international scholarships to eligible international students.

# GRADE CONVERSION

In order to evaluate the grades for international applicants, Tiffin University uses scales provided by World Education Services, Education USA, AACRAO Edge, and NCAA.

# PLACEMENT

All undergraduate and graduate international students (including those with TOEFL or IELTS scores at or above the minimum required for regular admission) will be assessed after they arrive in Tiffin to determine their English language proficiency. The results will determine their enrollment in credit courses.

# SEMESTERS FOR ADMISSIONS

Fall Semester (late August - mid December)

Spring Semester (mid-January - early May)

# APPLICATION DEADLINE

Fall Semester: July 15th

Spring Semester: November 15th

# MEDICAL INSURANCE

All undergraduate and graduate international students must show proof of health insurance coverage while in the United States. Students who do not provide proof of their health insurance coverage by a deadline set forth by the International Student Advising Office will be enrolled in the TU health insurance plan and charged accordingly.

# LATE ARRIVAL POLICY

Late arrivals: International students must arrive by Friday of the first week of the semester. Students who are able to test for English proficiency prior to the last day to add classes may enroll in regular classes (if so placed according to the Proficiency Placement Grid). Any student who anticipates arriving after the last day to add a class will have their enrollment deferred until the next semester.

# GRADUATE TUITION AND FEES

Tuition and fees are in effect as of the date of publication of this Bulletin. They are subject to change by vote of the Board of Trustees.

MBA Tuition per credit hour .....	\$700
MS Criminal Justice Tuition per credit hour.....	\$700
MS Cyber Security per credit hour.....	\$700
MS Clinical Exercise Physiology per credit hour.....	\$700
MS Psychology Tuition per credit hour.....	\$600
MH Tuition per credit hour .....	\$580
MEd Tuition per credit hour .....	\$600
Ph.D. Tuition per credit hour.....	\$800
Dragon Access (per credit hour).....	\$25
Technology Fee (per Fall & Spring semester) .....	\$200
Technology Fee (per Summer semester) .....	\$100
Supplemental Course Material Fee* .....	Varies

\*Some courses may include a supplemental course material fee, which will support and enhance the students' learning.

# Health Insurance\*

International students (required) ..... Varies by year

Transcript Fee, Official.....	\$8
Transcript Fee, Unofficial.....	\$6
Returned Check Fee .....	\$40

\*Information about insurance coverage is available to full-time Tiffin campus graduate students upon request. Insurance is required for all full-time international students on the Tiffin campus.

Tiffin University provides a tuition payment plan option to allow for monthly payments. Refer to page 33. Contact the Office of Student Accounts at [studentaccounts@tiffin.edu](mailto:studentaccounts@tiffin.edu) for more information.

## TUITION FEES FOR PREPARATORY COURSE WORK

Where deemed necessary, students admitted to any graduate program may be asked to enroll in specially designed graduate-level courses to fulfill the preparatory needs of the student. Credit hours accrued in prerequisite work do not count toward graduation requirements. Tuition charged for the preparatory course work will be the same as for any graduate course. Some courses may include additional technology fees, which will be included on the student's billing statement.

## ADD OR WITHDRAW FROM CLASSES

A student may add a class, or classes, prior to the first meeting of the course or with permission of the professor after the course has begun for online, or met one time for seated courses.

The student is responsible for notifying the Office of Online and Graduate Enrollment Management of all withdrawals from classes. Students may withdraw from a class prior to the 60% point in the term for MBA, MEd and MS or the semester for MH & MS-FP. If, after 60% of a graduate course has been completed, the professor of the course agrees that the circumstances are such that withdrawal, and not an Incomplete, is the best course of action for the student, the professor may sign-off and the student will be withdrawn from the course. If the professor does not believe that the withdrawal is for sufficient reasons, the student may appeal to the Dean of the appropriate discipline school for reconsideration. If the Dean agrees with the student, after first consulting with the course professor, the Dean can approve the student's withdrawal, if so warranted.

If a student drops out of school without notifying the University in writing, the Excessive Absence Withdrawal Policy will be implemented.

## GRADUATE READMISSION PROCEDURES

Any student who falls into any of the following categories below must apply for readmission to Tiffin University.

- Was enrolled at Tiffin University, but has not taken classes for one or more semesters
- Was academically dismissed

A student seeking readmission to Tiffin University's Graduate Program must complete and submit an application for readmission. The application form is available online or from the Office of Online and Graduate Enrollment Management. The readmission application must also include a listing of, and transcripts from, all schools attended during the absence from Tiffin University. Any student who has been academically dismissed must also submit an essay stating their intention to return to the graduate program. Students should contact the Office of Online and Graduate Enrollment Management for assistance in processing necessary paperwork.

Readmission status will be decided by the Dean of the appropriate discipline school, based on consultation with the Graduate Admissions Committee, the student's former graduate faculty instructors, and other necessary parties the School Dean deems helpful. Further, the student's readmission will only be valid for the semester for which the student applied. If the student does not begin courses during that semester, he or she will have to begin the readmit process again.

## GRADUATE STUDENT RESPONSIBILITIES

Students are responsible for being familiar with all program requirements listed in the Academic Bulletin. The University reserves the right to change its course offerings, academic policies and requirements for graduate degrees. Information in the Academic Bulletin is subject to change. Check with the Office of Online and Graduate Enrollment Management for the latest Academic Bulletin and any changes.

Students are responsible for correctly selecting courses for their programs of study each semester and for fulfilling all degree requirements. Although advisors will assist wherever possible, the final responsibility rests with the student. Students should use their major curriculum sheets to track their progress. Students are encouraged to obtain up-to-date curriculum sheets from the Office of Online and Graduate Enrollment Management or online.

Students are expected to make sure that they are fulfilling all degree requirements as published in the issue of the Academic Bulletin for the year they entered Tiffin University or the year they officially changed their major. Regardless of the term of matriculation (entry), students are typically governed by the policies in the most current annual Academic Bulletin. First-time students are governed by the degree requirements in the annual Academic Bulletin in effect the year of their matriculation.

A university-assigned student email account shall be an official university means of communication with all students at Tiffin University. Students are responsible for all information sent to them via their university-assigned email account. If a student chooses to forward their university email account, he or she is responsible for all information, including attachments, sent to any other email account.

To stay current with university information, students are responsible and are expected to check their official university email account and other electronic communications (MyTU portal, mobile app, etc.) on a frequent and consistent basis. Recognizing that some communications may be time-critical, the university recommends that each form of electronic communication be checked daily.

## GRADUATE STUDENT EXPECTATIONS

Tiffin University expects that graduate students will:

1. Keep pace with colleagues (both faculty and peers) and actively participate in their own learning experience. Students will approach the subject with curiosity and perform as colleagues by sharing what they know.
2. Act as life-long learners and knowledge-seekers, not simply degree-seekers, while demonstrating academic maturity beyond that of undergraduates.
3. They will participate as partners in their education by taking a major role in defining what learning takes place and assuming ownership of their learning process.
4. Employ reflective learning practices through retrospective deliberation and action-based research efforts. Capstone projects conceived and created in collaboration with peers serve as models for ongoing and future research and signify points on a learning lifestyle continuum.
5. Take personal responsibility for their learning and thus will act more like co-learners and co-investigators in the learning and research processes. Rather than act as passive recipients in their own educational processes, students will initiate scholarly activity beyond that prescribed in the course.



# Graduate Academic Policies

## TRANSFER OF CREDIT FROM OTHER INSTITUTIONS

Graduate level credits earned at a regionally accredited college or university may be transferred and applied toward a student's degree requirements at Tiffin University. To transfer course credit, the student must have earned a grade of "B" or better and the course must be equivalent to the same course offered at Tiffin University. The student must submit course descriptions and/or syllabi for any course they would like to have considered for transfer credit. The Graduate Program Chair and Discipline School Dean will determine the suitability of the course for transfer credit. A maximum of one-third of the required credit hours for a degree can be transfer credits. Transferred credits must not have been used to meet the requirements of any other completed graduate degree. Applicants can apply for advance approval of transfer credits by contacting the Office of Online and Graduate Enrollment Management. In admitting transfer or returning students, the University will allow, when possible, credit for courses taken up to ten years prior to the date of admission or readmission. However, individual schools may choose not to accept courses regardless of age for credit in the major. Courses of a technical nature or courses in a particularly dynamic field may not be accepted for credit. Final determination of the acceptability of such courses is the responsibility of academic units and generally occurs after the student has matriculated (entered) or been readmitted.

## CLASS LOAD

Full-time student class load is eight credits per semester for all graduate programs. Students who wish to enroll beyond eight credit hours for the MBA or MEd and 10 credit hours for the MS or MH must receive permission from the Office of Online and Graduate Enrollment Management with confirmation from the Graduate Program Chair before enrolling. Financial aid regulations require that a student be enrolled in and take 4 credits per semester to be considered a half-time student.

## COURSE LEVELS

### Course numbers

500-699 Masters level  
700-999 Doctoral level

## GRADING SYSTEM

Tiffin University awards credit based on semester hours.

Grade	Quality Points	Remarks
A	4	-
B	3	-
C	2	-
F	0	Failure
I	-	Incomplete Work
WD	-	Withdrew before deadline, notifying the Registrar
WF	-	Withdrew failing - withdrew after deadline

Grades of A, B, or C may be indicated with a '+' or '-' on the student's transcript. However, the '+' or '-' is not used in the computation of the quality point average.

### GRADES

When an instructor has released a grade, it should not be changed unless there has been a mistake in computing or in transcribing it. Any change of grade must be reviewed by the Provost.

### INCOMPLETE COURSE WORK – UNIVERSITY POLICY FOR UNDERGRADUATE, GRADUATE AND Ph.D PROGRAMS

Students must complete all work for any course by the end of the term in which they are registered. If there is an adequate reason why the work is not completed by the end of the term, the student may petition the instructor of the course by completing an Incomplete Grade Contract form, in order to finish the semester with an incomplete grade in that course. To qualify for the incomplete grade, the student must have completed 75% of the course assignments, as determined by the course instructor. The student must complete the coursework within 30 days of the final day of the course. This time-limit may be extended by the course instructor on a case-by-case basis; however, the exact time limit for course completion will be noted on the Incomplete Grade Contract and agreed to by the instructor and student.

An incomplete grade will be changed by the instructor if the student completes the required coursework before the deadline stipulated in the Incomplete Grade Contract. If a student does not complete the necessary coursework by this deadline, the incomplete grade will be changed to a grade as determined by the course instructor based on the overall grade earned.

## GRADUATE ACADEMIC PROBATION AND DISMISSAL POLICY

Any graduate student whose cumulative grade point (GPA) average falls below a 3.00 will be placed on Academic Probation (semester end) and given one semester in order to achieve the required 3.00. Any course in which a graduate student receives an “F” must be taken again at its next offering. Failure to achieve the minimum semester 3.0 GPA in the immediate subsequent semester will result in the student’s dismissal from the graduate program.

## TIME LIMIT TO COMPLETE THE DEGREE

All course work for graduate degrees must be completed within six (6) years from the semester the student first enrolls in a graduate level class at Tiffin University. If a student needs more time to complete the program, the student must petition the Office of Online & Graduate Admissions and Advising for an extension. A request for such an extension of time must be for good cause and must contain a plan of study and a firm degree completion date. The extension may be granted by the Dean of the appropriate discipline school.

## ALTERNATE METHODS OF COMPLETING COURSE REQUIREMENTS

### CLEP \*

Credit may be awarded for either general or subject tests taken through College Level Examination Program (CLEP). The American Council on Education recommendations are followed when determining required scores for awarding credit.

### CLEE - CERTIFIED LAW ENFORCEMENT EXECUTIVE\*\*

A student who has successfully completed the Certified Law Enforcement Executive Program may receive up to nine hours of credit (3 courses) toward a Criminal Justice degree. The student must have completed the entire CLEE program and meet the admissions criteria for a CJ degree. In addition, the student will need to submit their collection of CLEE documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

### PELC - POLICE EXECUTIVE LEADERSHIP COLLEGE\*\*

A student who has successfully completed the PELC may receive up to six hours of credit (2 courses) toward a Criminal Justice degree. The student must have completed the entire PELC program and meet the admissions criteria for the CJ degree. In addition, the student will need to submit their collection of PELC documentation (10-15 papers completed during the training program) and/or write a 10-12 page paper on an assigned topic related to the TU course for credit. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

### STEP – SUPERVISOR TRAINING AND EDUCATION PROGRAM

A student who has successfully completed the Supervisor Training and Education Program through the Law Enforcement Foundation may be eligible to receive 3 credit hours (1 course) toward a Criminal Justice degree. There is an administrative and processing fee of \$100 per course. Contact the School Dean for more information.

### FBINA

FBINA law enforcement training can translate into college credit at Tiffin University. Members of FBINA could receive up to 12\*\* credit hours toward masters-level degree programs or up to 30\*\* credits toward an undergraduate-level degree.

*\*The maximum number of semester credit hours a student may accumulate from all of these sources combined is thirty (30) to be applied to a Bachelor’s degree. The maximum number of semester credit hours a student may accumulate from these sources, combined with transfer credit, is 30 toward an Associate’s degree program.*

*\*\* The maximum number of semester credit hours a student may accumulate toward a Master’s degree from all of these sources combined may not exceed one-third of the total number of credits required for the degree.*

## GRADUATION REQUIREMENTS

To be eligible for graduation, a candidate for the Master's degree must complete the number of semester hours required for each program with a cumulative grade point average of at least 3.00. Tiffin University holds commencement once each academic year, at the end of the spring semester. Most students will follow the normal graduation procedure of finishing their studies and be approved to receive their degrees by the Tiffin University faculty at the last faculty meeting before graduation. Students who have achieved sufficient progress and appropriate status will be allowed to participate in the graduation ceremony. However, such attendance does not constitute meeting graduation requirements. In order to qualify for the graduation ceremony, the student must successfully complete the course work required and the number of semester hours specified by the school in which the degree is housed.

## GRADUATION APPLICATION

Each student must declare his or her intention to graduate by completing and submitting an application for graduation by the given semester deadline to be approved as a degree candidate. The application for graduation must be submitted to the Registrar by the deadline posted for his or her expected graduation date in order to receive a graduation audit, be approved by the faculty, and presented to Tiffin University's Board of Trustees for conferral of degrees.

## SPECIAL ACADEMIC OPPORTUNITIES

### INTERNSHIPS

Internships may be available for MBA students only. Tiffin University internship programs require students to apply their learning in a real work setting. A faculty member and a site coordinator supervise interns. The minimum requirements of an internship include a work plan and 200 hours of fieldwork. For more information, see the course description for LDR670 Leadership Internship, SMG670 Sport Mentorship or contact Graduate Admissions and Student Services.

### WASHINGTON CENTER INTERNSHIPS

Graduate students interested in internships, may take advantage of The Washington Center Internship program in Washington, D.C. A participating student works full time in his or her chosen field in a placement that matches the student's individual interests and skills. In some cases, the student may receive Tiffin University credit as determined by the Department Chair and the Dean(s) of the appropriate discipline school(s). Housing arrangements can be made through the Center. There are non-credit bearing options available to graduate students. Contact the Washington Center Internship liaison on Tiffin University's campus. Financial aid in the form of loans may be available if the student is receiving academic credit. Additional information can be found at the Washington Center website [twc.edu](http://twc.edu)

### BUCHAREST, ROMANIA

MBA students have the option of participating in Tiffin University's hybrid program in Bucharest, Romania for either one or two terms. Housing is available in exchange for internship service hours (Option A: Minimum 80 hours for 4 weeks / Option B: Minimum 200 Hours for 10 weeks). Affordable public transportation and meal options are available. Tuition will be paid directly to Tiffin University at the U.S. rate for credit hours. Qualified students in good academic standing may intern with either the Department of Commerce at the U.S. Embassy or with Sievco, a local software company partnering with worldwide companies to offer solutions for commercial and industrial corporations such as the European Aviation Safety Agency and the EduTubePlus consortium.

### STUDY ABROAD

Tiffin University has established a number of semester abroad programs in cooperation with Oxford University in Oxford, England, American Institute for Foreign Study, Spanish Studies Abroad, and the Sant'anna Institute in Sorrento, Italy. These programs are located in a number of locations throughout Europe, as well as Asia, Latin America, the Pacific and South Africa. All courses are accredited in the United States and most are taught in English. Contact the Study Abroad Coordinator or the Office of Online and Graduate Enrollment Management for information on the program details, requirements, and course selection. Tiffin University will bill students directly for tuition, room, and board (if applicable). Students eligible for financial aid may be able to receive assistance to attend one of these programs. International students or students who have lived or studied outside the U.S. may not be eligible to participate in their home country or the country in which they have studied.

## GRADUATE ACADEMIC SUPPORT SERVICES

### ACADEMIC ADVISING

Academic advising is a connecting point for all students at Tiffin University. We believe in the importance of academic advising, so every student has been assigned an Advisor in his or her academic area. Academic Advising for graduate students is done through the Office of Online and Graduate Enrollment Management. The student is ultimately responsible for his or her progress toward completion of a degree. The Office of Online and Graduate Enrollment Management will monitor students' progress through their chosen curriculum and provide guidance as needed. Individual schools and programs may provide additional academic support and advising for the purpose of research and/or credential preparation.

### ONLINE TUTORING

Online tutoring for graduate students is available through the Murphy Academic Support Center. This service is offered free to Tiffin University graduate students. For information on how to set up an appointment, contact the Office of Online and Graduate Enrollment Management.

### ORIENTATION FOR ONLINE STUDENTS

Each semester, students entering online programs in the graduate school are required to complete an orientation with their Graduate Admissions Counselor. The session, conducted through an interactive, online format, is designed to orient students to Tiffin University's online environment, including Moodle, Self-Service and MyTU. The orientation covers:

- How to log into Moodle, using the student's assigned username and password and the services available on MyTU
- How to interact with online courses, demonstrated by utilizing the Orientation Course posted on Moodle and Self Service
- An overview of the location of relevant documents and policies, including the current Academic Bulletin, curriculum sheets, and semester schedules
- How to utilize services from the bookstore and Career Development
- Information about the Financial Aid Office, Office of Graduate Admissions and Student Services, Information Technology Services (ITS), and the Library.
- Discussion of online expectations including time management, online participation in collaborations, submitting documents, etc.
- Review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Online and Graduate Enrollment Management (academic advising, scheduling, referrals, etc.)

### ORIENTATION FOR ON-CAMPUS GRADUATE STUDENTS

Students entering on campus, seated programs are invited to attend an orientation prior to beginning their program of study at TU. The orientation includes:

- A tour of campus to locate campus buildings and services that are relevant to graduate students such as the bookstore, Career Development Office, Financial Aid Office, Office of Online and Graduate Enrollment Management, and ITS
- An overview of the Academic Bulletin, which outlines policies relevant to being a graduate student at TU, including a review of procedures for dropping and adding classes, refund policies, and the services provided by the Office of Online and Graduate Enrollment Management (academic advising, scheduling, referrals, etc.)
- How to log into the MyTU and Self-Service, using the student's assigned username and password
- A brief welcome presentation by the Office of Online and Graduate Enrollment Management regarding expectations and requirements for graduate students

# Graduate Program Degrees

## GRADUATE DEGREES, MAJORS, AND MAJORS WITH CONCENTRATIONS

Tiffin University offers the following graduate degrees, majors, and majors w/concentrations. All concentrations are offered online only, with the exception of MBA-LC, MS-CJJA and MS-CJFP. MS-CJJA is offered online and on the Brunswick campus, and MS-CJFP is only available on the Tiffin campus.

### MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE

- Data Analytics Concentration
- Finance Concentration
- Forensics and Fraud Examination Concentration
- Healthcare Administration Concentration
- Human Resource Management Concentration
- International Business Concentration
- Leadership & Change Concentration
- Strategic Brand and Digital Marketing
- Sports Management Concentration

### MASTER OF EDUCATION (MEd) DEGREE

- Higher Education Administration Concentration
- Instructional Design Concentration

### LICENSURE DEGREE IN SPECIAL EDUCATION IN PARTNERSHIP WITH LOURDES UNIVERSITY

- Special Education -- Initial Licensure

### K-12 HEALTH AND PHYSICAL EDUCATION IN PARTNERSHIP WITH MOUNT VERNON NAZARENE UNIVERSITY

### MASTER OF HUMANITIES (MH) DEGREE

- Art & Visual Media Concentration
- Creative Writing Concentration
- Film Studies Concentration
- Rhetoric & Composition Concentration

### MASTER OF SCIENCE (MS) DEGREE

- Clinical Exercise Physiology Major
- Criminal Justice Major
  - Crime Analysis Concentration
  - Crime Science Concentration
  - Criminal Behavior Concentration
  - Homeland Security Administration Concentration
  - Homeland Security Concentration
  - Justice Administration Concentration
  - Forensic Psychology Concentration
- Cyber Security Major
- Psychology Major

**GRADUATE DEGREES, MAJORS, AND MAJORS WITH CONCENTRATIONS** *(continued)*

**GRADUATE-LEVEL CERTIFICATES**

Advanced Instructional Design Leader  
Basic Instructional Design Practioner  
Crime Analysis  
Crime Science  
Criminal Behavior  
Data Analytics  
Finance  
Forensics and Fraud Examination  
Justice Administration  
Healthcare Administration  
Homeland Security  
Homeland Security Administration  
Human Resource Management  
International Business Management  
Leadership & Change  
Marketing  
Sport Management

**POST-LICENSURE CERTIFICATE**

Addictions Counseling

**DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE**

Global Leadership and Change





# Graduate Curricula

## MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE

The MBA degree focuses on developing competencies in communication skills, leadership and teamwork, information technology, and problem solving. A distinguished faculty lead a rich and diverse student body through current issues in management and prepares the students for the technology-driven global workplace of the third millennium.

### MBA CORE CURRICULUM

ECO524 Managerial Economics.....	2 hours
FIN612 Managerial Finance.....	2 hours
MGT515 Managerial Business Foundations**.....	2 hours
MGT516 Fundamentals of Quantitative Business**.....	2 hours
MGT522 Management of Human Resources.....	2 hours
MGT526 Quantitative Business Analysis and Research.....	2 hours
MGT614 Global & Transnational Management.....	2 hours
MGT621 Organization Analysis and Design.....	2 hours
MGT622 Strategic Management.....	2 hours
MGT623 Legal and Ethical Issues in Management.....	2 hours
MGT630 Innovative Decision Making.....	2 hours
MKT523 Marketing Management.....	2 hours
<b>Total .....</b>	<b>24 hours</b>

\*\*Courses may be waived by permission of the Dean.

In addition to the MBA core curriculum, each candidate must complete one of the concentrations listed below.

### CONCENTRATION: LEADERSHIP & CHANGE

The Leadership & Change concentration provides students with a comprehensive organizational perspective, combined with real world applications. Exposure to individual and group theories and practice will prepare graduates to become well-rounded business professionals. Competencies covered will include ethical decision making, interdependence, inclusion, global perspective, technology with courses focused on the individual leadership, behavior and change dynamics, systems thinking, negotiations and conflict resolution.

LDR531 Individual Leadership & Influence .....	3 hours
LDR610 Leadership Behavior and Change Dynamics .....	3 hours
LDR611 Systems Thinking & Innovative Teamwork.....	3 hours
HRM610 Negotiations & Conflict Resolution	
or	
LDR670 MBA Leadership Internship .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

### CONCENTRATION: DATA ANALYTICS

The Data Analytics concentration focuses on the development of managerial competencies related statistics, accounting, economics, finance, computer information, policy, ethics, law, globalization, and marketing. In addition, the program focuses on self-actualization of a higher level of learning. In addition, this concentration will provide specialized training needed in the advancing technological business environment.

DAX511 Database and Data Modeling .....	3 hours
DAX521 Applied Statistics for Data Analytics .....	3 hours
DAX631 Advanced Data Analysis Techniques .....	3 hours
DAX641 Data Visualization, Design and Presentation .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

### CONCENTRATION: FINANCE

The Finance concentration enables the student to build upon the solid foundation from the course work in the MBA program and provides students with greater exposure to economic and financial business practices. The finance courses will provide an opportunity for students to learn about local, national and international economies in cooperating and competing markets. Students will explore performance of stocks, bonds, commodities, and other types of investments. The degree prepares students to work in the field of financial management either independently or with a corporation, bank, securities firm, nonprofit organization, or an investment agency.

FIN617 International Financial Management.....	3 hours
FIN622 Financial Markets and Institutions .....	3 hours
FIN623 Investment Analysis .....	3 hours
FIN627 Emerging Markets Finance .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

#### CONCENTRATION: FORENSICS AND FRAUD EXAMINATION

Forensics and Fraud Examination concentration qualifies students for above entry-level positions with auditing firms. These courses utilize the Association of Certified Fraud Examiner's Manual to assist the student in understanding the current field of forensic accounting/fraud. This coursework parallels the content of the Certified Fraud Examiner's Exam and serves to prepare students to receive the certification (CFE) upon completion of the concentration.

FFE510 Fraud Prevention and Deterrence .....	3 hours
FFE520 Fraud Investigation.....	3 hours
FFE610 Fraud Legal Environment .....	3 hours
FFE620 Financial Transactions and Fraud Schemes.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

#### CONCENTRATION: HEALTHCARE ADMINISTRATION

The Healthcare Administration concentration is designed for working professionals employed in the areas of education, childcare, social services, healthcare and business. The curriculum will focus on management systems, decision-making tools, new technologies, financial management, and referral systems as well as current issues in healthcare law and ethics.

HCA541 Managing Healthcare Systems .....	3 hours
HCA553 Current Issues in Healthcare Administration .....	3 hours
HCA634 Healthcare Finance and Process Management .....	3 hours
HCA643 Healthcare Policy, Law, and Ethics .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

#### CONCENTRATION: HUMAN RESOURCE MANAGEMENT

The MBA with a Human Resource Management concentration enables the student to integrate the knowledge and skills gained from the core coursework for the MBA degree in order to address the issues and challenges faced by today's human resource management professional. Students will benefit from exposure to theories and applications involved in acquiring and developing talented employees, managing the ongoing employer/employee relationship, and providing competitive advantages through strategic human resource policies and practices.

HRM610 Negotiations and Conflict Resolution.....	3 hours
HRM611 Human Resource Planning & Talent Acquisition .....	3 hours
HRM612 Talent Development & Performance Management .....	3 hours
HRM613 Strategic Human Resource Management .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

#### CONCENTRATION: INTERNATIONAL BUSINESS MANAGEMENT

The MBA with an International Business concentration enables the student to build upon the solid foundation from the core coursework in the MBA program and provides students with the knowledge and capability necessary to function effectively as managers in today's competitive and globalized economies. The courses in the IB concentration will give the students an opportunity to learn about the functioning of the international economy and how multinational firms of all sizes, both governmental and non-governmental working in a variety of cultural and political/legal environments, interact with it. The courses will also allow students to learn about international trade theories and agreements, global financial markets and the financial skills required for effective management of companies engaged in international business with an emphasis on international financial management.

FIN627 Emerging Markets Finance.....	3 hours
FIN617 International Financial Management.....	3 hours
HRM610 Negotiations and Conflict Resolution.....	3 hours
MKT627 Global Marketing Management .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**MASTER OF BUSINESS ADMINISTRATION (MBA) DEGREE** *(continued)*

**CONCENTRATION: MARKETING**

The MBA with a Marketing concentration enables the student to build upon the solid foundation from the core coursework for the MBA degree and provides students with the advanced knowledge in marketing products and services. Students will explore the practices and techniques commonly used to increase exposure and market positions. Challenges and benefits in negotiating sponsorships and endorsement deals allow the students to develop competencies to potentially maximize revenue for organizations and individuals. Students will also be exposed to marketing in an international arena.

MKT526 Digital Information Systems for Marketing.....	3 hours
MKT623 Strategic Brand Management.....	3 hours
MKT627 Digital Analytical Global Marketing Management .....	3 hours
MKT634 Digital Marketing Analytics.....	3 hours
<b>Total .....</b>	<b>12 hours</b>

**CONCENTRATION: SPORTS MANAGEMENT**

The Sports Management concentration is one of just a few programs in the U.S. offered entirely online. T.U.'s program is designed to maximize convenience while providing the necessary structure to enhance students' marketability and to improve their business skills. Faculty are prepared to help students make connections with a growing network of alumni working in sports or with the extensive list of sport industry contact that have professional relationships with our faculty.

SMG532 Communication and Fund Raising in Sports .....	3 hours
SMG634 Business Strategies in Sports .....	3 hours
SMG637 Personnel Management in Sport .....	3 hours
SMG670 Sport Mentorship .....	3 hours
<b>Total .....</b>	<b>12 hours</b>

## MASTER OF EDUCATION (MEd) DEGREE

Tiffin University's Master of Education program exists to help people interested in a variety of educational fields gain a graduate-level degree to help them advance in their careers. The Higher Education Administration concentration helps those interested in working in non-academic roles better understand how higher education works from a variety of perspectives. The concentration in Instructional Design is specifically tailored to develop graduates who go on to design and build learning experiences that deliver the greatest amount of value to the broadest populations at our institutions and workplaces.

### CORE CURRICULUM

EDU514 Professional Writing and Communication .....	2 hours
EDU532 Diversity In Education.....	2 hours
EDU541 Educational Research .....	2 hours
EDU615 Ethical & Legal Issues in Education .....	2 hours
EDU646 Connecting Research, Theory, and Practice through Philosophy, Psychology, and Sociology .....	2 hours
EDU680 Capstone Project (must be taken in final semester of program).....	2 hours
<b>Total .....</b>	<b>12 hours</b>

### CONCENTRATION: HIGHER EDUCATION ADMINISTRATION

EDU520 Issues in Student Affairs.....	3 hours
EDU585 Student Enrollment and Retention .....	3 hours
EDU590 Institutional Assessment and Evaluation.....	3 hours
EDU635 Human Resource Management In Educational Organizations.....	3 hours
EDU640 Higher Education Finance and Budgeting .....	3 hours
EDU642 Higher Education Athletic and Sports Management .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### CONCENTRATION: INSTRUCTIONAL DESIGN

EDU501 Instructional Design, Development & Evaluation .....	3 hours
EDU502 Universal Design for Learning .....	3 hours
EDU503 Implementation of Content .....	3 hours
EDU601 Designing for Contemporary Issues in Education .....	3 hours
EDU602 Strategic Communication for Instructional Designers .....	3 hours
EDU603 Emerging Pedagogies and Critical Design.....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### SPECIAL EDUCATION -- INITIAL LICENSURE

EDU678 Foundations of Education of Individuals with Exceptionalities.....	3 hours
EDU679 Collaboration Between Schools, Families and Community Support Service.....	3 hours
EDU680 Positive Behavioral Interventions for Individuals with Exceptionalities.....	3 hours
EDU681 Instructional interventions for Individuals with Exceptionalities.....	3 hours
EDU682 Reading Diagnoses and Assessment.....	3 hours
EDU683 Special Education Law and Policy.....	3 hours
EDU684 Assessment and Diagnosis.....	3 hours
EDU685 Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms.....	3 hours
EDU686 The Role of Phonics and the Foundations of Reading and Writing.....	3 hours
EDU690 Student Teaching.....	6 hours
Those with a current teaching license need six (6) graduate elective course hours	
<b>Total.....</b>	<b>33 hours</b>

## MASTER OF HUMANITIES (MH) DEGREE

Tiffin University's Master of Humanities program invites students to explore creative and conceptual expressions of the human condition in all of its forms, from antiquity to the present. Students may choose from several expertly-designed concentrations in Art & Visual Media, Communication, Creative Writing, English, or Film Studies. While no degree by itself can guarantee either eligibility to teach or professional certification or licensure, our concentrations support those who wish to teach at the high school or community college levels, while engaging the imagination of those who wish to grow in their knowledge of these fields. Students are also given ample opportunity to develop their own creativity through creative writing courses in the novel, short story, creative nonfiction, screenwriting, and poetry. The Master of Humanities program welcomes students seeking to take an adventure of the mind that engages the most imaginative forms of human expression and their own intellectual and creative potentials.

### ART & VISUAL MEDIA (ART)

The M.H. in Art & Visual Media is designed to prepare you for either teaching at the community college level or applying for further graduate study at the doctoral level. Students will learn how theory turns into practice by studying multiple art genres and art media. Students enjoy creative assignments that build critical thinking and analysis skills in all courses.

### CREATIVE WRITING (ENG)

The M.H. in Creative Writing is designed to improve your writing skills and hlep you work towards publication. It will also prepare you to lead creative writing workshops or other teaching opportunities open for creative writers. Students will learn how theory turns into practice by participating in writing workshops with instructors and other students. In addition to improving students writing skills, students also enjoy creative assignments that build critical thinking and analysis skills in all courses.

### RHETORIC & COMPOSITION (RHET)

The M.H. in Rhetoric & Composition is designed to prepare students for either teaching at the community college level or applying for further graduate study at the doctoral level. As a graduate of the program students will be prepared to teach students a variety of writing genres, research and critical thinking. The degree will also allow students to pursue their own interests in the capstone project. Throughout the program, students will complete creative assignments that can be used with their own students. Courses will also give students the opportunity to participate in peer review, adding the necessary skills of group work and evaluation to their portfolio. Overall, faculty will guide students through courses using metacognition -- analyzing activities in the courses while completing the activities themselves.

### FILM STUDIES (ART)

The M.H. in Film Studies is designed to prepare students for either teaching at the community college level or applying for further graduate study at the doctoral level. Students will learn how theory turns into practice by studying the history of film as well as a variety of film genres and techniques. Students will enjoy creative assignments that build critical thinking and analysis skills in all courses.

Master of Humanities: Core .....	8 hours
Total Semester hours for the Concentration .....	18 hours
Capstone .....	4 hours
Total .....	30 hours

### MASTER OF HUMANITIES: CORE

ENG505 Graduate Rhetoric & Composition.....	3 hours
ENG525 Research Methods.....	3 hours
ENG526 Critical Thinking & Reading.....	2 hours
Total.....	8 hours

### CAPSTONE OR EXAM

SAS680 Capstone I. ....	2 hours
SAS681 Capstone II.....	2 hours
Total.....	4 hours

### CONCENTRATION: ART AND VISUAL MEDIA

Choose six of the following 3-credit courses

ART510 Art Theory and Criticism	
ART525 History of Photography	
ART561 Survey of Western Art History	
ART624 Women and Art	
ART630 Survey of Non-Western Art History	
ART635 Issues in Art and Technology	
ART624 Women in Art	
CMA515 Teaching in the Humanities	
Total .....	18 hours



**CONCENTRATION: CREATIVE WRITING**

Capstone project HUM680 is required for the Creative Writing Concentration. There is no Comprehensive Exam option for Creative Writing.

Choose **at least** three of the following Creative Writing, 3-credit hour courses

- ENG541 Creative Writing: Short Story
- ENG542 Creative Writing: The Novel
- ENG545 Creative Writing: Screenwriting
- ENG652 Marketing for Publication
- ENG654 Business of Publishing
- ENG655 Editing

**Total** ..... 18 hours

**CONCENTRATION: RHETORIC & COMPOSITION**

- CMA515 Teaching in the Humanities
- ENG506 Introduction to Linguistics
- ENG510 Business Writing
- ENG605 Advanced Grammar
- ENG608 History of the English Language
- ENG610 Technical Writing
- ENG615 Ethics in Business and Technical Writing

**Total** ..... 18 hours

**CONCENTRATION: FILM STUDIES**

- CMA515 Teaching in the Humanities
- FLM533 Film Censorship
- FLM535 Classic Hollywood Cinema
- FLM562 Film Theory
- FLM615 Documentary Film
- FLM620 Third Cinema
- FLM630 Cult & Independent Film

**Total** ..... 18 hours

**MASTER OF SCIENCE (MS) DEGREE**

The highlights of the MS curriculum are an interdisciplinary curriculum, an experienced and accomplished faculty, the latest thinking in the field, and professional development. A Master of Science (MS) degree assembles practitioners from the various components of the disciplines. The diversity in background and experience provides synergy in the classroom. The MS faculty contribute their expertise and professional experience to the educational experience.

**MAJOR: CLINICAL EXERCISE PHYSIOLOGY (beginning Spring 2022)**

CEP505 Exercise, Health and Disease.....	3 hours
CEP535 Nutritional Health Strategies for the Prevention and Treatment of Disease.....	3 hours
CEP550 Practicum I.....	1 hour
CEP575 Exercise Pharmacology.....	3 hours
CEP580 Behavior Change and Wellness Coaching.....	3 hours
CEP605 Exercise Biochemistry and Metabolism.....	3 hours
CEP625 Advanced Exercise Physiology & Lab.....	4 hours
CEP650 Practicum II.....	1 hour
CEP665 Exercise for Special Populations and Lab.....	4 hours
CEP675 Clinical Exercise Testing & Prescription.....	3 hours
CEP675L Clinical Exercise Testing & Prescription Lab.....	1 hour
CEP685 Internship (Practicum III).....	3 hours
<b>Total.....</b>	<b>32 hours</b>

**MAJOR: CRIMINAL JUSTICE****CONCENTRATION: CRIME ANALYSIS**

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Crime Analysis, offered in a 3-semester format if taken full-time. The emphasis of the Crime Analysis concentration is to provide students with the theoretical knowledge and hands on skills to be crime analysts for various types of criminal justice, intelligence, and business organizations.

JUS510 Contemporary Criminal Justice: Issues and Trends .....	3 hours
JUS515 Research Design and Analysis .....	3 hours
JUS520 Statistical Applications in Criminal Justice .....	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice .....	3 hours
ENF512 Theories of Crime Analysis .....	3 hours
ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigation.....	3 hours
ENF612 Criminal Intelligence .....	3 hours
ENF622 Geographic Information Systems: Applications in Criminal Justice .....	3 hours
ENF627 Crime Analysis Project.....	3 hours
ENF675 Problem Solving in Crime Analysis .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

**CONCENTRATION: CRIME SCIENCE**

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Crime Science. The emphasis of the Crime Science concentration is to provide knowledge to a broad-range of working professional whose focus is to provide safe, crime-controlled environments, both public and private, via the study of why crime occurs in certain environments and how it can be controlled through intentional and evidence-based design.

JUS510 Contemporary Criminal Justice: Issues and Trends.....	3 hours
JUS515 Research Design & Analysis .....	3 hours
JUS520 Statistical Applications in Criminal Justice.....	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice.....	3 hours
ENF511 Crime Science Overview: Theories, Principles, and Methods.....	3 hours
ENF515 Crime Prevention Through Environmental Design.....	3 hours
ENF621 Evidence-Based Policing .....	3 hours
ENF622 Geographic Information Systems: Applications in Criminal Justice.....	3 hours
ENF631 Strategies for Reducing Crime.....	3 hours
ENF681 Practical Application of Crime Science – Capstone.....	3 hours
<b>Total.....</b>	<b>30 hours</b>

## MASTER OF SCIENCE (MS) DEGREE *(continued)*

### CONCENTRATION: CRIMINAL BEHAVIOR

The completion of 33 semester hours of course work is required for the MS degree with a concentration in Criminal Behavior. It is offered in a 3-semester format if taken full-time. The emphasis of the Criminal Behavior concentration is to provide students with a specific area of expertise in the psychological causes of crime.

JUS510 Contemporary Criminal Justice: Issues and Trends .....	3 hours
JUS515 Research Design and Analysis .....	3 hours
JUS520 Statistical Applications in Criminal Justice .....	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice .....	3 hours
PSY512 Introduction to Forensic Psychology.....	3 hours
PSY548 Mental Health Law .....	3 hours
PSY552 Criminogenic Psychopathology .....	3 hours
PSY615 Drug Abuse and Society .....	3 hours
PSY626 Advanced Psych Assessment Theory .....	3 hours
PSY636 Cultural Competence in Professional Practice.....	3 hours
<b>Total .....</b>	<b>30 hours</b>

### CONCENTRATION: HOMELAND SECURITY

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Homeland Security Administration, offered in a 3-semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is focused on students who want to enter leadership roles within the Homeland Security field. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course study will provide to them.

JUS510 Contemporary Criminal Justice: Issues and Trends .....	3 hours
JUS515 Research Design and Analysis .....	3 hours
JUS520 Statistical Applications in Criminal Justice .....	3 hours
JUS526 Legal and Ethical Issues in Homeland Security .....	3 hours
ENF520 The Intelligence Community .....	3 hours
ENF530 Emergency Management.....	3 hours
ENF640 Terrorism and Emerging Threats.....	3 hours
ENF665 Cyber Security and Technology in Homeland Security.....	3 hours
ENF570 Homeland Security Enterprise .....	3 hours
ENF680 Practical Application of Policy in HS (Capstone).....	3 hours
<b>Total .....</b>	<b>30 hours</b>

### CONCENTRATION: HOMELAND SECURITY ADMINISTRATION

The completion of 30 semester hours of course work is required for the MS degree with a concentration in Homeland Security Administration, offered in a 3-semester format if taken full-time. The emphasis of the Homeland Security Administration concentration is to provide students with a specific area of expertise for criminal justice personnel. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

JUS510 Contemporary Criminal Justice: Issues and Trends .....	3 hours
JUS515 Research Design and Analysis .....	3 hours
JUS520 Statistical Applications in Criminal Justice .....	3 hours
JUS526 Legal and Ethical Issues in Homeland Security .....	3 hours
JUS612 Strategic Planning, Cooperation & Coordination.....	3 hours
ENF520 The Intelligence Community .....	3 hours
ENF575 Focus Areas in Homeland Security Administration.....	3 hours
ENF620 Policy Formulation & Analysis in Homeland Security .....	3 hours
ENF625 Federal Budgeting for Homeland Security Administrators.....	3 hours
ENF685 Leadership and Practical Application in HSA (Capstone).....	3 hours
<b>Total .....</b>	<b>30 hours</b>

**CONCENTRATION: JUSTICE ADMINISTRATION**

The completion of 30 semester hours of course work is required to receive a Master of Science in Criminal Justice degree with a concentration in Justice Administration, offered in a 3-semester format if taken full-time. The emphasis of the Justice Administration concentration is focused on students who want to enter leadership roles within the Criminal Justice field. Students will develop their cognitive skills for application, analysis, synthesis, and evaluation of the significant data and materials this course of study will provide to them.

JUS510 Contemporary Criminal Justice: Issues and Trends .....	3 hours
JUS515 Research Design and Analysis .....	3 hours
JUS520 Statistical Applications in Criminal Justice.....	3 hours
JUS525 Legal and Ethical Issues in Criminal Justice.....	3 hours
JUS531 Human Resource & Personnel Management in Criminal Justice - Law & Theory.....	3 hours
JUS532 Human Resource & Personnel Management in Criminal Justice - Application.....	3 hours
JUS610 Justice Administration Policy Formulation & Analysis.....	3 hours
JUS612 Strategic Planning, Cooperation & Coordination.....	3 hours
JUS618 Budget & Finance for Criminal Justice Administrators .....	3 hours
JUS635 Leadership & Practical Application in Criminal Justice .....	3 hours
<b>Total .....</b>	<b>30 hours</b>

**CONCENTRATION: FORENSIC PSYCHOLOGY**

The Forensic Psychology concentration requires 42-43 credits and is offered in a 4-semester format with a thesis or Intersession and, if needed, a thesis extension. The Forensic Psychology concentration is designed for students interested in examining the relationship between psychology and the criminal justice system. The program is primarily research based and will prepare students for careers in the criminal justice system and/or mental health service agencies.

PSY511 Psychology and Law .....	3 hours
PSY515 Research Design and Analysis in Forensic Psychology .....	4 hours
PSY520 Statistical Applications in Forensic Psychology .....	4 hours
PSY525 Victimology .....	3 hours
PSY530 Legal and Ethical Issues in Forensic Psychology .....	3 hours
PSY547 Mental Health Law in Forensic Psychology .....	3 hours
PSY551 Psychopathology and Criminal Behavior .....	3 hours
PSY613 Professional Seminar in Advanced Clinical and Experimental Forensic Psychology .....	3 hours
PSY614 Substance Abuse.....	3 hours
PSY620 Sex Crimes and Paraphilias .....	3 hours
PSY625 Applied Advanced Psychological Assessment .....	4 hours
PSY637 Forensic Counseling .....	3 hours
One of the following:	
Intersession	
PSY630 Lifestyles and Career Development	
OR	
PSY635 Cultural Competence in Professional Practice	
OR	
Thesis:	
PSY640 Thesis .....	3 hours
PSY640-1 Thesis Extension (if needed).....	1 hour
<b>Total .....</b>	<b>42-43 hours</b>

**MAJOR: CYBER SECURITY**

The academic goal of the 30 semester hours required to earn a Master of Science in Cyber Security degree is to provide graduate-level education and skills to a field that is demonstrably suffering from a shortage of qualified personnel. This program provides continuing education of undergraduate Cyber Security majors who are seeking an advanced degree for qualifications in the field. The MS-Cyber Security degree curriculum is based on the following four pillars: Risk/Threat; Legal/Policy; Cyber Technical Skills; and Mitigation/Response. This well-rounded, criminal justice/security studies focus distinguishes Tiffin's MS-Cyber Security degree from others which are computer science based. The existence of TU's lab in the Center for Cyber Defense and Digital Forensics allows students a place to not only explore new technologies, but to hone Cyber Security skills.

CDS510 Introduction to Cyber Security.....	3 hours
CDS511 Introduction to Information Systems and Operating Systems.....	3 hours

CDS512 Law and Ethics in Cyber Security .....	3 hours
CDS513 Network Security .....	3 hours
CDS520 Cyber Threat Intelligence and Analysis .....	3 hours
CDS522 Cyber Resilience GRC .....	3 hours
CDS620 Cyber Investigations and Incident Management.....	3 hours
CDS622 Cyber Security Management.....	3 hours
CDS630 Global Cyber Operations .....	3 hours
CDS640 Executive Cyber Leadership.....	3 hours
<b>Total.....</b>	<b>30 hours</b>

## MAJOR: PSYCHOLOGY

PSY501 Professional Practices in Psychology .....	3 hours
<i>*Recommended for students without a bachelor's degree in Psychology or closely related field.</i>	

The course work of 37 hours is divided into 4 courses each semester if full-time. The MS in Psychology is focused on scientific/experimental psychology and not counseling/clinical psychology, and does not lead to licensure of any kind.

PSY521 Statistical Procedures I .....	2 hours
PSY522 Statistical Procedures II .....	2 hours
PSY533 Research Design and Analysis I .....	2 hours
PSY534 Research Design and Analysis II .....	2 hours
PSY541 History and Systems of Psychology .....	3 hours
PSY543 Developmental Psychology.....	3 hours
PSY545 Advanced Theories of Personality.....	3 hours
PSY546 Psychopathology.....	3 hours
PSY611 Professional Issues I: Law and Ethics.....	2 hours
PSY612 Professional Issues II: Cross Cultural Issues in Psychology .....	2 hours
PSY621 Social Psychology .....	3 hours
PSY622 Cognitive Psychology .....	3 hours
PSY631 Neuropsychology .....	3 hours
PSY641 Capstone Research I.....	2 hours
PSY642 Capstone Research II.....	2 hours
<b>Total .....</b>	<b>37 hours</b>

## GRADUATE-LEVEL CERTIFICATES

Tiffin University certificate programs are designed for working professionals who wish to enhance their professional knowledge, skills, and leadership abilities. This practical, flexible and learner-centered curriculum is offered completely online with no residency requirement. Mid-career professionals, traditional and non-traditional students may find certificate programs particularly valuable for:

- Exploring a new professional path or career
- Staying current with industry trends, strategies, philosophies, and knowledge
- Justifying a promotion
- Continuing lifelong learning goals
- Complementing a formal course of academic study with practical training and skills

Students wishing to matriculate into a graduate degree program, upon completion of a graduate certificate, must meet the admission requirements as set forth in the academic bulletin. Courses completed toward graduate certificates may be applied to Tiffin University's graduate degrees. All graduate-level certificates are only available in the online format, except Addictions Counseling, which is only available on the Tiffin Campus.

## BASIC INSTRUCTIONAL DESIGN PRACTITIONER

EDU501 Instructional Design, Development and Evaluation.....	3 hours
EDU502 University Design for Learning.....	3 hours
EDU503 implementation of Content.....	3 hours
<b>Total. ....</b>	<b>9 hours</b>

## GRADUATE-LEVEL CERTIFICATES *(continued)*

### ADVANCED INSTRUCTIONAL DESIGN LEADER

EDU601 Designing for Contemporary Issues in Education.....	3 hours
EDU602 Strategic Communication for Instructional Designers.....	3 hours
EDU603 Emerging Pedagogies and Critical Instructional Design.....	3 hours
<b>Total.....</b>	<b>9 hours</b>

### DATA ANALYTICS CERTIFICATE

MGT526 Quantitative Business Analysis and Research.....	3 hours
DAX511 Database Design and Data Modeling.....	3 hours
DAX521 Applied Statistics for Data Analytics.....	3 hours
DAX631 Advanced Data Analytics Techniques.....	3 hours
DAX641 Data Visualization, Design and Presentation.....	3 hours
<b>Total.....</b>	<b>15 hours</b>

### CRIME ANALYSIS CERTIFICATE

This certificate provides students with a solid foundation of crime analysis, both theoretical and applied.

ENF512 Theories of Crime Analysis .....	3 hours
ENF532 Computer Applications in Crime Analysis, Community Policing, and Investigations .....	3 hours
ENF612 Criminal Intelligence .....	3 hours
ENF622 Geographic Information Systems: Applications in CJ.....	3 hours
ENF627 Crime Analysis Project .....	3 hours
ENF675 Problem Solving in Crime Analysis .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### CRIME SCIENCE CERTIFICATE

This certificate provides students with a solid foundation in crime science, both theoretical and applied.

ENF511 Crime Science Overview: Methods and Techniques.....	3 hours
ENF515 Crime Prevention Through Environmental Design.....	3 hours
ENF621 Evidence-Based Policing .....	3 hours
ENF622 Geographic Information Systems in Criminal Justice .....	3 hours
ENF681 Practical Application of Crime Science - Capstone.....	3 hours
<b>Total.....</b>	<b>15 hours</b>

### CRIMINAL BEHAVIOR CERTIFICATE

This certificate provides learners with expertise in the psychological causes of crime. Students will develop knowledge and expertise in crisis intervention, counseling, psychopathology, personality assessment, and research methods.

PSY512 Introduction to Forensic Psychology.....	3 hours
PSY547 Mental Health Law .....	3 hours
PSY552 Criminogenic Psychopathology .....	3 hours
PSY615 Drug Abuse & Society .....	3 hours
PSY626 Advanced Psych Assessment Behavior .....	3 hours
PSY636 Cultural Competence in Professional Practice.....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### FINANCE CERTIFICATE

FIN617 International Financial Management.....	3 hours
FIN622 Financial Markets and Institutions.....	3 hours
FIN623 Investment Analysis.....	3 hours
FIN627 Emerging Markets Finance.....	3 hours
<b>Total.....</b>	<b>12 hours</b>



## GRADUATE-LEVEL CERTIFICATES *(continued)*

### FORENSICS AND FRAUD EXAMINATION CERTIFICATE

FFE510 Fraud Prevention and Deterrence .....	3 hours
FFE520 Fraud Investigation.....	3 hours
FFE610 Fraud Legal Environment .....	3 hours
FFE620 Financial Transactions and Fraud Schemes.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

### HEALTHCARE ADMINISTRATION CERTIFICATE

HCA541 Managing Healthcare Systems .....	3 hours
HCA553 Current Issues in Healthcare Administration .....	3 hours
HCA634 Healthcare Finance and Process Management .....	3 hours
HCA643 Healthcare Policy, Law and Ethics .....	3 hours
<b>Total.....</b>	<b>12 hours</b>

### HOMELAND SECURITY CERTIFICATE

ENF520 The Intelligence Community .....	3 hours
ENF530 Emergency Management .....	3 hours
ENF570 Homeland Security Enterprise .....	3 hours
ENF640 Terrorism and Emerging Threats .....	3 hours
ENF665 Cyber Security and Technology in Homeland Security .....	3 hours
ENF680 Practical Application of Policy in HS (Capstone) .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### HOMELAND SECURITY ADMINISTRATION CERTIFICATE

This certificate provides learners with cognitive skills for application, analysis, synthesis and evaluation of data needed for homeland security administrators.

ENF520 The Intelligence Community .....	3 hours
JUS612 Strategic Planning, Cooperation & Coordination.....	3 hours
ENF575 Focus Areas in Homeland Security Administration .....	3 hours
ENF620 Policy Formulation & Analysis in Homeland Security .....	3 hours
ENF625 Federal Budgeting for Homeland Security Administrators.....	3 hours
ENF685 Leadership and Practical Application in HSA (Capstone).....	3 hours
<b>Total .....</b>	<b>18 hours</b>

### HUMAN RESOURCE MANAGEMENT CERTIFICATE

HRM610 Negotiations and Conflict Resolution.....	3 hours
HRM611 Human Resource Planning & Talent Acquisition.....	3 hours
HRM612 Talent Development & Performance Management .....	3 hours
HRM613 Strategic Human Resource Management.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

### JUSTICE ADMINISTRATION CERTIFICATE

This certificate provides learners with perspectives in human resource management, policy formation and analysis, law and management practices and administrative theory.

JUS531 Human Resource & Personnel Management in Criminal Justice - Law & Theory.....	3 hours
JUS532 Human Resource & Personnel Management in Criminal Justice - Application .....	3 hours
JUS610 Justice Administration Policy Formulation & Analysis .....	3 hours
JUS612 Strategic Planning, Cooperation & Coordination .....	3 hours
JUS618 Budget & Finance for Criminal Justice Administrators .....	3 hours
JUS635 Leadership & Practical Application in Criminal Justice .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

**GRADUATE-LEVEL CERTIFICATES** *(continued)*

**LEADERSHIP & CHANGE CERTIFICATE**

LDR531 Individual Leadership & Influence .....	3 hours
LDR610 Leadership Behavior and Change Dynamics .....	3 hours
LDR611 Systems Thinking & Innovative Teamwork.....	3 hours
HRM610 Negotiations .....	3 hours
<b>Total.....</b>	<b>12 hours</b>

**MARKETING CERTIFICATE**

MKT526 Information Systems for Marketing .....	3 hours
MGT623 Strategic Brand Management.....	3 hours
MKT627 Global Marketing Management .....	3 hours
MKT631 Marketing Field Analysis.....	3 hours
<b>Total.....</b>	<b>12 hours</b>

**SPORTS MANAGEMENT CERTIFICATE**

SMG532 Communication and Fund Raising in Sports .....	3 hours
SMG634 Business Strategies in Sports.....	3 hours
SMG637 Personnel Management In Sports.....	3 hours
SMG670 Sport Mentorship .....	3 hours
<b>Total.....</b>	<b>12 hours</b>

**ADDICTIONS COUNSELING: POST-LICENSURE CERTIFICATE**

The goal of the graduate Addictions Certificates are to equip students with the skills, knowledge, and attitudes which will enable them to function well in the demanding and ever-changing world of the criminal justice and/or behavioral health professions. This mission is closely aligned with that of Tiffin University's mission to offer quality, professionally focused, learning-centered graduate programs and life-long learning opportunities to prepare for successful careers and for productive and satisfying lives of excellence, leadership and service. The faculty's goal is to provide high quality training programs grounded in self-evaluation and improvement with the intention to remain responsive to the changing requirements of a dynamic and pluralistic society. The curriculum also aims to develop the knowledge, attitudes, and skills necessary in working successfully with chemically involved individuals and families across a broad range of settings.

Tiffin University's professional certificate in Addictions Counseling is designed for returning or existing professional students (those with at least a Bachelor's degree in a behavioral science). The certificate curriculum begins with a basic level, which is where many students are likely to start.

**ADDICTIONS COUNSELING: POST-LICENSURE CERTIFICATE**

Geared to meet the requirements of LCDC II: Licensed Chemical Dependency Counselor II in Ohio or LCDC III: Licensed Chemical Dependency Counselor III

CSL510 Addiction Theory & Practice .....	3 hours
CSL520 Counseling Procedures: Strategies with Addicted & Disordered Populations .....	3 hours
CSL525 Group Process & Techniques: Working with Addicted and Disordered Population .....	3 hours
CSL535 Assessment & Diagnosis of Addictive & Behavioral Health Problems .....	3 hours
CSL540 Prevention, Intervention, and Treatment Planning in Addictions .....	3 hours
CSL545 Theory and Practice of Relationship Counseling in Addictions & Behavioral Health .....	3 hours
<b>Total .....</b>	<b>18 hours</b>

## DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

The Tiffin University Global Leadership and Change Ph.D. degree is designed with a curriculum to appreciate the challenges and tremendous opportunities within today's cross-cultural work environment. Practitioners in leadership roles in today's business and educational settings have frequently been ignored by the traditional delivery of Ph.D. programs and the extensive residency requirements within these programs. Tiffin University's program is offered utilizing an online format that contains limited residency requirements. The interpersonal approach of faculty engagement allows students to work independently, but never alone.

Adult professionals are an underserved group in the area of doctoral studies. Working adults who wish to pursue a Ph.D. while continuing their careers will be served by a program that is built with them in mind. While they often work in an environment where knowledge is the new economic currency, they have often been excluded from gaining comprehensive knowledge within higher education. The Tiffin University program invites students to pursue their Ph.D. studies while working in a management or academic capacity within the business and/or educational environment.

### Ph.D. Course Format

Ph.D. courses are offered in the online (Moodle) format, in two, 7-week terms per semester. Program start dates are available in August and January of each year.

### Degree Completion

Based on variance within the completion of dissertation research, the average completion timing is estimated at 3.5 - 4.5 years. The intent is to have students take two (2) courses each session, as possible. Students have up to six (6) years to successfully defend a dissertation and may petition for a seventh. Based on demonstrated academic ability, students may request to take an additional course during any term. The online program will assist students in the balancing of personal, professional and educational needs.

### Admission Requirements

The program will admit students who have expressed a strong desire to do research, practice, and/or teach in the field of leadership and change in the global environment. Students are required to have achieved a minimum GPA of 3.25 on a 4.0 scale while earning a master's degree in any academic discipline from a regionally accredited US institution or nationally accredited from an institution outside the US. All applicants are required to submit a resume or CV, a personal statement regarding her/his interest in global leadership and change. The student will also need to submit three (3) letters of recommendation written by persons well-qualified to speak from first-hand knowledge about the applicant's potential for graduate study. All letters should comment on an applicant's ability to do research and perform the program's required coursework.

### Residency Requirements

Residencies are weekend gatherings of active Ph.D. students on the Tiffin University campus; typically, Friday evening through mid-day Sunday in the Spring. To attend a residency weekend, a student must be actively enrolled. Students will be required to attend three residency events as a degree requirement. The third residency involves the development and submission of a paper or presentation proposal for an academic conference, under the direction of a faculty member. Students will be required to attend the conference of submission regardless of final status of the submission. Ph.D. faculty members will attend these conferences and assist in student engagement related to the conference activities.

## DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE *(continued)*

### Graduation Requirements

- Complete a minimum of 60 doctoral credit hours of coursework
- Maintain a cumulative 3.25 GPA in all courses and dissertation work
- Completion of all three residency requirements
- Successful defense of dissertation
- All fees paid to Tiffin University for tuition and outstanding obligations

### Ph.D. Academic Support Services

While Ph.D. students typically work independently, the Tiffin University program makes a commitment that our students never work alone. Tiffin University employs three, full-time librarians, with one designated specifically as the eLibrarian, from ALA-accredited institutions who support our library resources and services. These librarians are available through email, text, chat, and one-on-one appointments to support student needs. They also work to provide course supplements, research guides and weekly research webinars. Each student is assigned a faculty advisor and the graduate advising department assigns a second advisor. Annual academic progress letters are sent to each student to review their progress and develop planning for each new year. Faculty and staff are responsive and actively engaged in student success and achievement.

### Investment and Cost

The cost of the program is \$800.00 per credit hour, with a minimum of 60 doctoral credit hours of coursework and potentially 3-9 credit hours of dissertation coursework required. Tuition rates are the same whether a student is in-state, out-of-state, or international. Textbooks and supplies are purchased separately by the student. Students are also responsible for any travel costs associated with required residency weekend attendance.

### Grading System

Tiffin University awards Ph.D. credit based on semester hours.

Grade	Quality Points	Remarks
A	4	-
B	3	-
C	2	Must be retaken to receive credit
F	0	Failure
I	-	Incomplete Work
WD	-	Withdrew before failing, notifying the Registrar
WF	-	Withdrew failing - withdrew after deadline

### Academic Dismissal

If a doctoral student earns a grade of "F" in any course, the student will be Academically Dismissed from the Ph.D. program and will have to submit an application for readmission, but will not be allowed to enroll in any courses until she or he has sat out at least one semester/15 weeks. The student must repeat the course in which she or he earned the grade of "F". A doctoral student may only repeat one (1) course in the entire time of doctoral study at Tiffin University. If a student earns a second "F" in a course, the result will be Permanent Academic Dismissal from the Ph.D. program.

### Doctoral Incomplete Policy

If a doctoral student cannot finish the work required in a course by the end of said course, the student may request an Incomplete Grade to be assigned (I). The instructor and the student must submit an Incomplete Grade Contract to the Registrar's Office, indicating that the student is intending to complete all the work required of the course by the deadline indicated on the Incomplete Grade Contract. The instructor, at his or her discretion, may give the student additional time to complete the necessary work, up to the end of the following semester. If the student does not complete the necessary work in the allotted time, the Incomplete grade will automatically become an "F" grade.

## DOCTOR OF PHILOSOPHY: GLOBAL LEADERSHIP AND CHANGE DEGREE PH.D. CURRICULUM

RES710 Academic Writing .....	3 hours
RES720 Qualitative Research Methods.....	3 hours
RES722 Quantitative Research Methods .....	3 hours
RES730 Statistical Modeling .....	3 hours
RES810 Research Prospectus Development .....	3 hours
RES811 Research Prospectus Completion (1-6 hours).....	1-6 hours**
RES820 Research Methods and Design (pre-dissertation) .....	3 hours
GLC710 Leadership and Change Theory and Practice .....	3 hours
GLC715 Strategic Management Analysis.....	3 hours
GLC720 Organizational Theory and Design .....	3 hours
GLC725 Marketing Strategy: Concepts and Practice .....	3 hours
GLC730 Economic Analysis for Leaders .....	3 hours
GLC735 Ethics and Sustainability Issues .....	3 hours
GLC740 Change, Innovation, and Entrepreneurial Motivation .....	3 hours
GLC745 Digital Cultures and Social Media .....	3 hours
GLC750 Communication Theories and Issues .....	3 hours
GLC755 Global Leadership Theory and Practice.....	3 hours
GLC810 Human Resource Development.....	3 hours
GLC815 Advanced Topics in Global Leadership Research .....	3 hours
GLC820 International Leadership Experience .....	3 hours
DIS895 Dissertation Proposal Development .....	3 hours
DIS896 Dissertation Research and Completion.....	1-6 hours**
<b>Total .....</b>	<b>60 hours</b>

**\*\*IF NEEDED, students will be enrolled in 1 hour each term for DIS896 until the dissertation is completed.**

**MASTER OF BUSINESS ADMINISTRATION (MBA)****DAX511****Database Design and Data Modeling (3 cr. hours)***Offered Fall online*

This course will investigate principles and practices of database management and design. Student will compare and contrast relational database design, normalization, SQL queries, reports and other interfaces to database data, and documentation. Examination of public sources of data will lead to the practice of applying data sources in real-world examples. This course will utilize spreadsheet (i.e. Microsoft Excel) and database (i.e. Microsoft Access) technology currently used in organizations by applying functions in key field areas such as pivot tables, charts, queries, reports, macros, data load utilities, records and modules.

**DAX521****Applied Statistics for Data Analytics (3 cr. hours)***Offered Fall online*

This course will explore techniques to analyze data, produce graphical illustrations and draw conclusions using statistical, data analysis and visualization software packages. Focusing on the central tendency, data exploration and analytics, probability distributions and random variables, students will compare and contrast the basics of statistical inference, testing hypothesis and building confidence intervals, correlation and causation, and simple and multiple regression analysis.

**DAX631****Advanced Data Analysis Techniques (3 cr. hours)***Prerequisite: DAX521**Offered Spring online*

This course prepares students for analyzing data using advanced data analysis software and techniques to make decisions on data. Topics include Multivariable Regression, Non-Linear Regression, ANOVA, Cluster and Factor Analysis and Logistics Regression.

**DAX641****Data Visualization, Design and Presentation (3 cr. hours)***Prerequisite: DAX631**Offered Spring online*

This concentration capstone course will synthesize the previous learning outcomes in the Data Analytics Concentration to compose and construct a final project demonstrating application of data presentation and design. The design of the final project will focus on visualizing data analysis in real-world application by combining techniques of data modeling and data analytics; data processing; mapping data attributes to graphical attributes; and, constructing strategic visual encoding based on known properties of visual perception. Additionally, students will justify the effectiveness of visualization designs and critical thinking necessary in design decisions. Students will create their own data visualizations, and learn to use visualization tools and software.

**ECOS24****Managerial Economics (2 cr. hours)***Prerequisite: MGT526**Offered Summer, Fall & Spring online and Fall on-campus*

This course builds on basic concepts of microeconomics, and places an emphasis on the firm's use of limited information in an uncertain environment. A global perspective is stressed.

**FFE510****Fraud Prevention and Deterrence (3 cr. hours)***There is a fee attached to this course**Offered Fall online.*

This course emphasizes the understanding of fraud prevention and deterrence that are essential to prevent and deter fraudulent activities. The contents within this course focuses on the material that is covered on the Fraud Prevention and Deterrence section on the Certified Fraud Examiners certification of the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE).

**FFE520****Fraud Investigations (3 cr. hours)***Offered Fall online*

This course emphasizes the understanding of fraud investigations that are essential to understanding how to conduct an investigation of fraudulent activities. The content within this course focuses on the material that is covered on the Investigation section of the Certified Fraud Examiners certification and the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE).



**FFE610****Fraud Legal Environment (3 cr. hours)***Offered Spring online*

This course emphasizes the understanding of fraud legal environment that is essential to fraudulent activities. The content within this course focuses on the material that is covered on the Legal section of the Certified Fraud Examiners certification of the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE).

**FFE620****Financial Transaction and Fraud Schemes (3 cr. hours)***Offered Spring online*

This course emphasizes the understanding of financial transactions that are potential indicators of fraudulent activities. An emphasis is also on the understanding of fraudulent schemes that exist. The content within this course focuses on the material that is covered on the Financial Transactions and Fraud Schemes section of the Certified Fraud Examiners certification of the Association of Certified Fraud Examiners certification of a Certified Fraud Examiner (CFE). Students will be required to take the simulated, timed practice exam for the Certified Fraud Examiners certification.

**FIN612****Managerial Finance (2 cr. hours)***Prerequisite: MGT526**Offered Summer, Fall & Spring online and Fall on-campus*

Financial decision making addressing the structure of capital, its cost, availability, and selection, along with management of cash flows and distributions are the focus of this course.

**FIN617****International Financial Management (3 cr. hours)***Prerequisite: FIN612**Offered Fall online*

Structure and operation of global financial markets: The international monetary system, global banking, eurocurrency markets, global securities markets, foreign exchange markets, emerging capital markets, and global portfolio management. Financial skills are required for effective management of companies engaged in international business with an emphasis on international financial management, extension of closed economy financial management techniques to the global market environment. Topics include balance of payments and exchange rate determination, the hedging of exchange rate risk, multinational capital budgeting, political risk management, taxation, the corporate management of short-term and long-term assets and liabilities and financing the global operations of firms.

**FIN622****Financial Markets and Institutions (3 cr. hours)***Prerequisites: ECO524 and FIN612**Offered Fall online*

This class introduces students to the institutions and markets that form the worldwide economic system of trading financial and real assets. The course will cover concepts of financial theory, institutional detail, regulations, and the history of the financial markets. Students will be exposed to legal, ethical, technological, and global issues facing financial managers, financial markets, and the financial assets traded in these markets. The course is designed to provide an overview of the financial world, the financial assets that are traded, and the people who participate in the financial markets.

**FIN623****Investment Analysis (3 cr. hours)***Prerequisite: FIN612**Offered Spring online*

This class examines the investment process. Students will learn how to put together a portfolio and understand and interpret news about the financial markets. It will discuss different types of securities (bonds, stocks, mutual funds, derivatives) and how they are combined to form a portfolio. It includes background information relative to these securities. This information includes topics such as types of markets, placing orders, and what interpreting stock indices represent.

**FIN627****Emerging Markets Finance (3 cr. hours)***Prerequisites: ECO524 and FIN612**Offered Spring online*

This course deals with investment issues that are unique to emerging economies since they are likely to afford significant growth opportunities for global investors. The course will provide a framework for understanding the international financial environment including markets, systems and institutions and will focus on challenges

confronting firms that compete in the global marketplace. An array of issues relevant to firms operating on the global stage, including analyzing international opportunities; developing foreign entry, growth and pricing strategies; financing business operations; and leveraging resources and capabilities internationally will be discussed. We will discuss techniques that will enhance investment decision-making by future managers in emerging markets.

### **HCA541**

#### **Managing Healthcare Systems (3 cr. hours)**

*Prerequisite:* MGT522

*Offered Fall online*

This course is a comprehensive approach to the multitude of organizations and flow management systems for managing healthcare. Students explore the historical context, social implications, evolution and current state of healthcare services in America. Topics include the types of managed care organizations, provider payment plans, utilization control, negotiations, underwriting and rate setting, and managing efficient and effective organizational structures. The course also addresses marketing and information systems (both onsite and web-based) for business operations and management decision making in the industry.

### **HCA553**

#### **Current Issues in Healthcare Administration (3 cr. hours)**

*Offered Fall online*

The course is designed to expose students to significant current issues that impact the healthcare professional. Topic areas will include healthcare industry-specific marketing, technology, finance, human resource management, the political environment, healthcare management culture and other current issues as they relate to the healthcare administrator. Topics will vary as changes to the industry environment dictate.

### **HCA634**

#### **Healthcare Finance and Process Management (3 cr. hours)**

*Prerequisite:* FIN612

*Offered Spring online*

This course is designed to educate students regarding the complex and volatile aspects of healthcare financial management and how these aspects affect the processes associated with provide healthcare services in a variety of healthcare settings. Topics address organizational behavior while focusing on wage and benefit factors, operating revenue by payer sources, healthcare tax status information, managing capital, capitation and fee-for-service reimbursement, healthcare reform regulatory requirements related to reimbursement for all sectors in the industry, capital and financial budgeting and forecasting, managing inventory, strategic planning, and healthcare ratio analysis. Students investigate the application of financial management to an industry where reimbursement from payers has declined for over a decade while the demand for technologically advanced and expensive healthcare services will soon meet a breaking point. The social justice issues of quality, access, and cost for healthcare services is examined within the reality of available funds to provide such services.

### **HCA643**

#### **Healthcare Policy, Law, and Ethics (3 cr. hours)**

*Offered Spring online*

This capstone course will require students to examine general healthcare administration issues within a framework of legislative issues and their impact on healthcare systems in the United States. Special emphasis will focus on the changes in federal governmental regulations and their impact on quality and financial administrative issues. Through the case study approach involving politics, policy, regulatory environments, economics and ethics, students will critically analyze issues for both healthcare providers and organizations related to corporate governance, personal choice, and regulatory compliance. Topics will include applied ethics, conflicts of interest, and allocation of scarce resources, FDA regulations, confidentiality, payment policies, patient rights, data security, professional liability, and global competition.

### **HRM610**

#### **Negotiations and Conflict Resolution (3 cr. Hours)**

*Offered Fall online*

This course explores the nature and steps in negotiation strategies for conflict/dispute resolution, labor/management relations and mediation. In addition, the student evaluates interpersonal skills in order to achieve positive outcomes.

### **HRM611**

#### **Human Resource Planning & Talent Acquisition (3 cr. Hours)**

*Prerequisite:* MGT522

*Offered Fall online*

This course focuses on workforce planning, recruitment, and selection as tools for facilitating the achievement of organizational goals. Topics covered include short and long term human resource planning, job analysis, internal and external recruitment processes, selection tools, and organizational entry/socialization.

## MASTER OF BUSINESS ADMINISTRATION (MBA) *(continued)*

### HRM612

#### Talent Development & Performance Management (3 cr. hours)

**Prerequisite:** MGT522

**Offered Spring online**

This course centers on training and developing employees and aligning their performance with organizational goals. Topics include: performance appraisal and feedback; compensation, benefits and total rewards; training and development; and human resource information systems (HRIS).

### HRM613

#### Strategic Human Resource Management (3 cr. Hours)

**Prerequisite:** MGT522

**Offered Spring online**

This course explores the use of human resource strategies and practices in creating and sustaining competitive advantage for the organization. Topics include: measurement of human resource outcomes and the impact on the bottom line; human resource and organizational strategy; human resource and globalization; and human resource role in other strategic management decisions.

### LDR531

#### Individual Leadership & Influence (3 cr. hours)

**Offered Fall online**

Course focus will be on learning to make a difference as a leader. Discussion and utilization of practical principles of leadership with an emphasis on integrating theory and practices are included. Students will work to create a model and set of related perspectives about how one can become a better leader of one's self as well as the organization.

### LDR610

#### Leadership Behavior and Change Dynamics (3 cr. hours)

**Prerequisite:** LDR531

**Offered Spring online**

This course utilizes organizational theory to develop understanding of how individual and group behavior develops leadership and transforms change. This course will include an exploration of the technical, economic, and social dynamics associated with the change process; and, the role of the leader as a change agent. Students will build skills to alter behaviors through negotiation, assessment and diagnosis, action-planning, implementation and evaluation.

### LDR611

#### Systems Thinking & Innovative Teamwork (3 cr. hours)

**Prerequisite:** LDR531

**Offered Spring online**

This course will focus on an analysis of organizational leadership and the practice of leading and managing teams. An analysis of systems thinking will explore different organizational structures through intellectual, psychological, political and social sources of leadership. Utilizing the theoretical foundation and practical applications of nonprofit, government and corporate organizations will provide a strategic understanding of leadership elements. The concepts of transformational, transactional and other leadership styles are continually examined in global organizations. Students are encouraged to develop their leadership skills through strong communication, negotiations, role development, and research projects.

### LDR670

#### Leadership Internship (3 cr. hours)

**Prerequisite:** Final course in MBA Leadership Concentration course (or set elective)

Tiffin University internship programs require students to apply their learning in a real work setting. This internship provides students with the opportunity to undertake professional level employment that leverages their MBA studies and supports their career objectives while earning credits toward their degree. A minimum of 200 hours will be spent with the employer and supervised by a member of the business faculty.

### MGT515

#### Managerial Business Foundations (2 cr. hours)

**Offered Summer, Fall & Spring online and Fall & Spring on-campus**

This course is a foundational MBA course for non-business undergraduates. The course will focus on critical thinking and reasoning skills by building knowledge in the qualitative areas of business. Students will be exposed to common professional components within the Tiffin University MBA program in the areas of business, including problem solving, communication, ethics, globalization, marketing and leadership.

**MGT516****Foundations of Quantitative Business Methods (2 cr. hours)***Offered Summer, Fall & Spring online and Fall & Spring on-campus*

This class is for the MBA students whose undergraduate studies and/or experience need to be supplemented by an additional course in the quantitative skills necessary to be successful in the Tiffin University MBA program. The course provides an overview of foundational skills in the quantitative areas of Accounting, Economics, Finance, Information Systems, and Operations management.

**MGT522****Management of Human Resources (2 cr. hours)***Offered Summer, Fall & Spring online and Fall & Spring on-campus*

The focus of this course is the human side of enterprise. The sub-functions of human resource management, diversity in the workplace, rights of the individual, and the various legal and ethical issues in the area are addressed.

**MGT526****Quantitative Business Analysis and Research (2 cr. hours)***Offered Summer, Fall & Spring online and Spring on-campus*

This course focuses on developing the use of statistical analysis necessary to develop managerial problem solving techniques. Additionally, students will learn how to apply this analysis to research methods and tools used by decision makers in organizations.

**MGT614****Global and Transnational Management (2 cr. hours)***Offered Summer, Fall & Spring online and Fall on-campus*

This course deals with the management of multinational enterprises and managing in a global economy. Building on the interdisciplinary knowledge gained throughout the program, this course deals with cross-cultural issues, sociopolitical and economic concerns, and international strategic management.

**MGT621****Organizational Analysis and Design (2 cr. hours)***Prerequisite: 12 hours of previous graduate coursework**Offered Summer, Fall & Spring online and Spring on-campus*

The examination of organizations in terms of patterns in design and operation through topics including organizational-environment interface, structure, technology, and socio-technical systems and culture are the basis for this course.

**MGT622****Strategic Management (2 cr. hours)***Prerequisite: This course to be taken in final semester of MBA program.**Offered Summer, Fall & Spring online and Spring on-campus*

Strategic Management is required as a capstone course in the MBA curriculum because it involves the most sophisticated and comprehensive approach to the process of organizational management. Key elements to the understanding of strategic management are: Internal organizational analysis, analysis of the external environment, and directing a successful fit between the organization and its environment.

**MGT623****Legal and Ethical Issues in Management (2 cr. hours)***Offered Summer, Fall & Spring online and Fall & Spring on-campus*

The ethical and legal issues facing managers in the public and private sectors are the focus of this course. Current issues, regulations, trade practices, and liability will be discussed.

**MGT630****Innovative Decision Making (2 cr. hours)***Prerequisite: This course to be taken in final semester of MBA program**Offered Summer, Fall & Spring online and Spring online*

This course explores the various aspects of decision making in business organizations. Primary attention is given to the processes that surround and shape the decision making process. Information processing, attention allocation and preference processing are also examined. Attentional biases and other decision making pathologies are examined in the hopes of improving the decision making process. A power-based model of decision making is also addressed.

**MGT690****Special Topics (2 cr. hours)***Offered as Needed online*

The global, cultural, economic, legal, and competitive environment of business is constantly changing, therefore the

MBA curriculum also includes a class that focuses on a topic that is especially relevant at the time the MBA cohort is preparing to graduate. Past examples include events such as the impact of potential terrorism on business or ethics in the wake of the Enron and other financial scandals that were timely and focused on that moment in time.

### **MKT523**

#### **Marketing Management (2 cr. hours)**

*Offered Summer, Fall & Spring online and Fall on-campus*

This course examines the role of the marketing function of firms participating in both consumer and business markets, with emphasis on tactical and operating decisions and decision-making processes. Areas studied include market and customer analysis, market segmentation, and marketing mix tactics and implementation.

### **MKT526**

#### **Digital Information Systems for Marketing (3 cr. hours)**

*Prerequisite: MKT523*

*Offered Fall online*

This course provides students with the key concepts and tools to turn raw data, marketing metrics and information into useful marketing intelligence. Students will examine new and existing technologies for data mining and market information access to assist in strategic decision-making. The course will provide an understanding of the role of digital and traditional integrated marketing communications in the overall marketing program and its contribution to marketing strategy.

### **MKT623**

#### **Strategic Brand Management (3 cr. hours)**

*Prerequisite: MKT523*

*Offered Fall online*

Course will address the strategic importance of branding and will focus on the design and implementation of marketing programs and activities to build, measure, and manage brand equity. It addresses 3 important questions: (1) How do you build brand equity? (2) How can brand equity be measured? (3) How do you capitalize on brand equity to expand your business?

### **MKT627**

#### **Digital Analytical Global Marketing Management (3 cr. hours)**

*Prerequisite: MKT523*

*Offered Spring online*

This course will equip students with the skills and knowledge necessary to effectively develop and execute digital marketing strategies for global audiences. The course will cover a wide range of topics related to international marketing, including cross-cultural communication, global branding, localization and global market research.

### **MKT634**

#### **Digital Marketing Analytics (3 cr. hours)**

*Offered Spring online*

This class is designed to provide students with advanced skills and knowledge related to analyzing, measuring and optimizing digital marketing campaigns. The course typically focuses on the application of data analytics tools and techniques to gain insights into consumer behavior, campaign performance and ROI.

### **SMG532**

#### **Communication and Fund Raising in Sport (3 cr. hours)**

*Offered Fall online*

Students will recognize communication as integral to the management, marketing, and operational goals of sport organizations at all levels. Students will also recognize the needs of professional and volunteer fundraisers in an exploration of the tools, tips, and techniques used to fundraise through solicitation, events, and grants common in the sports industry.

### **SMG634**

#### **Business Strategies in Sport (3 cr. hours)**

*Offered Fall online*

The case study approach will be used in a critical analysis of business concepts related to decision making, leadership, ethics, communication, marketing, sponsorship, budgeting, policy development, public relations and fundraising in the sport industry.

### **SMG637**

#### **Personnel Management in Sport (3 cr. hours)**

*Offered Spring online*

This course provides a study of the principles of personnel management including recruiting, staffing, development

of human resources, maintaining a favorable work environment, compensation administration, benefits, security, and system appraisal as they apply to sport agencies. The course emphasizes the value of diversity and inclusion in human resource practices of sport organizations.

### **SMG670**

#### **Sport Mentorship (3 cr. hours)**

*Prerequisite:* This course will be taken as the last course in the Sports Management concentration.

*Offered Summer, Fall & Spring online*

Students are required to participate in 200 contact hours of field experience under the direction of an approved mentor in the sports industry. To enroll in the mentorship, students must complete an online application the semester prior to the requested course enrollment period. Students will maintain an e-portfolio and engage in professional development / career management activities as part of their course requirements. Students must have completed a minimum of 12 graduate credit hours with a minimum GPA of 3.0 for eligibility to enroll in the mentorship.

## **MASTER OF EDUCATION (MEd)**

### **EDU501**

#### **Instructional Design, Development, & Evaluation (3 cr. hours)**

*Offered Summer online*

This course covers the process of instruction through the analysis of learning needs and systematic development of learning materials. This course covers how technology and multimedia can be used as tools to enhance instruction and the assessment of the learning process.

### **EDU502**

#### **Universal Design for Learning (3 cr. hours)**

*Offered Summer online*

This course prepares students to design educational materials and user experiences for maximum benefit by all students, regardless of physical, cognitive, or emotional challenges. As a foundation, students first learn about accessibility standards and techniques to ensure equal and comparable access to course materials. Extending past a compliance approach to accommodating learners with special needs, students then learn to apply Universal Design for Learning (UDL) and User Experience (UX) principles to create engaging course content, navigation, and interfaces for ALL students.

### **EDU503**

#### **Implementation of Content (3 cr. hours)**

*Offered Fall online*

The course covers considerations related to the practical aspects of the planning, delivery, and evaluation of content. In this course, students will prepare an implementation plan based on a specific use case, decide on an appropriate delivery move, and prepare supportive materials.

### **EDU514**

#### **Professional Writing and Communication (3 cr. hours)**

*Offered Fall & Spring online*

Students will be able to effectively communicate their knowledge to others inside or outside their organization through researching, writing, and editing documents in a variety of genres pertaining to their profession. Documents examined include, but are not limited to: proposals; reports; and presentations.

### **EDU520**

#### **Issues in Student Affairs (3 cr. hours)**

*Offered Spring online*

This course focuses on the issues, administration, and philosophies of the student affairs profession in higher education. Topics introduced include functions within administration, finance, crisis management, student success, engagement, technology and the future direction of the industry.

### **EDU532**

#### **Diversity in Education (2 cr. hours)**

*Offered Fall online*

This course provides understanding of cultural, ethnic, economic, gender, and racial differences and similarities in American society; focuses on educational organizations implementing successful strategies of working successfully with the needs of diverse students to insure high quality educational outcomes.

### **EDU541**

#### **Educational Research (2 cr. hours)**

*Offered Spring online*



Introduces methods of research in education; emphasizes research strategies and analysis of descriptive and judgmental information for selecting, planning, and evaluating research problems; uses library resources, data gathering, and writing a research proposal.

### **EDU585**

#### **Student Enrollment and Retention (3 cr. hours)**

##### ***Offered Spring online***

This course covers a systematic set of activities designed to enable educational institutions to exert more influence over their student enrollments, ways to attract and retain a pool of students based on the goals of the educational organization in selectivity in enrollment practices. The student will learn the procedures involved in the application process, methods of marketing the university and programs to attract applicants to the university. The course will also cover predictive models. The course will focus on undergraduate enrollment, covers both graduate and professional school enrollment. Students learn the roles involved in admissions and retention of students through academic, social and athletic integration.

### **EDU590**

#### **Institutional Assessment and Evaluation (3 cr. hours)**

##### ***Offered Summer online***

This course explores the role of the Office of Academic Affairs at the University; particularly through the lens of program assessment, improvement and prioritization. Students will also gain a fundamental understanding of the concept of institutional effectiveness, which focuses on the institutions ability to use planning strategies and evaluation data to evaluate current performance and create plans for enhancement as well as the organization of evidence and creation of an appropriate augment narrative in support of the accreditation cycle.

### **EDU591**

#### **Critical Thinking for Educators (2 cr. hours)**

This course will strengthen students' critical thinking and analysis skills at the graduate level by reading professional texts within the field of higher education. Students will learn a variety of techniques to thoroughly understand and apply higher education administrative texts and documents in both an application and research context.

### **EDU601**

#### **Designing for Contemporary Issues in Education (3 cr. hours)**

##### ***Offered Spring online***

Instructional designers today may have many decisions placed upon them, whether they are working in higher education or corporations. In some cases, you will be asked to be the point person for making decisions about software, LMS'S, privacy, VPATs, ext. In this course, we will look at some of the issues that have come up (and are on the horizon) for instructional designers. Building on your emerging theories course, we will look at how to apply ethical frameworks to practical situations.

### **EDU602**

#### **Strategic Communication for Instructional Designers (3 cr. hours)**

##### ***Offered Spring online***

This course equips instructional designers with skills set in strategic communication necessary to navigate human interactions in complex organizations. Students learn to recognize and to assess conflict styles in power-up and power-down dynamics, in order to focus on collaborative outcomes. Emphasizing active listening, students hone skills of audience analysis to discern the needs orientation apparent within a giving learning context. Learners explore the rhetoric of intervention to advocate, when necessary, for pedagogical practices.

### **EDU603**

#### **Emerging Pedagogies and Critical Instructional Design (3 cr. hours)**

##### ***Offered Fall online***

What does it mean to be a critical instructional designer? How can we design and develop courses that do the least amount of harm to the most vulnerable populations at our institutions, offices, etc.? In this course, learners will be looking at the work of instructional designers, educators, technologists and activists who are questioning the practices of white, colonial education and instructional design practices. We will look at the critical instructional design, design justice and other emerging pedagogies and frameworks to start centering our work. we will explore a few ethical decision-making frameworks as well as how other professions integrate ethics into their work.

### **EDU615**

#### **Ethical & Legal Issues in Education (2 cr. hours)**

##### ***Offered Summer online***

Develops knowledge, skills, and attitudes essential for making responsible professional decisions based on legal and ethical principles relevant to curriculum, students, liability, and finance. Emphasis on case studies related to curriculum and instruction.

**EDU635****Human Resource Management in Educational Organizations (3 cr. hours)*****Offered Summer online***

This course focuses on the organizational systems and activities that colleges and universities can use to create effective management of both faculty and staff employees. Topics included in this course include information systems and management of employee information, strategic planning for organizational needs and productivity, human resource processes, legal regulation and unionism and collective bargaining.

**EDU640****Higher Education Finance and Budgeting (3 cr. hours)*****Offered Fall online***

This course focuses on the language and processes in budget development and management. A study of budgeting models for public and private organizations. This course includes the factors involved in implementing institutional budgets. Application to case studies.

**EDU642****Higher Education Athletic and Sports Management (3 cr. hours)*****Offered Fall online***

This course focuses on a general understanding of the administration of athletic programs in higher education. Topics covered include the legal and ethical aspects in athletic department management, support programs for athletes, the impact of college athletics, recruiting, the hiring process and current issues in intercollegiate athletics.

**EDU646****Connecting Research, Theory, and Practice through Philosophy, Psychology, and Sociology (2 cr. hours)*****Offered Summer online***

Students will examine major philosophical theories in education and connect these concepts to pedagogical practices and student understanding. Psychological and sociological development are examined through a practitioner's lens and addresses issues that may impact future practice, such as: technological advances; current issues; and trends in American Education. This analysis will lead students to develop their own Personal Philosophy of Education, constituting as the final project for the course.

**EDU678****Foundations of Education of Individuals with Exceptionalities (3 cr. hours)**

This course will provide students with a knowledge base about the historical development of special education particularly in the United States. This course will also provide students with an overview of special education and all of the categories of students that special education encompasses from gifted education to physically, emotionally and behaviorally handicapped students.

**EDU679****Collaboration Between Schools, Families and Community Support Services (3 cr. hours)**

This course will provide students with a study of collaborative partnerships used in education of students with mild/moderate disabilities. Coursework topics and activities include collaboration between general and special educators, para-educators and other educational professionals and agencies.

**EDU680****Positive Behavioral Interventions for Individuals with Exceptionalities (3 cr. hours)*****Offered Summer, Fall and Spring online***

This course will provide students with a knowledge base about the historical development of positive behavior support. This course also gives students an opportunity to explore effective classroom management and individual behavior intervention strategies emphasizing the development of a proactive learning environment through positive behavior intervention supports. Topics will include Functional Behavior Assessments as well as behavior interventions plans for students with exceptionalities.

**EDU681****Content Area Reading and Writing in the Inclusive Classroom (3 cr. hours)**

Teacher candidates understand that designing instruction for student literacy learning requires identifying clear learning tools based on student IEPs, creating appropriate opportunities for students to show evidence for their learning as well as engaging students in authentic writing assignments. The teacher candidates create classroom environments that encourage students to select from a variety of media, both visual and written, to read extended texts and to read, write and produce texts in multiple media and modes for authentic purposes.

**EDU682****Reading Diagnoses and Assessment in the Inclusive Classroom (3 cr. hours)**

Teacher candidates will understand the practice and processes of authentic reading assessment that contributes to student learning. In the course teacher candidates explore their role in the diagnostic and assessment process, the nature and interrelatedness of factors that affect reading performance and the instruments and techniques available for the assessment and diagnosis of reading performance and utilizing such assessments to develop IEP goals and objectives.

**EDU683****Special Education Law and Policy (3 cr. hours)**

This course is designed to introduce the student to the legal and ethical considerations in educating individuals with exceptionalities. This course also provides the student with pertinent, current and easy-to-understand guidance regarding special education law.

**EDU684****Assessment and Diagnosis of Individuals with Exceptionalities (3 cr. hours)**

This course will provide students with a study of the legally required steps of pre-referral prior to a suspected disability and an understanding of the assessment and diagnosis of students with mild/moderate educational disabilities. Coursework topics and activities include examining the history of educational disabilities, overview of legal requirements related to assessment, the administration of sound and non-biased assessment methods and criteria for eligibility determination in Ohio. Special emphasis will be placed on the assessment of the main areas of disability in education: intelligence, achievement, health impairments and behavioral and mental health concerns.

**EDU685****Reading Comprehension Skills, Strategies and the Writing Process in Inclusive Classrooms (3 cr. hours)**

This course will focus on understanding the theoretical and evidence-based foundations of language and literacy for all students. Teacher candidates will identify factors that contribute to deep comprehension, questioning strategies, subject-matter and content specific vocabulary, verbal reasoning ability and knowledge of literary structures and conventions while aligning curriculum and instruction with student IEPs and state and local standards. In addition, candidates will understand the role of writing in literary learning and provide opportunities for students to compose for a wide array of audiences in multiple genres, modes and media.

**EDU686****The Role of Phonics and the Foundations of Reading and Writing in Special Education (3 cr. hours)**

In this course teacher candidates will demonstrate evidence-based knowledge of the way oral and written language work, which includes an understanding of the development of phonological awareness, phonics, word identification and spelling knowledge as well as the writing process. Candidates will understand how writing experiences, in conjunction with phonics instruction can enhance reading development in meeting student IEP goals.

**EDU690****Student Teaching (6 cr. hours)**

Student teaching provides students with an intensive opportunity to put into practice the skills and competencies of effective teaching of children with exceptionalities. This course is the culminating experience in the student's educational program. Students will complete all elements of the Teacher Performance Assessment (edTPA). This course will include intense experiences and practices in teaching and learning, appropriate learning environments and collaborative practices for meeting the needs of K-12 children with disabilities.



# Graduate Course Descriptions

## ENG501\*

### Introduction to Graduate Writing\* (3 cr. hours)

**Prerequisite:** Bachelor's Degree and University placement

*Cannot be used to fulfill graduation requirements.*

This course emphasizes writing style and academic tone appropriate for graduate level writing, skills such as thesis development and argumentation, and documentation in the MLA and APA formats.

## MASTER OF HUMANITIES (MH)

### ART510

#### Art Theory & Criticism (2 cr. hours)

**Offered Summer, Fall and Spring online**

This course surveys selected texts and figures important to the history of visual interpretation from the classical era to the twentieth century. Students will learn to consider multiple interpretations of a text and learn to examine the assumptions underlying a variety of interpretive strategies. Students will also explore the interrelationships between artist, text and audience.

### ART515

#### Teaching College Art (3 cr. hours)

**Offered as Needed online**

This course investigates the practical issues and challenges of teaching art in a college setting, including teaching studio art, art appreciation, and art history. Students will learn to develop effective syllabi, identify and articulate learning objectives, design effective projects, teach with artifacts and objects, facilitate engaging discussions, and methods of assessment in the arts and the critique process. Students will develop a portfolio that includes a teaching philosophy, syllabi, and sample lesson plans. Problem solving on the individual and group level will be stressed. Note: This course will require several scheduled live chat sessions.

### ART524

#### Creativity and Its Development (3 cr. hours)

**Offered as Needed**

This course is a study of how artists, writers, composers, and scientists develop creativity and how to generate new ideas, considered from psychological, educational, and artistic points of view. Readings from psychologists, philosophers, artists, and student contributions will help examine this broadly defined field. In this seminar-style course, the creative process will be examined from various angles. Students will participate in the analysis of theories of creativity, experiments in their own creative processes, and through examination of the work of other artists. This course investigates artistic decision-making by involving students in the creative process and examining the psychology, sociology, and biology of creation. A combination of independent study and seminar, students design, research, and produce artistic work focused on their individual interest within the arts; collectively, the students examine the nature of creativity and art. Students analyze artistic choice by examining works of art, researching and discussing the artist and context, and participating in workshops with visiting teaching artists.

### ART525

#### History of Photography (3 cr. hours)

**Prerequisite:** Bachelor of Arts Administration degree

**Offered Summer online**

This course surveys topics in the history and cultural uses of photography in Europe and the US in the 20th and 21st centuries. Starting with the origins of photography in Enlightenment and early Industrial Revolution Europe, students examine the role of the daguerreotype in the U.S., and photography's role within war, western expansion, and social Darwinism. There will be discussions on the establishment of elite art organizations in Europe and the U.S. by the 1890s concurrent with the flood of mass consumer photography and commercial production. The course will then examine major developments and uses of photography such as magazine journalism, advertising and fashion, and social documentary as well as photographic practices linked to art movements like constructivism, surrealism, documentary realism, and formalism. It will conclude with a look at the more contemporary postmodern practices, which foreground the question of photography's social and psychic operations. Special attention will be paid to the interrelations among photography's diverse cultural uses and the terms in which debates about the medium's unstable art status have played out.

### ART533

#### Film Censorships (3 cr. hours)

**Offered as Needed**

This course focuses on social and cultural aspects of film censorship while in its examination of key issues and events in the history of film censorship in the United States. Film clips and images will be available for viewing on the course site, but members of the class may be required to view several full-length feature films on their own. These films are readily available in the United States for purchase, rental on DVD, or rental through an online streaming service such as provided by Netflix and Blockbuster. If some titles are not available to some students, alternative titles will be offered.

**ART561**
**Survey of Western Art History (3 cr. hours)**
*Offered Fall online*

This course is an introduction to the art of the West from prehistory to the present. Works will be studied within their historical, religious, political, economic, aesthetic, and social contexts. Methodologies of the discipline of art history will be explored, as well as primary source texts from the cultures in which these works were created.

**ART563**
**Art and Culture of the Graphic Novel (3 cr. hours)**
*Offered as Needed*

This course will examine the form of the graphic novel and its critical and cultural impact. Comics and graphic novels have a significant influence on American popular culture but have only recently received serious scholarly attention. This course will explore the history of the graphic novel, some of the theories surrounding image-text sequential art, and the different uses of the graphic novel as a form of storytelling. We will examine the graphic novel as an art form, and analyze the role of the comic and graphic novel in American culture. Particular attention will be paid to the superhero genre, as well as to the contemporary trend of autobiographical and literary graphic novels and an investigation of graphic novels worldwide.

**ART623**
**Aesthetics (3 cr. hours)**
*Offered as Needed*

This required core course provides students with an overview of aesthetics as it embraces a philosophy of art, beauty, and taste and investigates the ways in which humans create, experience, and evaluate the fine arts. Class discussions will focus on artistic masterpieces from a number of disciplines including music, drama, literature, painting, and sculpture. Throughout the course, students will analyze readings that explore philosophical issues and historical problems of various theoretical approaches to art and will include discussions on the nature and function of the artist, the intrinsic significance of an artistic object, and the concepts of aesthetic value, experience, attitude, and criticism. An emphasis will be placed on developing a personalized philosophy of art.

**ART624**
**Women and Art (3 cr. hours)**
*Offered Fall online*

Art history as a discipline has expanded over the last thirty years to move beyond formalism and connoisseurship to include divergent perspectives in theory and visual culture. Feminism provides a framework to examine the intersections of race, gender, and sexuality to challenge the idea of art history as a unified discourse. This course will examine the impact of women on the arts in three ways. It will examine the theories of feminism, race, gender, and sexuality and explore how these theories are expressed in the visual arts. The course will also survey the lives and contributions of women artists from the Renaissance to the present, and the shifts in the portrayals of women, and criticism of female artists over that time period.

**ART635**
**Issues in Art & Technology (2 cr. hours)**
*Offered Summer online*

As technology becomes more accessible and prevalent in all areas of life, students must be aware of the issues it causes or improves within their chosen field of study. In this course, students will examine how technology and art interact. The course will explore different technologies used in creating and evaluating art as well as how technology affects a variety of visual media.

**ART630**
**Survey of Non-Western Art History (3 cr. hours)**
*Offered Spring online*

This is a comparative study of art from select regions, cultures and traditions from ancient times to modernity. Art from Asia, Africa, the Americas and the Middle East will be examined. We will examine how art in these regions played an integral part of culture. A discussion of Orientalism and contemporary art from these areas will challenge the notion of Modernism as a Western system, and demonstrate how art is a global practice.

**CMA515**
**Teaching in the Humanities (2 cr. hours)**
*Summer, Fall and Spring online*

This course will investigate both theoretical and practical issues related to teaching topics in the humanities, including but not limited to first-year composition, art and film. Course topics will include developing effective syllabi, identifying and articulating learning objectives, designing effective writing assignments, assessing college writing, understanding and creating rubrics and developing an effective critique process. Students will also develop a teaching philosophy, syllabus and sample lesson plans.



## MASTER OF HUMANITIES (MH) *(continued)*

### **CMA680**

**Capstone (2 cr. hours)**

**Prerequisite:** MA Core Courses minimum of 21 credit hours

**Offered Summer, Fall and Spring online**

This course co-taught by two faculty members is available for students who wish to complete their course of study with a capstone project. By the end of class, students should have a completed prospectus with outline, a rough draft of the literature review and a partially annotated bibliography.

### **CMA681**

**Capstone II (2 cr. hours)**

**Prerequisite:** CMA680

**Offered Summer, Fall and Spring online**

This course, co-taught by two faculty members, is available for students to complete their course of study with a capstone project and it is a continuation of SAS680. The course will support students as they write their capstone project as well as offer a few weeks of publishing and formatting advice. The course may be repeated if necessary.

### **COM520**

**Philosophy of Communication (3 cr. hours)**

**Offered as Needed**

This course is a survey of the genealogy of communication and how communication creates shared experiences between people. Through a collection of readings, students will examine how and why society thinks about communication the way it does. Philosophy of Communication is generally concerned with analytical, theoretical and political issues that cross different discipline boundaries. It explores how people live their lives and deal with the conflicts that are inevitable whenever communication occurs in a society, whether in person, in groups, electronically or through the mass media. Throughout the course, students are exposed to the broader study of the field and how it relates to contemporary philosophical arguments, positions and concerns. By studying the historical and social contexts for communication, students will come to understand and appreciate how meaning is created through human interaction, more about themselves and how they relate to others.

### **COM522**

**Logic, Reasoning, and Persuasion (3 cr. hours)**

**Offered as Needed**

This course studies the development of reasoning and formal logic and its relationship to persuasion and argumentation. It provides an overview of logical thinking, distinguishing rational inquiry from mythological inquiry and regulative thinking from associative thinking. Students will learn to articulate logical thinking or reasoning as a process of making logical argument and will discuss 3 basic modes of reasoning in persuasion and argumentation: deduction, induction, and abduction, explaining their practical applications in the studies of humanities. Students will also be introduced to possible world semantics and thought experiments, which help participants to build logical foundations for developing rational, independent, critical, and creative thinking.

### **COM531**

**Transmedia Storytelling (3 cr. hours)**

**Offered as Needed**

Transmedia storytelling engages audiences across media multi-dimensionally. Students learn to provide critical information, back story, and details of an ongoing narrative through multiple media means such as comic books, films, television programs, web content, mobile content, social networks, and games, creating a more expansive and immersive experience for the audience. The course examines the role and structure of narrative in audience engagement and the dynamic trends in media content development impact consumers. Students will analyze case studies, and upon completion of this course, evaluate and develop a transmedia story-strategy.

### **COM580**

**Politics and the News (3 cr. hours)**

**Prerequisite:** Completion of 12 hours in the Master of Humanities program

**Offered as Needed**

This course will critically analyze how the news media influenced public discussion of political and social issues in the 20th and 21st centuries, as well as examine how these issues were debated in the news. Drawing on readings from political science, communications, and history, students will also examine how political powers in mass democracies use the news media as a mechanism of persuasion and social control.

### **COM610**

**Teaching College Communication (3 cr. hours)**

**Offered as Needed**

This course explores theories, methods, and practices of teaching communication. Both practical strategies and theoretical paradigms will be covered. The goal of the course is to improve pedagogical skills and improve your understanding of teaching.

**COM625**
**Philosophers and Philosophies of the Axial Age (3 cr. hours)**
*Offered as Needed*

This course will examine the axial age, a period in history from 800 BC to 200 BC which, according to German philosopher Karl Jaspers, was a time when common precepts in philosophical principles appeared in China, India, the Middle East and the West. Jaspers saw this time as pivotal in human evolution in that the philosophical and spiritual principles emerging throughout these regions seeded the world's major religions and contemporary philosophical beliefs: Confucianism and Taoism in China, Hinduism and Buddhism in India, philosophical rationalism in Greece, and monotheism in Israel that formed the basis of Rabbinic Judaism, Christianity, and Islam. This was also a time of great violence and brutality, to which the axial sages spoke and uniformly called on people to be compassionate and ethical in their relations with others. The idea of the Golden Rule 'do unto others as you would like done to yourself' became a universal cornerstone of religious and philosophical teaching.

**COM630**
**Issues in Cyberspace (3 cr. hours)**
*Offered as Needed*

This course explores some of the social, cultural, legal and political issues associated with the evolution of the online world or Cyberspace. From its origins as a government sponsored communications network, the Internet has evolved to become the center of information society. This course examines the boundaries of online behavior and freedom of expression when it comes to issues such as privacy, piracy, copyright, anonymity, libel, cyberbullying, indecency, and social networking just to mention a few. Topics are covered through a series of readings, reflections, exploration of web sites, online exchanges and writing assignments that look at how the issues evolved and the different ways of addressing them.

**COM631**
**New Media (3 cr. hours)**
*Offered as Needed*

This course examines the origins and evolution of new media and its social, cultural, legal, and political implications. From social media such as Facebook and Twitter, to blogging, Wikipedia, YouTube, smart phones and tablets, online and new media are changing our culture and society in significant ways. As media technologies evolve, they are producing new contexts for engagement and raising important questions related to issues such as identity, community, civility, privacy and freedom of expression. How people relate to each other in this electronic environment is changing our culture and society in ways we are just now beginning to understand. Through a series of readings, online explorations, discussions, interactions and writing assignments, students will come to understand the characteristics and implications of new media and their impact on our society.

**ENG505**
**Graduate Rhetoric and Composition (3 cr. hours)**
*Offered Summer, Fall and Spring online*

This course strengthens students' writing ability so they can write appropriately at the graduate level. It also provides a foundation of knowledge in rhetoric and composition for students wishing to teach college level writing. The course will be organized around the five canons of rhetoric: Invention, Arrangement, Style, Memory, and Delivery.

**ENG506**
**Introduction to Linguistics (3 cr. hours)**
*Offered Fall online*

Students will learn the basics of each linguistic sub-field: phonology, morphology, syntax, semantics, and pragmatics. Students will also explore the many types of linguistics such as historical linguistics, applied linguistics, sociolinguistics, and so on. By understanding how languages work, students will be able to more effectively compose appropriate text and help students to do the same, should they so choose.

**ENG514 (w)**
**Creative Writing: Screenwriting (3 cr. hours)**

*Prerequisite: Bachelor of Arts Administration degree*

*Offered Summer online*

This course develops skills in the art and craft of telling stories through film, e.g., screenwriting. Through writing tightly focused exercises, scenes and a script for a short film, students will learn correct screenplay format, develop a "feel" for screenwriting style, enhance their powers of description, their skills in writing dialogue and action and in constructing scenes and plot. The overarching emphasis of the course is on learning how to translate mental moving images (the film that the writer sees in his or her head and all it encompasses or evokes), to words on the page in a way that those words create approximately the same (or at the least very similar) moving images in the reader's mind.

**ENG510**
**Business Writing (3 cr. hours)**
*Offered Spring*

Students will learn the basics of business writing including genres of the field such as letters, memoranda,

presentations, proposals and reports. Emphasis will be placed on writing for an audience and purpose-driving writing. Students will also explore project management and collaboration techniques to build skills that are increasingly needed in the workplace. Lastly, students will work with case studies to help them gain as much experience as possible.

### **ENG517**

#### **American Literature: 17th-18th Century & Native American Literature (3 cr. hours)**

*Prerequisite:* MA Core Courses and ENG564

##### ***Offered as Needed***

This course will cover American literature during the 17th and 18th Centuries as well as Native American literature. Students will learn the basic tenets of each time period as they read some of the more popular texts of each time period. This course will contain a mix of genres including poetry, novels, short story, and nonfiction prose.

### **ENG518**

#### **British Literature through the Renaissance (1660) (3 cr. hours)**

*Prerequisite:* MA Core Courses and ENG564

##### ***Offered as Needed***

This course will cover British literature from the medieval period through the Renaissance. Students will learn the basic tenets of each time period as they read some of the more popular texts of each time period. This course will primarily be studying poetry and nonfiction prose since prose fiction did not appear until later.

### **ENG521**

#### **World Literature I: African & Latin American Literature (3 cr. hours)**

*Prerequisite:* MA Core Courses and ENG564

##### ***Offered as Needed***

This course will cover literature from the African continent as well as literature from Latin America. Students will learn the basic tenets of the literature of the regions as they read some of the more popular texts from each culture. This course will contain a mix of genres including poetry, novels, short story, and nonfiction prose.

### **ENG525**

#### **Research Methods (3 cr. hours)**

*Prerequisite:* ENG505

##### ***Offered Summer, Fall and Spring online***

This course is a practical introduction to doing research in graduate school. It will introduce ways to “join the scholarly conversation” in their chosen concentration, including finding, evaluating, and using appropriate graduate-level sources. The course will begin with a discussion on the difference between an undergraduate and a graduate education, including expectation in the classroom, and how to move to practical skills in working with primary and secondary sources, including the importance of the peer review. Students will ultimately write a critical history on a topic or text of their choice, with help from the instructor.

### **ENG526**

#### **Critical Thinking & Reading (2 cr. hours)**

##### ***Offered Summer, Fall and Spring online***

This course will strengthen students’ critical thinking skills at the graduate level by reading classical texts such as Plato’s Republic and Aristotle’s Poetics. Students will also strengthen their reading skills by reading and analyzing professional journal articles. The course will teach students techniques to thoroughly understand graduate level texts and to critically think about those texts both philosophically and in a research context.

### **ENG530**

#### **The Culture and Literature of Modernity (3 cr. hours)**

##### ***Offered As Needed***

Readings in cultural and literary identity: 1880-1920. Coming after Karl Marx, Charles Darwin, and Sigmund Freud, the style and traditions of literature, music, dance, and art took on a new reality that shattered old artistic conventions. The course will examine the novels of Virginia Woolf and James Joyce, the music of Igor Stravinsky and American jazz artists, the art of the cubists, the dance forms of Isadora Duncan and the evolution of modernism.

### **ENG531**

#### **Studies in Genre Fiction (3 cr. hours)**

*Prerequisite:* HUM510

##### ***Offered Summer***

This course critically examines a variety of forms of genre fiction, including but not limited to science fiction and fantasy literature, gothic and horror fiction, young adult fiction, children’s literature, romance and western literature. The characteristics, limits, and boundaries of genre will be explored along with a consideration of these literatures from theoretical and sociological perspectives.

**MASTER OF HUMANITIES (MH)** *(continued)***ENG541****Creative Writing: Short Story (3 cr. hours)*****Offered Summer online***

Students in this course will learn how to effectively create their own short stories using the conventions of plot, dialogue and exposition within the format of a short narrative. The course will be conducted primarily as a creative writing workshop. Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of short fiction.

**ENG542****Creative Writing Workshop: The Novel I (3 cr. hours)*****Offered Fall online***

This course is the first in a two-part sequence. The focus of the course will be on writing an original novel or a good portion of a novel over the course of the two classes, using the creative writing workshop tradition, with the advantage of being online. Students will write and criticize each other's work with suggestions for improvement.

This course is writing intensive for the novelist in training; therefore it will require a minimum of 50,000 words (approximately 160-200 pages depending on format) of written creative work and 20 pages of discussion.

**ENG564****Business of Publication (2 cr. hours)*****Offered Spring online***

This course will discuss options for publishing students' work. Approaches to the market will be discussed, including networking, approaching publishers and agents, trends in publishing and alternative areas and modes of publishing. Students will also explore different types of publishing such as book publishing, magazine publishing, vanity presses, self-publishing etc.

**ENG543****Creative Writing Workshop: Poetry (3 cr. hours)*****Offered as Needed***

The Creative Writing Workshops are writing courses in the tradition of the classic writer's workshop with the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of poetry.

**ENG544****Creative Writing: Genre Writing (3 cr. hours)*****Offered as Needed***

This creative writing course guides students through the methods of writing a variety of genre fictions, including but not limited to young adult fiction, children's literature, and creative nonfiction. The structure and conventions of a variety of forms of genre fiction will be studied along with mood, tone, point of view, and setting. This course will emphasize publication conventions and the writing of marketable work.

**ENG545****Creative Writing: Screenwriting (3 cr. hours)*****Offered Summer online***

This course develops skills in the art and craft of telling stories through performance media such as films and plays. Through writing scenes, scripts for short films, and tightly focused writing exercises, students will learn correct screenplay format, develop a "feel" for screenwriting style, enhance their powers of description, their skills in writing dialogue and action, and in constructing scenes and plot. The overarching emphasis is on learning how to translate mental moving images (the film or play that the writer sees in his or her head and all it encompasses or evokes), to words on the page in a way that those words create approximately the same moving images in the reader's mind.

**ENG561****Survey****British Literature (3 cr. hours)*****Offered as Needed***

This course surveys canonical texts in British literature from Beowulf to the twentieth century in a variety of genres, including but not limited to poetry, drama, short stories, novels, utopian literature, and manifestos. Authors and works may include, but are not limited to, Beowulf, Sir Gawain and the Green Knight, Chaucer, Sydney, Shakespeare, Dryden, Milton, Pope, Swift, Wollstonecraft, the Romantics, Austen, Dickens, the Brontës, the Brownings, the Rossettis, Wilde, and the Modernists.

## MASTER OF HUMANITIES (MH) *(continued)*

### ENG562

#### Survey

#### American Literature (3 cr. hours)

##### *Offered as Needed*

This course studies canonical texts in American literature from the Native American period to the present in a variety of genres, including but not limited to poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, early Native American literature, literature from the period of Spanish colonization, British colonial-era literature, nineteenth-century literature, American modernism, sixties literature, and contemporary American literature. Authors and movements may include Bradstreet, Freneau, Emerson, Thoreau, Whitman, Twain, Cooper, Hawthorne, Melville, Eliot, Pound, H.D., Djuna Barnes, Salinger, Updike, Pynchon, Oates, Erdrich, Dillard, literature of the Puritan era, Transcendentalism, Realism, the Harlem Renaissance, Modernism, the Beat Poets, and 60s literature.

### ENG563

#### Survey

#### World Literature (3 cr. hours)

##### *Offered as Needed*

This course focuses primarily on significant texts in World Literature from antiquity to the twentieth century in a variety of genres, including but not limited to mythology, creation stories, poetry, drama, short stories, and novels. Authors and works may include, but are not limited to, Gilgamesh, continental European literature, literature from the Spanish Americas, Caribbean literature, Middle Eastern and Indian literature, African literature, Chicano/a literature, and Asian literature. Authors may include but are not limited to Homer, Virgil, Dante, Ibsen, Beckett, Dostoevsky, Tolstoy, Chekov, Paz, Borges, Marquez, Allende, Rushdie, V.S. Naipaul, Derek Walcott, Shani Mooto, Sushako Endo, Murakami, Amy Tan, Chinua Achebe, and others.

### ENG564

#### Business of Publication (2 cr. hours)

##### *Offered Spring online*

This course will discuss options for publishing student's work. Approaches to the market will be discussed, including networking, approaching publishers and agents, trends in publishing and alternative areas and modes of publishing. Students will also explore different types of publishing such as book publishers, magazine publishing, vanity presses, self-publishing, etc.

### ENG570

#### Ethnic Voices: Poetry (3 cr. hours)

##### *Offered as Needed*

Ethnic Voices: Poetry will examine the contributions of ethnic poets in the United States by closely analyzing various texts written by Asian Americans, African and Caribbean Americans, and Hispanic Americans. The course will focus upon a variety of issues and themes such as immigration, migration, exile, oppression, spirituality, storytelling, identity, self-representation, culture, and history. Major voices will be studied along with emerging writers. Multicultural literary theory and cultural criticism will be used to analyze the texts.

### ENG571

#### Women in Literature (3 cr. hours)

##### *Offered as Needed*

This course examines perceptions of women and their roles in society as represented in a variety of genres of literature from different time periods and cultures. The course offers a number of works by significant American and European women authors as well as literature about women or in which the situation and position of women forms a major aspect of the text. This course also requires that students explore a variety of significant literary critical and theoretical approaches and articles about women in literature.

### ENG583

#### Poetics of Western Drama (3 cr. hours)

##### *Offered as Needed*

**Prerequisite:** Completion of 12 hours in the MH program

Readings from ancient dramatic works including those of Sophocles, Euripides, Aeschylus, and Aristophanes. Exploration of the unique nature and continuing significance of Greek tragedy and Greek theater in the drama of Aeschylus, Sophocles, and Euripides. All discussion will stem from Aristotle's Poetics as the basis for western dramatic traditions and conventions. Topics of study from the texts will include such issues as the tragic voice, the role of women, the nature of heroism, human beings' relationship to the divine, and the role of the fate in human affairs.

**ENG605****Advanced Grammar (3 cr. hours)***Prerequisite:* MA Core Courses and ENG506*Offered Fall online*

Students will learn the prescriptive grammar rules for Standard American English. The course will cover the form and function of all parts of speech as well as morphological and syntactical grammar rules. Students will analyze and create sentences in order to understand first the rules of words, then phrases and clauses, and finally complete sentences.

**ENG608****History of the English Language (2 cr. hours)***Corequisite:* ENG605*Offered Fall online*

This course studies the history of English and how the language has evolved from the Old English period through to modern English. Students will analyze the purpose of language and how language changes over time and place, including dialects, pidgins, and creoles. The course will begin with a brief review of modern prescriptive English grammar and introduction to the International Phonetic Alphabet (IPA). The course will also require some translation from Old and Middle English.

**ENG610****Technical Writing (3 cr. hours)***Offered Summer online*

This course is a continuation of the graduate level Business Writing course. Student will learn the basics of technical writing including genres of the field such as fact sheets, instructions and usability tests. Emphasis will be placed on writing for an audience and purpose-driven writing, including writing in the STEM fields. The course will also briefly cover the principles of design layout for creating documents and website that look professional. Lastly, student will work with case studies to help them gain as much experience as possible.

**ENG615****Ethics in Business and Technical Writing (2 cr. hours)***Offered Spring online*

This course examines ethics and ethical issues in the field of business and technical writing. Beyond communicating information accurately, ethics involves addressing stakeholders' concerns, knowledge of legal issues in writing, appreciation of writing's effect on different cultures, accessibility issues and other issues of this nature. Student will analyze case studies to determine ethical issues and resolutions.

**ENG617****American Literature: 19th Century to present & African American Literature (3 cr. hours)***Prerequisite:* MA Core Courses and ENG564*Offered as Needed*

This course will cover American literature from the 19th Century to the present as well as African American literature. Students will learn the basic tenets of each time period as they read some of the more popular texts of each time period. This course will contain a mix of genres including poetry, novels, short story, and nonfiction prose.

**ENG618****British Literature: Restoration (1660) through Modernism (3 cr. hours)***Prerequisite:* MA Core Courses and ENG564*Offered as Needed*

This course will cover British literature from the Restoration period onwards to the modern period. Students will learn the basic tenets of each time period as they read some of the more popular texts of each time period. This course will contain a mix of genres including poetry, novels, short story, and nonfiction prose.

**ENG621****World Literature II: Asian & Middle Eastern Literature (3 cr. hours)***Prerequisite:* MA Core Courses and ENG564*Offered as Needed*

This course will cover literature from Asia as well as literature from the Middle East. Students will learn the basic tenets of the literature of the regions as they read some of the more popular texts from each culture. This course will contain a mix of genres including poetry, novels, short story, and nonfiction prose.



## MASTER OF HUMANITIES (MH) *(continued)*

### ENG655

#### Editing (2 cr. hours)

*Prerequisite:* Bachelor of Arts Administration Degree and 4 Creative Writing Workshop Courses

*Offered Summer, Fall and Spring*

Editing is designed to improve the final output and skills of the students within the Creative Writing concentration. It will provide the opportunity improve writing and editing skills at both the micro and macro levels. This course will cover editing techniques applied to students' own body of work. Therefore, students will be required to have a portfolio of at least 100 pages of their own, original material. This can be in the form of novels, novellas, screenplays, short story collections or poetry collections brought into the program or created for one or more of the creative writing classes in the program.

### ENG615

#### Ethics in Business & Technical Writing (2 cr. hours)

*Prerequisite:* ENG510

*Offered Spring online*

This course examines ethics and ethical issues in the field of business and technical writing. Beyond communicating information accurately, ethics involves addressing stakeholders concerns, knowledge of legal issues in writing, appreciation of writing's effect on different cultures, accessibility issues and other issues of this nature. Students will analyze case studies to determine ethical issues and resolutions.

### ENG642 (w)

#### Creative Writing: The Novel II (2 cr. hours)

*Offered Fall online*

This course is a continuation of ENG542. Students will continue to compose their novel into a finished product through the creative writing workshop format. Creative Writing Workshops are writing courses in the tradition of the classic seated writer's workshop, but this course will have the advantage of being online. Students will write and criticize their own and each other's material in light of critical study of the writing of a novel.

At the end of the semester, students will receive a grade of Incomplete (I). The instructor will grade all final novels over the semester break. Once novels are graded, grades will be posted no later than a week before the next semester starts.

### ENG652

#### Marketing for Publication (3 cr. hours)

*Offered Spring online*

This course will focus on how students can market their own work in the world of publishing. There are many different options for writers to publish their work and each option requires a different marketing strategy. Therefore, students will build on what they learn from the Business of Publishing class to decide on appropriate marketing and networking strategies for their particular strengths.

### FLM533

#### Film Censorship (2 cr. hours)

*Offered Spring online*

This course focuses on social and cultural aspects of film censorship while covering key issues and events in the history of film censorship in the United States. Be Fairly Warned: It is the nature of a course in film censorship that some of the screenings, clips and images viewed in the course could be considered offensive, controversial, indecent, sacrilegious, immoral, pornographic, politically incorrect or unpatriotic. You should be willing to keep an open mind and to discuss viewings and topics in a calm and thoughtful manner, as well as respect the opinions and beliefs expressed by your peers and your instructor - even in you disagree with them -- which you are welcome to do (in a civil manner and with proper netiquette, of course).

Film clips and images will be available for viewing on the course site, but members of the class may be required to view several full length feature films on their own. These films are readily available in the United States for purchase, rental on DVD or rental through online streaming services such as Netflix and Amazon. If titles may not be available to some students, alternative titles will be offered.

### FLM535

#### Classic Hollywood Cinema (3 cr. hours)

*Offered Summer online*

This course explores the popular reception, historical and technological advents and narrative, aesthetic and cultural aspects of the "Golden Age" of cinema as it developed in the United States. The time period is roughly 1929-1945, though some consider it to extend through 1950 and even 1960. Members of the class will be required to arrange for a viewing of feature films through purchase, rental from a streaming service provider such as Netflix or Amazon Prime, or internet search for free streaming. Students will have many options of films to choose from in screening weeks so there shouldn't be a problem finding the required number screenings.

**MASTER OF HUMANITIES (MH)** *(continued)***FLM562 (w)****Film Theory (2 cr. hours)*****Offered Summer, Fall and Spring online***

This course will explore the development of ways of thinking, talking and writing about film in a manner that goes beyond movie reviews or personal evaluations. Students will engage film theory from early classics theory to contemporary forms of film analysis. This course is required of all students in the Film Concentration.

**FLM615 (w)****Documentary Film (3 cr. hours)*****Offered Fall online***

Documentary films have emerged as a popular medium for non-fiction storytelling. This course provides a conceptual overview of the form, strategies and conventions of documentary films and videos. We will screen historical and contemporary documentaries to examine questions of defining the genre, ethical dilemmas, the debate over objectivity and the ways that documentaries can stimulate critical thinking about the construction of our social world. Students will need to join a movie subscription service to gain timely access to the films for each week. Please note that it will be very difficult to access these films outside of the U.S., so students living internationally are advised to check on the accessibility of the films before registering for this course.

**FLM620****Third Cinema (3 cr. hours)*****Offered Fall online***

This course is a survey of the history and theory of what is currently understood as “Third Cinema.” Third Cinema can be thought of in a number of ways and the definition, like the world, is changing rapidly. Therefore, part of the takes of this course is to critically and thoughtfully negotiate the slippery terrain of what “Third Cinema” might be. As a starting point, we can consider that we will be focusing on the development of the filmmaking industries, practices and theoretical approaches in Africa, Latin America (Central and South America), the Indian Subcontinent, the Middle East, East and Southeast Asia and Turkey.

**FLM630****Cult and Independent Film (3 cr. hours)*****Offered Spring online***

This course is a study of independent film and the phenomenon known as “cult film.” Independent films and cult films are discrete categories, but the majority of cult films are independent films, therefore insights into their modes of production, marketing and distribution can shed light on their status. From the definition (or designation) of “cult” to the unusual yet vital role in society this non-genre fills, the cult film does not easily fit into traditional critical rhetoric. Instead, being a marginalized area of film, studying cult film and the audiences of this phenomenon can deconstruct mainstream film entertainment and analysis. The independent film portion of the course will focus on independent films that arose beginning in the 1980’s “Miramax era” and their reception by audiences and influences on the Hollywood system. Independent films not considered cult will also be viewed. PLEASE NOTE: Due to the nature of many of the most famous and popular cult films, the majority of screenings are for mature audiences only and contain material that may be considered offensive.

**HUM510****Introduction to Graduate Humanities (3 cr. hours)*****Offered as Needed***

This course, which is taken in the first semester of the program, orients students to humanities as a field of study, reviews graduate level writing and MLA documentation style, and reviews research methods. Students will also receive initial instruction in the use of various technologies needed to participate in Tiffin University’s online programs, including but not limited to Moodle, Word, discussion boards, live chats, Turnitin.com, etc.

**HUM531****Studies in History (3 cr. hours)*****Offered as Needed***

This course engages students in historical studies, including but not limited to medieval and early modern British history, restoration to Twentieth-century British history, the history of Africans in the Americas, and other topics.

**HUM532****Studies in Philosophy (3 cr. hours)*****Offered as Needed***

This course engages students in philosophical studies, including but not limited to culture and identity; mythologies in human experience; the history and philosophy of scientific exploration; and atheism, agnosticism, and skepticism.

**HUM533****Studies in Social, Human and Political Sciences (3 cr. hours)*****Offered as Needed***

This course engages students in social and human sciences in the fields of psychology, sociology, political science, and anthropology, including but not limited to development of government systems and social practice: How people behave and why.

**HUM681****Comprehensive Exams (3 cr. hours)*****Offered as Needed***

This course, co-taught by two faculty members, is available to students who wish to complete their course of study at Tiffin University with a comprehensive exam. Due to the nature of this course, because it culminates in a two-week timed exam, students cannot take a grade of "I" under any circumstance. Students may withdraw, if necessary, and retake the course when able.

**SAS680****Capstone I (2 cr. hours)*****Offered as Needed***

This course, co-taught by two faculty members, is available for students who wish to complete their course of study with a capstone project. By the end of class, students should have a completed prospectus with outline, a rough draft of the literature review and a partially annotated bibliography.

**CMA681****Capstone II (2 cr. hours)*****Offered as Needed***

This course, co-taught by two faculty members, is available for students to complete their course of study with a capstone project and is a continuation of SAS680. The course will support students as they write their capstone project as well as offer a few weeks of publishing and formatting advice. The course may be repeated if necessary.

**MASTER OF SCIENCE (MS)****CDS510****Introduction to Cyber Security (3 cr. hours)**

Introduction to Cyber Security teaches the basic concepts and principles of information security, and the fundamental approaches to secure computers and networks. Some of the topics covered in this course are security basics, security management and risk assessment, software security, operating systems security, database security, cryptography algorithms and protocols, network authentication and secure network applications, malicious malware, network threats and defenses, web security, and privacy.

**CDS511****Introduction to Information Systems and Operating Systems (3 cr. hours)**

Introduction to Information Systems and Operating Systems addresses a broad range of topics in operating system design and implementation. Operating system structuring, synchronization, communication, and failure and recovery management will all be covered.

**CDS512****Law and Ethics in Cyber Security (3 cr. hours)**

Law and Ethics in Cyber Security focuses on the ways that law, ethics and cyber security overlap and intersect. This course will also cover the laws related to intellectual property, civil litigation, criminal prosecutions, and privacy. An exploration of ethics and cyber security, as well as of workplace ethics will be covered in this course.

**CDS513****Network Security (3 cr. hours)**

Network Security covers the theory and practice of network security from a tactical and strategic perspective. This course addresses various aspects of networking including configuration, communication, protocols, testing, operation, maintenance, firewalls, hardware, switches, router, proxy servers, and more.

**CDS520****Cyber Threat Intelligence and Analysis (3 cr. hours)**

Cyber Threat Intelligence and Analysis introduces students to fundamentals of cyber threat intelligence. This course will cover the processes of enabling organizations to gather valuable insights based on analysis of contextual and situational risks. This course will teach students to identify and assess the capabilities of cyber security criminals.

**MASTER OF SCIENCE (MS) (continued)****CDS522****Cyber Resilience GRC (3 cr. hours)**

Cyber Resilience GRC will cover governance, risk, and compliance as they relate to cyber security. This course will cover the management aspects of governance in a cyber security setting, the process of risk identification, analysis, and management, and how to maintain corporate compliance. This course will also teach students how to identify, detect, respond to, and recover from a cyber attack. This course will cover key elements of a cyber resilience process, the principles behind effective cyber security, the elements of a robust business continuity management system, mitigating cyber risks and recovering from cyber attacks.

**CDS620****Cyber Investigations and Incident Management (3 cr. hours)**

Cyber Investigations and Incident Management will cover the collection, processes, preservation, analysis, and presentation of computer-related evidence. It will also cover the tactics, techniques, and procedures for a full range of investigative tools and processes. Responding to urgent situations and mitigating immediate threats will also be covered.

**CDS622****Cyber Security Management (3 cr. hours)**

Cyber Security Management addresses management issues surrounding information systems in today's enterprises including strategic, personnel, infrastructure, cloud, IoT, policy, emergency planning, security awareness, and more.

**CDS630****Global Cyber Operations (3 cr. hours)**

Global Cyber Operations will provide students with a solid background in the cyber global landscape. It will examine cyber operations in nation states, business, criminal organizations, and other organizations.

**CDS640****Executive Cyber Leadership (3 cr. hours)**

Executive Cyber Leadership examines the aspects of leadership in a cyber security setting. This course will cover a variety of topics including supervision, decision making, communication, conducting evaluations, and more. It will detail on how leaders in cyber security execute decision making and establish a vision and direction for an organization's cyber operations.

**CEP505****Exercise, Health and Disease (3 cr. hours)**

*Offered Fall*

Students will actively engage in the detailed study of how exercise influences the development of disease and maintenance of health. Further, students will apply the principles of exercise testing and prescription to design exercise programs for disease prevention and the management of obesity, hypertension, hyperlipidemia, arthritis, and osteoporosis.

**CEP535****Nutritional Health Strategies for the Prevention and Treatment of Disease (3 cr. hours)**

*Offered Spring*

This course will introduce good practices for a healthy lifestyle. The course will integrate the nutrition care process as well as the latest scope and standards of a healthy dietetics. It will focus on the pathophysiology of chronic and debilitating diseases and introduce pathophysiological and metabolic basis for nutritional management in the prevention and treatment of such diseases. The topics covered will emphasize clinical or diet therapy based on nutritional needs, along with the need for a healthy lifestyle. The course will also cover latest concepts in the nutrition care processes along with assessment, intervention, monitoring, and evaluation.

**CEP550****Practicum I (1 cr. hour = 135 experiential hours)**

*A fee is associated with this course.*

Students in the Clinical Exercise Physiology program will be required to complete a total of 270, hands-on experiential practice hours over the duration of the first two semesters of the program. It will be the student's responsibility to find practicum sites. Practicum sites may include the following: current place of employment (so long as tasks performed align with the professional outcomes of the program); cardiovascular and pulmonary rehabilitation clinics; health-fitness facilities; employee/corporate wellness programs; community and/or public health offices; medical/allied health clinics; sport teams; and Tiffin University Exercise Science Laboratory. Students unable to find practicum sites will work with Tiffin University faculty and university partners to obtain practicum hours.

**CEP575****Exercise Pharmacology (3 cr. hours)***Offered Spring*

This course involves the application of relevant pharmacological agents to common patient cases encountered by clinical exercise physiologists such as atherosclerotic plaque diseases, cardiac arrhythmias, emphysemas, chronic bronchitis, hyperlipidemia, myalgia, depression, and osteoarthritis. Students will apply pathophysiologic concepts and pharmacokinetic and pharmacodynamic principles and apply them to clinical situations in exercise physiology.

**CEP580****Behavior Change and Wellness Coaching (3 cr. hours)***Offered Fall*

Students will actively study and engage in the psychosocial determinants of the promotion of good health; explore behavior and behavioral risk factors associated with chronic disease; investigate how to effectively cope with and reduce stress; and comprehend the recovery process of health disorders. Students will learn to apply these determinants within theories, models and frameworks of health-related behavior in the context of exercise adoption and adherence.

**CEP605****Exercise Biochemistry and Metabolism (3 cr. hours)**

Students will actively engage in the detailed study of the role and regulation of oxidative and non-oxidative energy pathways during acute exercise and how these pathways adapt to exercise training. Additionally, this course will discuss fuel utilization during exercise of varying intensity and duration and lactic acid production and utilization. Lastly, this course will discuss exercise metabolism concepts and their relationship to clinical conditions such as dyslipidemia, obesity, and diabetes mellitus.

**CEP625****Advanced Exercise Physiology & Lab (4 cr. hours)***Offered Fall*

A lab fee is associated with this course.

Students will actively engage in the detailed study and application of principles of human physiology with an emphasis on the variations and alterations in metabolic pathways, the cardiovascular, pulmonary, neuromuscular, endocrine, and musculoskeletal systems as a result of sedentary behavior, acute and chronic exercise, and environmental conditions. Furthermore, students will learn and apply testing techniques for evaluating the capacity for cardiovascular, pulmonary, and muscular systems during labs. During laboratory experiences, students will also learn blood analysis techniques in exercise physiology and preventive health.

**CEP650****Practicum II (1 cr. hour = 135 experiential hours)***Prerequisite: CEP550 Practicum I**A fee is associated with this course.*

Students in the Clinical Exercise Physiology program will be required to complete a total of 270, hands-on experiential practice hours over the duration of the first two semesters of the program. It will be the student's responsibility to find practicum sites. Practicum sites may include the following: current place of employment (so long as tasks performed align with the professional outcomes of the program); cardiovascular and pulmonary rehabilitation clinics; health-fitness facilities; employee/corporate wellness programs; community and/or public health offices; medical/allied health clinics; sport teams; and Tiffin University Exercise Science Laboratory. Students unable to find practicum sites will work with Tiffin University faculty and university partners to obtain practicum hours.

**CEP665****Exercise for Special Populations and Lab (4 cr. hours)***Offered Spring**A lab fee is associated with this course.*

This course is designed to apply theoretical knowledge in the areas of basic pathophysiology and science of health status, condition, disorder or disease, client consultation, program planning, safety, emergency procedures, and legal issues. These topics are relevant for working with special population clients of all ages. Emphasis will be placed on the successful completion of the National Strength and Conditioning Certified Special Population Specialist examination.

**CEP675****Clinical Exercise Testing & Prescription (3 cr. hours)***Co-requisite: CEP675L**Offered Spring*

Students will actively engage in the detailed study of how exercise influences the pathophysiology of cardiovascular, pulmonary, and metabolic diseases. Further, students will apply the principles of exercise testing and prescription to design safe and effective inpatient and outpatient exercise/rehabilitation programs. Emphasis will be on the role of the exercise physiologist in cardiopulmonary assessment and rehabilitation.

**CEP675L****Clinical Exercise Testing & Prescription Lab (1 cr. hour)**

*Co-requisite:* CEP675

*Offered Spring*

A lab fee is associated with this course.

Students will learn and apply testing techniques applicable for the clinical exercise physiologist and successful completion of the American College of Sports Medicine's Clinical Exercise Physiologist examination. Students will learn in-depth analysis of cardiovascular stress testing and 12-lead ECG interpretation, pulmonary function, cardiovascular risk assessment, and physical examinations relevant for clinical exercise physiologists.

**CEP685****Internship – Practicum III (3 cr. hours – 135 experiential hours per credit hour)**

*Prerequisite:* Successful completion of all required coursework and Practicum I & II

*A fee is associated with this course.*

Graduate students in the Clinical Exercise Physiology program will be required to complete 405 hands-on, experiential practice at the conclusion of the program's coursework. It will be the student's responsibility to find internship sites and approval of the Exercise Science faculty is required prior to the start of the internship. Internship sites may include the following: current place of employment (so long as tasks performed align with the professional outcomes of the program); cardiovascular and pulmonary rehabilitation clinics; health-fitness facilities; employee/corporate wellness programs; community and/or public health offices; medical/allied health clinics; sport teams; or sites determined by the Exercise Science faculty to offer sufficient exercise physiology-related services.

**CSL510****Introduction to Addiction Theory and Practice (3 cr. hours)**

This course is designed to examine the etiology, risk factors, and treatment of alcoholism and other addictions. Focus will include historical and research foundations with the understanding of the trans-disciplinary foundations of the substance abuse theory and professional practice.

**CSL520****Counseling Procedures and Strategies with Addicted and Disordered Populations (3 cr. hours)**

This course is designed to provide the student with knowledge and experience in therapeutic factors, techniques, methods, and basic skills relative to effective counseling. Specific focus will include an introduction to the practice of individual counseling with the micro-skills approach (Ivey). Students will demonstrate competence with basic counseling theory and skills through simulated counseling sessions. Counseling skills and intervention strategies will be practiced through in-class exercises.

**CSL525****Group Process and Techniques Working with Addicted and Disordered Populations (3 cr. hours)**

This course addresses the patterns and dynamics of groups in a treatment and growth process. Focus includes group counseling, structure, types, stages, development, leadership, therapeutic factors, the impact of groups on the individual and larger systems. Effective group facilitation skills and techniques used to address diversity issues and special population needs are addressed.

**CSL535****Assessment and Diagnosis of Addictive and Behavioral Health Problems (3 cr. hours)**

Examines the diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen as co-occurring in substance abusing populations. Provides a systematic approach to screening, assessment, and diagnosis of addictive and behavioral health problems with individuals and families in order to determine the most appropriate initial course of action given the client's needs, characteristics and available resources. Provides significant opportunity for hands-on practice in documentation and ethical decision-making required for counselors and therapists.

**CSL540****Prevention, Intervention, and Treatment Planning in Addictions (3 cr. hours)**

This course will cover models of prevention and intervention of psychoactive substance use, abuse and dependence. Provides significant opportunity for case conceptualization and hands-on practice in treatment planning documentation and ethical decision-making.

**CSL545****Theory and Practice of Relationship Counseling in Addictions and Behavioral Health (3 cr. hours)**

An introduction to the family as a dynamic relationship system focusing on the effects of addiction pertaining to family roles, rules, and behavior patterns. In this course, students will gain a broad background in the marriage and family intervention and counseling techniques in the treatment of addiction and other behavioral health concerns.



**ENF511****Crime Science Overview: Theories, Principles, and Methods (3 cr. hours)**

This course provides students with an overview of the field of Crime Science. It examines general theories of Crime Science including Routine Activity theory, Crime Pattern theory, and Rational Choice theory, among others. The course introduces students to the various aspects of Crime Science in practice, including situational crime prevention principles and techniques. Students will become acquainted with the various methods used in Crime Science including crime scripting, agent-based modeling, and social network analysis. Finally, the course offers explanations of the relationships between the Crime Science field and related fields such as Criminology, Law Enforcement, and Forensic Science, and many others.

**ENF512****Theories of Crime Analysis (3 cr. hours)**

The course covers the three types of crime analysis. The focus of the class is an overview of the theory behind the crime analysis process and an outline of some of the major issues crime analysts and crime analysis units must face. Emphasis will be placed on the examination of how research supports the use of crime analysis theory to enhance the productivity of police departments.

**ENF515****Crime Prevention Through Environmental Design (3 cr. hours)**

The purpose of this course is to examine Crime Prevention Through Environmental Design (CPTED) and its components. Through evaluation and discussion of a wide range of multidisciplinary topics and issues, students will gain an appreciation for the role of CPTED as a component of crime science. Students will also learn to identify and engage appropriate assets, capabilities and resources to apply CPTED to reduce crime. The course will review standards related to CPTED as part of community planning and physical security. The course will also compare CPTED to other crime prevention approaches.

**ENF520****The Intelligence Community (3 cr. hours)**

Provides a broad overview of the field of US Intelligence, the composition of the Intelligence Community (IC), the various functions of each of the member agencies, as well as the limitations and capabilities of intelligence. Students will explore the impacts of US intelligence on the “whole of nation” approach to national security policy and operations. This course also provides an examination of the process of intelligence analysis. Students will critique the application of logic, critical thinking and analytic practices with the goals of mitigating traditional analytic pitfalls. Throughout this course, students will explore the continuing evolution of the US Intelligence Community in today’s highly dynamic and increasingly complex environment.

**ENF530****Emergency Management (3 cr. hours)**

The course presents an introductory overview of emergency management. Students will synthesize the administrative, legislative, and operational elements of emergency management programs and processes, including assessment of emergency management policies, history, and concepts. The student will also analyze legal, political, social, technical, and natural factors that challenge or support emergency management operations. The perspective will include the public and private sector dimensions of the theory and practice of emergency management at the national, regional, state, and local levels.

**ENF532****Computer Applications in Crime Analysis, Community Policing, and Investigations (3 cr. hours)**

**Prerequisite:** ENF512

The focus of the class is a study of the crime analysis process through the utilization of applications software (Microsoft Office). The student will develop an understanding of the usefulness of the software and see how each component is applicable to crime analysis. Work will be collected, analyzed and presented through all aspects of the applications software, individually and in combination.

**ENF570****Homeland Security Enterprise (3 cr. hours)**

Provides an overview of the Department of Homeland Security and the Homeland Security Enterprise. Throughout this course, students will explore the broad range of domestic and foreign threats to US national security, interests, data, and networks. Students will also examine the collaboration between the public and private sectors to protect critical infrastructure and key resources. Throughout this course, students will explore the all-hazards function of the Homeland Security Enterprise and the various touchpoints between federal, state, local, tribal, and territorial agencies, and organizations. Students will also assess how the growing integration of technology throughout governance impacts all-hazards risk management within the Department of Homeland Security.

**ENF575****Focus Areas in Homeland Security Administration (3 cr. hours)**

The purpose of this course is to prepare Homeland Security professionals to analyze, interpret and understand various policies and procedures related to the management and administration of Homeland Security affairs. Through evaluation and discussion of a wide range of multi-disciplinary topics and issues, students will gain an appreciation for the threats, vulnerabilities and hazards which face Homeland Security practitioners. Students will also learn to identify and engage appropriate assets, capabilities and resources to mitigate and remediate these threats. Civil liberty protections guaranteed to us by the Constitution have a bearing on U.S. Homeland Security policy, and this course will examine the delicate balance of civil-military relations and the impact of Federalism, States' Rights and Tribal Sovereignty on the preparation for, response to and recovery from man-made and natural disasters. The course will review policies and procedures related to Homeland Security grants, disaster declarations and other financial and operational crisis response resources. Additionally, students will be introduced to the importance of the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP) in the planning and preparation for all-hazards events. Finally, the course will examine assessment criteria and resources available to Homeland Security professionals responsible for Critical Infrastructure Protection activities.

**ENF612****Criminal Intelligence (3 cr. hours)**

**Prerequisite:** ENF512

Course is focused on the criminal intelligence process as a whole. This process defines problems, data collection and storage, data analysis and dissemination for action to be taken by appropriate personnel. Students will learn to consider relationships between individuals, between individuals and organizations and between organizations in developing pertinent analysis. Class will utilize both inductive and deductive logic.

**ENF620****Policy Formulation & Analysis in Homeland Security (3 cr. hours)**

This course details the research and planning process leading to the formulation of homeland security policy, which enhances the preparedness, protection and collaborative response efforts and capabilities between the local, state and federal government against terrorist based incidents. Participants will research, develop and evaluate homeland security policy that effect the U.S on a domestic and international level.

**ENF621****Evidence-Based Policing (3 cr. hours)**

This course will introduce students to the body of knowledge and research in evidence-based policing. Evidence-based policing involves decision making through careful examination and evaluation of the best available evidence from multiple sources and applying critical thinking skills to successfully appraise the evidence while addressing answerable questions. This course will distinguish evidence-based practices from opinion and assumption in the field of policing. Students will gain an understanding of the need to develop their own evidence-based practices and learn to use the best available evidence to inform and challenge policies, practices, and decisions in their own professions.

**ENF622****Geographic Information Systems: Applications in Criminal Justice (3 cr. hours)**

**Prerequisite:** ENF532; *There will be a lab fee associated with this course.*

The focus of the class is to provide an overview of Geographic Information Systems (GIS) and the techniques used in the study of criminal justice. This class will cover some of the major concepts that can aid law enforcement in becoming more efficient in the decision-making process in the areas of tactical, strategic, and operational functions. The course will focus on both the theoretical work, which will give a fundamental grounding in the work of environmental criminologists, and in practical application, giving students an understanding of how GIS is applied in law enforcement.

**ENF625****Federal Budgeting for Homeland Security Administrators (3 cr. hours)**

Sound financial practices are crucial to managing increasingly scarce funds in homeland security organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to homeland security organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of the federal budgeting process, understanding that every federal agency uses slightly different processes, but all share common concepts. Students in this course will learn the Department of Homeland Security's Planning, Programming, Budgeting, and Execution (PPBE) process, which is modeled on the Department of Defense's PPBE process. Once learning the process from this perspective, students will be well-equipped to work with all other agencies' processes. Students will prepare a Federal Emergency Management Agency (FEMA) grant application and research a case study.

**ENF627****Crime Analysis Project (3 cr. hours)**

As a capstone course utilizing the skills for other analysis courses, the student will work with an instructor to develop a crime analysis project. This project will describe a defined problem, set parameters for solving the problem, select tools and options for choosing a correct path for solving the problem. The project does not necessarily have to involve crime analysis but it must approach a significant problem that any police department might experience. To be taken in the last semester.

**ENF631****Strategies for Reducing Crime (3 cr. hours)**

The course provides students with exposure to strategies, methods, and techniques used in Crime Science to tackle crime through manipulation of the opportunity structures. As Crime Science techniques have been applied primarily to curtail property and violent crime, it has also been used to address more complex criminal activity such as terrorism and human trafficking. In this course, students will focus their study on the various modern techniques used to address a wide range of criminal activity.

**ENF640****Terrorism and Emerging Threats (3 cr. hours)**

This course will challenge students to examine the evolution of terrorism from Antiquity to modern day through multiple perspectives. Major emphasis will be focused on homegrown violent extremism and foreign terrorist organizations, their roots, goals and modus operandi in the post-9/11 era. Domestic terrorist organizations will also be evaluated. Students will review multiple counterterrorism strategies, laws, regulations, providing analysis and recommendations.

**ENF665****Cyber Security and Technology in Homeland Security (3 cr. hours)**

This course examines the impact of cyber and technology on the Homeland Security Enterprise. Students will analyze laws, policies, and other governance structures for cyber security and technology. Students will review past, current and future technology typologies and deployments within the Homeland Security Enterprise. An examination of the cyber threat environment and cyber terrorism through a risk assessment and management process will allow students to quantify and mitigate cyber risk. The course analyzes past, current, and future trends in data management, including interoperable communication systems, information sharing initiatives and technologies, and standards and their importance to the Homeland Security Enterprise. Finally, an examination of the interdependencies of technology and cyber systems as they relate to critical infrastructure.

**ENF675****Problem Solving in Crime Analysis (3 cr. hours)**

Students will examine the fundamental objectives of policing and its relationship with crime analysis. Students will study crime problems and offenders, related criminological theories, the SARA approach to problem-solving, the 80/20 Rule, and the Problem Analysis Triangle. Students will also study the styles of policing, data collection and analysis for problem solving, offender motivations, the principles of crime opportunity, and research and related literature which inform effective policing strategies and responses. This will include exploring the diverse and evolving resources necessary to devise such plans and strategies that will reduce crime and disorder.

**ENF680****Practical Application of Policy in Homeland Security (3 cr. hours)**

This course is intended to provide students with the opportunity to evaluate how homeland security policy development and public administration lead to and shape decisions in the homeland security enterprise. Students will synthesize the knowledge they have acquired through the balance of the program, assessing how policy development and program administration directly effect and impact the reality of homeland security operational and management decision making. Through a case study approach, course participants will analyze how homeland security authorities, risk assessment, strategic planning, management and evaluations have shaped past and current decision making by homeland security managers at all levels of government on a variety of issues, including counterterrorism operations, intelligence gathering, incident response, critical infrastructure protection, and border security. Through such analysis, students will assess the critical role that policy and management play in decision making, the requirements of managers for policy development and public administration when they are crafting their decisions, and the problems and limitations that poorly developed or managed policy can create. Finally, through a capstone project, students will be given a leadership scenario and asked to evaluate its resulting policy and public administration issues, and then synthesize a proposal for a programmatic solution for a leader to adopt.

**ENF681****Practical Application of Crime Science – Capstone (3 cr. hours)**

The course is intended to provide students with the opportunity to apply Crime Science knowledge obtained throughout the program to a real-world environment. Using a case study approach, students will take on the role of Crime Scientists to assess, evaluate, strategize, collaborate, and design environments consistent with the theories,

principles, and methods of modern-day Crime Science. Students will synthesize the skills gained in the program to formulate a capstone project involving the intentional design of an environment optimized to thwart crime.

### **ENF685**

#### **Leadership and Practical Application in Homeland Security Administration (3 cr. hours)**

This course will provide students the opportunity to demonstrate their ability to synthesize the knowledge gained through the balance of the program in a capstone seminar. Students will be provided a series of contemporary case studies for their analysis, in critical areas such as homeland security legal and regulatory authorities, risk assessment, strategic planning, budget formulation, program planning, and program assessment with the intent of understanding how such functional areas of administration are currently applied in the homeland security enterprise, to what effect, and under what limitations. They will then pursue a capstone project in which, as individuals or teams, they will evaluate a pressing homeland security policy issue, and conduct analysis required to develop a comprehensive proposal for operational application, including all aspects of its implementation and management. In general, this course is intended to provide students the opportunity to evaluate the reality of homeland security policy development and administration, and how it exists in an open, ill-defined, and still maturing environment. Through their own original analysis, writing and oral presentation, the students will also gain an appreciation for how such open questions of homeland security policy development can be addressed through innovation, collaboration, and persistence.

### **JUS510**

#### **Contemporary Criminal Justice: Issues and Trends (3 cr. hours)**

Provides a contemporary overview of the criminal justice system with a focus on current trends, major crime problems and statistics, crime control issues, the nature and causes of crime, justice agencies and personnel, key decision-making by justice agents, and the changing features of the American legal system and criminal justice agency management which impact the quality of service to community residents.

### **JUS515**

#### **Research Design and Analysis (3 cr. hours)**

*Prerequisite:* JUS520

Examines various research design models applied to the study of crime, and agency administration issues. The course concludes a discussion of the philosophy of scientific inquiry, the discovery and conceptualization of research questions (descriptive, relational, and casual), the operationalization of project concepts and variables, conduct of the study, data analysis, formulating conclusions, and generalization of findings. This course will allow students to analyze various research designs such as historical, legal, action, quasi-experimental, experimental, content analysis, polling, meta-analysis, data mining, citation analysis, policy analysis, investigative reporting, action research, comparative method, observer, participant-observer, micro history, ethnography, oral history, symbolism, photographic analysis, geographic information systems, program evaluation, evaluation, survey research, and other designs and methods. Students will also read and practice policy decisions from report research.

### **JUS520**

#### **Statistical Applications in Criminal Justice (3 cr. hours)**

Explores and applies practical statistical methods to the relevant work of criminal justice agents, managers, and executives. The course will focus on statistical methods to prepare students to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report criminal justice agency performance results, and to identify and use various criminal justice statistical data sources in print and electronic form.

### **JUS525**

#### **Legal and Ethical Issues in Criminal Justice (3 cr. hours)**

The course examines ethical systems/models and their application to the multitude of criminal procedure, ethical, and civil liability issues in criminal justice such as substantive/procedural justice, legal paternalism, moral paternalism, punishment of the mentally ill/juveniles/white collar criminals, authority, power, discretion, duty, discrimination, gratuities, on-duty use of drugs/alcohol, graft, sexual harassment, excessive/deadly force, undercover work, media, investigation/interrogation, loyalty/whistle-blowing, professionalism, and corruption.

### **JUS526**

#### **Legal and Ethical Issues in Homeland Security (3 cr. hours)**

This course will begin with an examination of the Common Law, Constitutional and other legal framework of the separate branches of government having shared national security powers. Then, the focus will shift to the legalities and ethics relevant to organizing for counterterrorism, investigating terrorism and other national security threats, consequence management, and trying international terrorists in an effort to fight terrorists and international criminals. Finally, the course will examine the law and ethics surrounding public access to national security information and restraining leaks of that information in an effort to protect same.

**JUS531****Human Resource & Personnel Management in Criminal Justice - Law & Theory (3 cr. hours)**

Provides a background of law and theory of the administration and substance of the human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

**JUS532****Human Resource & Personnel Management in Criminal Justice Application (3 cr. hours)**

**Prerequisite:** JUS531

Provides a thorough examination and application of the administration and substance of the human resource functions in criminal justice agencies which includes sound principles of personnel management, employment and civil service law, the setting and background for human resource administration, the recruitment of personnel, employment testing methods and issues, the selection process, job analysis and position classification, fair employment practices, promotion, transfer, discharge, performance evaluation, the discipline process, training and education, worker motivation and job satisfaction, and wage and salary administration.

**JUS610****Justice Administration Policy Formulation & Analysis (3 cr. hours)**

Details the research and planning process leading to the formulation of policy to guide criminal justice agencies and practitioners, including the introduction and practice of skills necessary to evaluate the effectiveness of policy in police, court, and corrections agencies. Participants research, develop, and evaluate policies that affect criminal justice practice.

**JUS612****Strategic Planning, Cooperation & Coordination (3 cr. hours)**

In an increasingly complex world, leaders and administrators in criminal justice and homeland security agencies need skills that will enable them to successfully prepare and use a strategic plan. Students in this course will address the fundamentals of strategic planning: what it is, why it is important, how it is done, who should be involved, and why many organizations struggle with it. The focus will be on community and interagency strategic planning because a successful strategic plan for a criminal justice agency is firmly rooted in community needs and priorities. The course will also focus on the importance of mission-focused collaboration in the strategic planning process as it specifically relates to the Department of Homeland Security (DHS). DHS was created through the integration of all or part of 22 different federal departments and agencies into a unified integrated department. The concepts of cooperation, coordination, and collaboration will be used to address alignment of people, resources, and processes to the agency mission, vision and purpose of the organization.

**JUS618****Budget and Finance for Criminal Justice Administrators (3 cr. hours)**

Sound financial practices are crucial to managing increasingly scarce funds in criminal justice organizations. Students in this course will examine finance and budgeting concepts, policies, and practices related to criminal justice organizations as well as the fiscal climate within which they operate. The purpose of this course is to introduce students to the intricacies of budgeting and related areas of fiscal administration, including line item budget format, financial forecasting, performance budgeting, budget development, budget implementation, internal controls, and cost analysis. Students will read, analyze and create budgets, financial statements, and reports.

**JUS635****Leadership & Practical Application in Justice Administration (3 cr. hours)**

This course is intended to provide students the opportunity to expand their ability to enact the knowledge and learning acquired in the courses leading up to this course. The purpose is to demonstrate critical thinking, research, and inquiry skills to produce a capstone project. The capstone project will synthesize and integrate previous Justice Administration course content to complete a capstone practical application as related to the student's professional experience. The capstone project will require a proposed-way-forward recommendation that reflects the policy interests and needs of the criminal justice community. The goal is to support the degree objectives of the graduate program. In addition, course content will include a strong leadership focus in criminal justice that practitioners require to promote criminal justice initiatives and direction.

**\*PSY501****Professional Practices in Psychology (3 cr. hours)**

Cannot be used to fulfill graduation requirements

This course will introduce students to professional socialization into the field of psychology. Students will critically



examine the methods, problems, critical thinking styles, as well as the career opportunities, in the field of psychology. Students will participate in the debates on topics of current concern in contemporary psychology. Students will also practice the writing style of the American Psychological Association with the development of the required knowledge and skills needed for the advanced study of psychology.

### **PSY511**

#### **Psychology and Law (3 cr. hours)**

##### ***Offered Fall***

This class examines the theoretical and empirical bases for the field of forensic psychology. Students will explore how psychologist interacts with offenders, victims, and criminal justice agencies. Topics will also include the role of psychologist in mental health law and family law.

### **PSY512**

#### **Introduction to Forensic Psychology (3 cr. hours)**

##### ***Offered Summer & Spring on-campus***

The class is designed to present students with a broad overview of the field of Forensic Psychology. The course will explore the various applications of theories and research in psychology to aspects of the criminal justice system.

### **PSY515**

#### **Research Design and Analysis in Forensic Psychology (4 cr. hours)**

##### ***Prerequisite: PSY511 or PSY520***

Students in this course will receive an in-depth examination of the application, construction and design of research as it applies to Forensic Psychology. Content includes discussion of philosophy of science, reliability, validity, questionnaire construction, sampling, and a variety of research designs commonly found in Forensic Psychology research. Each student would be responsible for designing and implementing an original, empirical research project.

### **PSY520**

#### **Statistical Applications in Forensic Psychology (4 cr. hours)**

##### ***Offered as Needed***

Students in this course explore the principles and application of statistical models and techniques that are of value in the criminal justice system. All types of social science statistical uses will be explored from descriptive to inferential, to sophisticated statistical measurement. Particular emphasis will be placed on the application of statistical techniques to research in Forensic Psychology and criminal justice.

### **PSY521**

#### **Statistical Procedures I (2 cr. hours)**

##### ***Offered Fall & Spring online***

This course provides a foundation on the basic principles of statistics. Students will focus on methods of summarizing and describing data and will be introduced to the concepts of inferential statistics and hypothesis testing. The course provides an introduction to the use of electronic statistical software such as Microsoft Excel and SPSS.

### **PSY522**

#### **Statistical Procedures II (2 cr. hours)**

##### ***Prerequisite: PSY521***

##### ***Offered Fall & Spring online***

This course explores and applies practical statistical methods to the relevant work of psychologists as well as social service and mental health professionals, managers, and executives. We will focus on statistical methods to prepare you to be intelligent consumers of reported research, to apply appropriate statistical analysis to various types of research designs, to report agency performance results, and to identify and use various statistical data sources in print and electronic form.

### **PSY525**

#### **Victimology (3 cr. hours)**

This course will cover the broad views of the study of victims at the social, legal, individual, and psychological level. The course is designed to broaden the understanding of victims. The student will be given the history of how victims have been treated over time, how the interface of victim-offender dynamics has changed in the criminal justice system, how society treats victims, and the psychological processes, services, and therapeutic remedies that are available for victims. Various types of victims/crimes will be covered. Legislative and social movements geared at advancing public awareness for victims will be discussed.

### **PSY530**

#### **Legal and Ethical Issues in Forensic Psychology (3 cr. hours)**

##### ***Prerequisite: PSY511***

Forensic Psychologists encounter ethical conflicts when called upon to function in the criminal justice system. This



course will focus on various ethical, legal, and professional controversies and dilemmas. Analysis and resolution of these controversies and dilemmas will be explored. Topics include the psychologist-examinee relationship, the retaining party-examiner relationship, legal limits on confidentiality, the psychologist as expert witness, forensic psychology records, etc.

### **PSY533**

#### **Research Design and Analysis I (2 cr. hours)**

##### ***Offered Summer and Spring online***

Research Design and Analysis I is an introduction to research. The student will learn the basics of research methods and the language by which research is conducted in various disciplines around the world. Students will be introduced to basic concepts in research and learn the conceptual basis for the application of statistical techniques (the joining of statistics to research concept). Students will develop a working hypothesis, derived from an empirical theory to create their own original empirical research. Students will learn to transform that idea into a measurable research design. Students will learn ethical guidelines and measurement construction for their research. Students will write an IRB proposal and submit it for approval.

### **PSY534**

#### **Research Design and Analysis II (2 cr. hours)**

***Prerequisite:*** PSY533

##### ***Offered Summer and Spring online***

Research Design and Analysis II is meant to continue from PSY 533, Research Design and Analysis I. Upon IRB approval of the proposal written in PSY533, students are to conduct, analyze, write, and present their own original empirical research. Students should be able to apply correct statistical techniques to their data and draw scientifically valid findings. Students will be encouraged to present their research at regional or national conferences, or to seek publication in scholarly journals. Finally, students should be able to create additional research that will answer questions empirically in the field, at their place of employment, or to create professional programming.

### **PSY541**

#### **History and Systems of Psychology (3 cr. hours)**

##### ***Offered Fall and Spring online***

This graduate level course will explore and describe the historical and systemic foundations of psychology through the lenses of philosophy, literature, medicine, and art in a lecture/seminar format. Emphasis will be placed on exploring views from other cultures and how the history of psychology continues to influence the field today. Students will engage in online debates, conduct historical research, and present findings in a manner supported by the American Psychological Association's Publication Manual.

### **PSY543**

#### **Developmental Psychology (3 cr. hours)**

##### ***Offered Fall and Spring online***

This course takes a life span approach in studying human development from conception through death. Students will examine the physical, cognitive, social, and emotional growth in the human being. Emphasis will be on exploring and describing human growth and development in terms of cultural and ecological systems as supported by relevant peer reviewed data.

### **PSY545**

#### **Advanced Theories of Personality (3 cr. hours)**

##### ***Offered Summer and Spring online***

This course will critically examine the research in historical, contemporary, and emerging theories regarding personality formation and development. The methods of measuring personality will also be addressed. Students will develop an integrated and advanced theory of personality.

### **PSY546**

#### **Psychopathology (3 cr. hours)**

##### ***Offered Summer and Spring online***

This course will provide an overview of the history of psychopathology as well as current views and approaches to psychopathology. Behavioral, developmental, biological/neurological, and social/cultural aspects of psychopathology will be examined as will the theories of the etiologies of psychopathology. The role of assessment and diagnosis tools, the DSM and its framework as well as the ICD system, and treatment approaches, including psychopharmacology, will be considered.

### **PSY547**

#### **Mental Health Law in Forensic Psychology (3 cr. hours)**

***Prerequisite:*** PSY530

This course will introduce students to the psycholegal issues in mental health law. The course will study the needs

and rights of individuals with mental illness and/or intellectual developmental disorders, the historical evolution and philosophical underpinnings of mental health law, the delivery of mental health services, the regulation of mental health professions, and the attitudes of society for persons with mental illness and /or intellectual disability. Other topics to be considered include forensic competencies, civil commitment, the right to treatment, the Americans with Disability Act, violence risk assessment, and the management and treatment of offenders with mental illness.

### **PSY548**

#### **Mental Health Law in Criminal Behavior (3 cr. hours)**

##### ***Offered Summer and Spring on-campus***

This course will introduce students to the psychology related legal issues in mental health law. The course will study the needs and rights of individuals with mental health disorders and intellectual developmental disorders, the delivery of mental health services, the regulation of mental health professions, and the societal concerns for persons with mental health or intellectual developmental diagnoses. Other topics to be considered include competence, commitment, the right to treatment, the Americans with Disability Act, restraint and treatment issues, advanced psychiatric directives and natural supports in the community.

### **PSY551**

#### **Psychopathology and Criminal Behavior (3 cr. hours)**

##### ***Prerequisite:* PSY511**

This course explores the link between psychological disorders and different types of criminal behavior. It will provide an in-depth examination of the etiology, symptomology, and dynamics involved in personality deviation and emotional disorder. Disorders from DSM will be covered. Psychological assessment using the DSM and intensive case material will be used.

### **PSY552**

#### **Criminogenic Psychopathology (3 cr. hours)**

##### ***Prerequisite:* PSY512**

##### ***Offered Summer and Fall***

This course explores the link between psychopathology and criminal behavior. Students in the class will review research on the relationship between psychological disorders and criminal violence. The class explores the various historical trends of forensic views on the role of mental illness on interpersonal and criminal violence.

### **PSY611**

#### **Professional Issues I: Law and Ethics (2 cr. hours)**

##### ***Offered Summer and Fall online***

This graduate level course will explore and describe how legal and ethical considerations develop in psychology and the helping professions; how practitioners respond to these issues; and consequences of such decisions. Emphasis will be placed on the American Psychological Association's Code of Ethics, the Ohio Revised Code, and best practices in the helping professions as supported by peer reviewed data.

### **PSY612**

#### **Professional Issues II: Cross Cultural Issues in Psychology (2 cr. hours)**

##### ***Prerequisites:* PSY541, PSY546, and PSY611**

##### ***Offered Summer and Fall online***

This course will provide a comparative overview of cultural aspects and effects and their impact on human psychology. It will examine psychological diversity and the links between cultural norms and behavior. It will also review the ways in which particular aspects of human thoughts, feelings, and behaviors are influenced by social and cultural forces. In addition, this course will focus on the cultural influences that shape the personality, identity development, mental health, wellness, and pathology, and help-seeking practices and access and barriers to treatment. Cross-cultural research practices in the field of psychology will be presented and discussed.

### **PSY613**

#### **Professional Seminar in Advanced Clinical and Experimental Forensic Psychology (3 cr. hours)**

##### ***Prerequisites:* PSY515 and PSY530**

This course provides an in-depth examination of the areas of Advanced Clinical and Experimental Forensic Psychology. Students will conduct analyses of contemporary topics in these two areas as they impact the criminal justice system. The course would include both intensive small group analysis, as well as individual examination of topics.

### **PSY614**

#### **Substance Abuse (3 cr. hours)**

##### ***Prerequisite:* PSY551**

Examines the types of abusable substances, the symptomology, etiology, and treatment of substance abuse. The relationship of substance abuse to criminal behavior and emotional functioning are examined. Regulation, prevention strategies, and treatment strategies are examined. The entire spectrum of substance abuse is examined.

## MASTER OF SCIENCE (MS) *(continued)*

### PSY615

#### Drug Abuse and Society (3 cr. hours)

##### *Offered Summer and Spring on-campus*

This course covers information regarding drug abuse and society, more specifically; it examines the social, legal, economic, and psychological effects of drugs on individual behavior as well as the impact on society as a whole. This is a very comprehensive area, and the course will be reading/writing intensive. This course examines the various types of drugs, their dynamics of use, abuse, addiction, and recovery. A historical view of drug use, and legal and social responses are covered. Current trends in crime and drug control are examined, including the connection between drugs and crime, the illicit drug industry, law enforcement, drug courts, legalization, and decriminalization. Additionally, prevention, diagnosis, and treatment of drug abuse are also covered.

### PSY620

#### Sex Crimes and Paraphilias (3 cr. hours)

##### *Prerequisite: PSY547*

This course explores the wide net that the term sex crime casts. In exploring the many different types of sex crimes that exist, detailed focus will be placed on the typology and etiology of the offenders who commit these various crimes and the effect that these crimes have on their victims. The legal system has put in place many policies governing sex offenders based upon an underlying assumption that sex offenders pose a greater risk to society than other types of criminals. We will discuss the various legal issues that surround sex offenders and explore empirical research to determine if this underlying assumption is valid. Topics of treatment effectiveness, therapeutic jurisprudence, and the challenges of managing sex offenders in the community will also be discussed.

### PSY621

#### Social Psychology (3 cr. hours)

##### *Offered Summer and Fall online*

This course is intended to provide a graduate level survey of the content, theories, research paradigms, and findings of the field of social psychology. After completing this course, students will understand the types of questions social psychologists address and the current state of knowledge in the field. The class will be conducted in a lecture/discussion format.

### PSY622

#### Cognitive Psychology (3 cr. hours)

##### *Offered Summer and Fall online*

This course is an in-depth study of the key areas of cognitive psychology, a sub-discipline of psychology, which examines the mental processes that underlie human thought and behavior such as perception, attention, representation, memory, reasoning, language, and expertise.

### PSY625

#### Applied Advanced Psychological Assessment (4 cr. hours)

##### *Prerequisite: PSY551*

This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

### PSY626

#### Advanced Psychological Assessment Theory (3 cr. hours)

##### *Prerequisite: PSY552*

##### *Offered Summer and Fall*

This course will explore the various assessment instruments used in clinical and forensic psychology that assess individuals. It will address the psychological factors to be assessed, clinical tools, interviews, projective tests, TAT, WISC-R, and other psychological tools. The course will review the gamut of approaches to assessment and treatment. Goal evaluation (of offender/victim/client) will be discussed. Goal plans (evaluation of the entire context/course of treatment) will be examined. Concepts such as the therapeutic alliance, transference, resistance, clarification and confrontation, interpretation, and termination will be covered.

### PSY630

#### Lifestyles and Career Development (3 cr. hours)

Students will holistically explore the interrelationships among personality, lifestyle, career choice and career development, and considers the ethical implications of these issues, especially as a person's career affects the lives

of other people. Participants will be involved in a variety of individual and group experiences designed to raise and promote a personal commitment to self-awareness and an understanding of how this affects lifestyle and career development.

### **PSY631**

#### **Neuropsychology (3 cr. hours)**

**Offered Fall and Spring online**

This course covers knowledge of neuropsychology, a branch of psychology that concerns itself with relationships between the brain, nervous system, cognition, affect, and behavior. This course is designed to provide a student with an in-depth overview of the field neuropsychology with special emphasis on behavioral impairments.

### **PSY635**

#### **Cultural Competence in Professional Practice in Forensic Psychology (3 cr. hours)**

**Prerequisite:** PSY530

Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies.

### **PSY636**

#### **Cultural Competence in Professional Practice (3 cr. hours)**

**Prerequisite:** JUS525

**Offered Summer and Spring on-campus**

Students will work to increase awareness of and appreciation for cultural differences. The course will require that participants consider and examine their own values, attitudes and biases; reflect upon personal life experiences that have contributed to their understanding of differences and diverse cultures; examine how mental health/forensic issues are viewed in the context of the value systems embraced by different cultures; apply analysis to understand organizational barriers that interfere with providing culturally competent services; develop an action plan for addressing culturally competent services in agencies, create a culturally competent agency.

### **PSY637**

#### **Forensic Counseling (3 cr. hours)**

**Prerequisite:** PSY625

This course will cover the theories and practice strategies involved in counseling juvenile and adult offenders. Emphasis is on the evaluation and the development of effective models and treatment oriented interventions for counseling clients in a correctional or community environment. Focus is on development of effective knowledge and skills in working with legally involved and court committed adult and juvenile offenders.

### **PSY640**

#### **Thesis (3 cr. hours)**

**Prerequisite:** PSY515; *Students must register for this course in their 4th semester. In order to register for the Thesis, students must not have received a final grade lower than a "B" in any of their courses. Students who have received a final grade in any course lower than a "B" should register for the Intercession.*

Thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychological Association and the Tiffin University School of Criminal Justice and Social Sciences. Students must register for this course in their 4th semester.

### **PSY640-1**

#### **Thesis Extension (1 cr. hour)**

**Prerequisite:** PSY640

**Offered Fall and Spring online**

This course is the final semester that a student is given to complete their thesis. The thesis is an original, empirical research project. The student will work closely with an advisor, producing a work corresponding to the guidelines of the Publication Manual of the American Psychological Association and the Tiffin University School of Criminal Justice and Social Sciences.

### **PSY641**

#### **Capstone Research I (2 cr. hours)**

The goals of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field.

Capstone I: Students will design a research project and complete a documented literature review for proposed research project. Projects must demonstrate explicitly, through scholarship consistent with the field and should be based on a meaningful integration of the student's course of study to date. This course is a completion of a project research proposal.

Capstone 2: will be the implementation and completion of this project.

## **PSY642**

### **Capstone Research II (2 cr. hours)**

*Prerequisite:* PSY641

*Offered Fall and Spring online*

The goals of the Capstone Research courses are to help psychology graduate students synthesize the knowledge, skills, and understanding that they have gained through their psychology courses, and to apply their skills and acquired knowledge in carrying out a research project consistent with the standards in the field. Students will implement the research plan as proposed in Capstone I. This will include ethical data gathering (as approved by faculty and where appropriate IRB) in a chosen and approved proposal topic consistent with the field. The topic should be based on a meaningful integration of the student's course of study to date. Communication and interpretation of the results will be required.

## **DOCTOR OF PHILOSOPHY (Ph.D.)**

***All PhD program courses require a minimum grade of B-***

## **RES710**

### **Academic Writing (3 cr. hours)**

This course will develop the skills needed to successfully write in the academic environment. The student will learn to review and analyze research to develop ideas that are supported by the existing academic literature. Students will learn how to convey evidence-based meaning concerning complex ideas or concepts in the areas of global leadership and change. The course will include argumentative/persuasive essay elements. Application of APA format within the academic writing process will be featured.

## **RES720**

### **Qualitative Research Methods (3 cr. hours)**

This course is designed to introduce doctoral students to research techniques to demonstrate how qualitative research methods differ from those of quantitative research. Students will be able to define emergent themes based on research analysis and data collection.

## **RES722**

### **Quantitative Research Methods (3 cr. hours)**

This course requires students to become familiar with the characteristics, language and logic of quantitative research. A component of this course is to understand the available techniques for quantitative data analysis by the reading and evaluation of research methods within the student's area of interest.

## **RES730**

### **Statistical Modeling (3 cr. hours)**

*Prerequisite:* RES722

Students will learn how to apply appropriate statistical models to address research questions of interest in a methodologically sound way. They will analyze parametric and non-parametric statistical methods. This course will interpret data finding while examining the challenges of reliability and validity in cross-cultural research.

## **RES810**

### **Research Prospectus Seminar (3 cr. hours)**

Under the principal guidance of the course professor, students develop the research prospectus materials and complete the Institutional Review Board (IRB) application for approval. Invitations to and forming of the Research Prospectus Committee is completed.

## **RES820**

### **Research Methods and Design (pre-dissertation) (3 cr. hours)**

*Prerequisite:* Completion of all coursework

This course offers critical concepts to apply research paradigms, study designs, and methods of inquiry. Students will formulate and respond to research questions. The course is designed to prepare the student to select valid and defensible research design choices in order to gather and interpret findings.

**DOCTOR OF PHILOSOPHY (Ph.D.)** *(continued)***GLC710****Leadership and Change Theory and Practice (3 cr. hours)**

The course evaluates leadership and management theories/concepts that have emerged within the global environment. The course will focus on contemporary global perspectives related to culture and leading change. Theories and applications will be explored related to cross-cultural behaviors for individuals, groups and organizations.

**GLC715****Strategic Management Analysis (3 cr. hours)**

This course analyzes how organizations around the world develop and sustain competitive advantage. Students will analyze emerging global leadership practices designed to develop organizational agility and responsiveness. Emphasis is placed on how organizations develop creative, adaptive, and flexible organizational approaches. The course integrates theoretical and practical applications for effectively leading organizations in a constantly changing world.

**GLC720****Organizational Theory and Design (3 cr. hours)**

The course explores the theoretical foundation for organizational learning and system-wide design in culturally diverse organizations. Analysis of organizational culture and innovative change will create awareness of cross-cultural differences. Students will evaluate the influence of power and politics on decision making and leadership practice.

**GLC725****Marketing Strategy: Concepts and Practice (3 cr. hours)**

This course will explore marketing theories and strategies that formulate practical application within the global environment. Students will analyze the differences necessary to create marketing strategies in cross-cultural environments. The focus of the course will examine competitive dynamics, technology and influence that impact organizational marketing practices.

**GLC730****Economic Analysis for Leaders (3 cr. hours)**

This course analyzes the complex organizational relationship of strategic economic issues within the global environment. Students explore multi-national environmental factors and economic policy that impact organizational dynamics. Students will develop strategic leadership strategies by evaluating economic theory in today's rapidly changing environment.

**GLC735****Ethics and Sustainability Issues (3 cr. hours)**

The course provides an overview of the current state of sustainable business theory and practice within the context of global business strategies. Students will discuss opportunities of leading change in the development of environmental integrity and enhancing social equity while improving economic vitality, as well as examine emerging conceptual frameworks and techniques of moral reasoning and argumentation.

**GLC740****Change, Innovation, and Entrepreneurial Motivation (3 cr. hours)**

This course explores innovative and entrepreneurial opportunities for organizational change strategies from a global perspective. Students will analyze how the multi-national organization depends on technological and related skills to achieve strategic innovation and change objectives. Assessment of theories and models of effective exchange, innovation and entrepreneurial motivation will allow students the opportunity to examine and apply practical tools for individual and organizational change. Key elements of the course include globalization, individual and group behaviors, organizational culture and change, systems thinking, innovation, entrepreneurial motivations and social responsibility.

**GLC745****Digital Cultures and Social Media (3 cr. hours)**

This class will explore the advancement and changes of digital culture and social media. Student will assess how information and culture are shared and organized and make meaningful assessments of participation in virtual communities. Examination of the global nature of digital access and availability will allow students to acquire new technological skills and cultural insights to develop effective virtual communities.

**GLC750****Communication Theories and Issues (3 cr. hours)**

This course examines organizational communication theory and research dealing with global communication issues. Students will contrast Western and international perspectives of communication in today's information-postindustrial society. Communication theories are discussed in relationship to change management and innovation in the global environment.



## DOCTOR OF PHILOSOPHY (Ph.D.) *(continued)*

### **GLC755**

#### **Global Leadership Theory and Practice (3 cr. hours)**

This course offers an in-depth study of problems in operating across multiple political and cultural boundaries. Students examine current literature about cross-cultural leadership and the conceptual foundations on which it is based. Special emphasis will be placed on understanding globalization and its impact on how leadership is exercised in today's world. This course explores challenges facing modern corporations in organizing cross-border activities.

### **GLC810**

#### **Human Resource Development (3 cr. hours)**

The course examines core theoretical principles related to the concept of Human Resource Development (HRD), Talent Development (TD), and Reskilling. Students will examine and critique contemporary research literature and theory across a continuum of human resource, talent development and reskilling topic areas. Emphasis will be placed on theory and practice in contemporary organizations and institutions with focus on incorporating cross-cultural application within a global environment.

### **GLC815**

#### **Advanced Topics in Global Leadership Research (3 cr. hours)**

This course involves the review of current research issues in global leadership and change. The research process and structure will be emphasized and linked to relevant topics will be explored to emphasize challenges in the global environment. Students will use various research applications to explore these advanced topics.

### **GLC820**

#### **International Leadership Experience (3 cr. hours)**

*This is an optional course that can be contracted to substitute for another course completion requirement.*

This course is intended to immerse students in a global practicum opportunity. The course requires a student to interact with organizations and leaders outside of the North America environment. The experience will allow for development of individual student research experience. Actual trip and locations must be approved by the Program Director. This course is not mandatory, but highly encouraged.

### **DIS895**

#### **Dissertation Proposal Development (3 cr. hours)**

**Prerequisite:** *Completion of all coursework*

Students who have completed all coursework can enroll in DIS895 under their dissertation chair's direction and develop the dissertation proposal. A dissertation proposal includes the completed first three chapters of the dissertation.

### **DIS896**

#### **Dissertation Research and Completion (1-6 cr. hours)**

**Prerequisite:** *Completion of DIS895*

This course will be a continuation and completion of the dissertation. This course is necessary to comply with the continuous registration requirement of the degree program. To receive a passing grade (P) with each enrollment in DIS896, students must demonstrate sufficient progress toward completion of the dissertation. A maximum of 6 terms of DIS896 may be taken.

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# 2023-2024 Calendar

## UNDERGRADUATE – TIFFIN CAMPUS

### SUMMER 2023

Term I – Online Only - May 8 – June 25

Term II – Online Only - June 26 – August 13

### FALL SEMESTER 2023

Move-In & Welcome Weekend:	August 19-20
Classes Begin:	Monday, August 21
Last Day to Add a Class to an Existing Schedule:	August 18
Labor Day (No classes):	September 4
Athletic & Tiffin Arts Progress Reports:	September 13
Midterm:	Week of October 2
Midterm Break:	October 9-10
Midterm Grades Due:	October 11
Last Day to Withdraw Without a Failing Grade:	October 25
Registration for Spring 2024:	
October 23:	Seniors
October 25:	Juniors
October 30:	Sophomores
November 1:	Freshmen
Athletic Progress reports:	November 8
Thanksgiving Recess:	November 22-24
Last Day of Class:	December 1
Final Examination Period:	December 4-7
Final Grades Due:	December 12

### SPRING SEMESTER 2024

MLK, Jr. Day (no classes):	January 15
Classes Begin:	Tuesday, January 16
Last Day to Add a Class to an Existing Schedule:	January 12
Athletic & Tiffin Arts Progress Reports:	February 6
Midterm:	Week of February 26
Spring Break:	March 1-8
Midterm Grades Due:	March 11
Last Day to Withdraw Without a Failing Grade:	March 27
Registration for Fall 2024:	
March 25:	Seniors
March 27:	Juniors
April 1:	Sophomores
April 3:	Freshmen
Athletic Progress reports:	April 10
Last Day of Class:	April 26
Final Examination Period:	April 29-May 2
Commencement:	Saturday, May 4, 2024
Final Grades Due:	May 7

### REFUND POLICY

If the last date of attendance or participation was, the refund will be:

Week 1 of classes: 100% and no record

Week 2 of classes: 25% and no record

Week 3+ of classes: No Refund



# 2022-2023 Calendar

## UNDERGRADUATE ONLINE & EXTENDED LEARNING PROGRAMS

### SUMMER SEMESTER 2023

Term I Classes: ..... **May 8 to June 25**  
Last Day to Withdraw Without a Failing Grade: ..... June 6  
Final Grades Due: ..... June 27

Term II Classes: ..... **June 26 to August 13**  
Last Day to Withdraw Without a Failing Grade: ..... July 28  
Final Grades Due: ..... August 16

### FALL SEMESTER 2023

Term I Classes: ..... **August 21 to October 8**  
Last Day to Withdraw Without a Failing Grade: ..... September 22  
Final Grades Due: ..... October 9

Term II Classes: ..... **October 15 to December 3**  
Last Day to Withdraw Without a Failing Grade: ..... November 16  
Final Grades Due: ..... December 5

### SPRING SEMESTER 2024

Term I Classes: ..... **January 15 to March 3**  
Last Day to Withdraw Without a Failing Grade: ..... February 14  
Final Grades Due: ..... March 5

Term II Classes: ..... **March 10 to April 28**  
Last Day to Withdraw Without a Failing Grade: ..... April 10  
Final Grades Due: ..... April 30

Commencement: ..... **Saturday, May 4, 2024**

### REFUND POLICY

If the last date of attendance or participation was, the refund will be:  
Week 1 of classes: 100% and no record  
Week 2 of classes: 25% and no record  
Week 3+ of classes: No Refund

# 2023-2024 Calendar

## GRADUATE – MBA TIFFIN CAMPUS

### SUMMER SEMESTER 2023

Term I Classes: ..... **May 8 to June 25**  
Last Day to Withdraw Without a Failing Grade: ..... June 6  
Juneteenth Day Break: ..... Monday, June  
Final Grades Due: ..... June 28

### FALL SEMESTER 2023

Term I Classes: ..... **August 21 to October 8**  
Labor Day (No classes): ..... September 5  
Last Day to Withdraw Without a Failing Grade: ..... September 23  
Final Grades Due: ..... October 11

Term II Classes: ..... **October 16 to December 6**  
Last Day to Withdraw Without a Failing Grade: ..... November 17  
Thanksgiving Recess: ..... November 23-26  
Final Grades Due: ..... December 6

### SPRING SEMESTER 2024

Term I Classes: ..... **January 15 to March 3**  
Last Day to Withdraw Without a Failing Grade: ..... February 14  
Final Grades Due: ..... March 5

Term II Classes: ..... **March 10 to April 28**  
Last Day to Withdraw Without a Failing Grade: ..... April 10  
Final Grades Due: ..... April 30

Commencement: ..... **Saturday, May 4, 2024**

### REFUND POLICY

If the last date of attendance or participation was, the refund will be:  
Week 1 of classes: 100% and no record  
Week 2 of classes: 25% and no record  
Week 3+ of classes: No Refund

# 2023-2024 Calendar

## GRADUATE – MS/CRIMINAL JUSTICE: FORENSIC PSYCHOLOGY TIFFIN CAMPUS

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### SUMMER SEMESTER 2023

Summer Intersession:.....	<b>May 1-5</b>
Summer Semester Classes:.....	May 6 to August 12
Independence Day Recess:.....	July 4
Last Day to Withdraw Without a Failing Grade: .....	July 8
Final Grades Due:.....	August 15

### FALL SEMESTER 2023

August Classes:.....	<b>August 26 to December 9</b>
Fall Break:.....	October 7
Last Day to Withdraw Without a Failing Grade: .....	October 23
Final Grades Due:.....	December 12

### SPRING SEMESTER 2024

January Classes:.....	<b>January 13 to April 27</b>
Spring Break (No Classes):.....	March 2
Last Day to Withdraw Without a Failing Grade: .....	March 11
Final Grades Due:.....	May 7

Commencement:.....	<b>Saturday, May 4, 2024</b>
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### REFUND POLICY

If the last date of attendance or participation was, the refund will be:

- Week 1 of classes: 100% and no record
- Week 2 of classes: 25% and no record
- Week 3+ of classes: No Refund

# 2023-2024 Calendar

## GRADUATE – ONLINE MBA, MEd, MS ONLINE

### SUMMER SEMESTER 2023

Term I Classes: ..... **May 8 to June 25**  
Last Day to Withdraw Without a Failing Grade: ..... June 6  
Final Grades Due: ..... June 27

Term II Classes: ..... **June 26 to August 13**  
Last Day to Withdraw Without a Failing Grade: ..... July 28  
Final Grades Due: ..... August 16

### FALL SEMESTER 2023

Term I Classes: ..... **August 21 to October 8**  
Last Day to Withdraw Without a Failing Grade: ..... September 22  
Final Grades Due: ..... October 9

Term II Classes: ..... **October 15 to December 3**  
Last Day to Withdraw Without a Failing Grade: ..... November 16  
Final Grades Due: ..... December 5

### SPRING SEMESTER 2024

Term I Classes: ..... **January 15 to March 3**  
Last Day to Withdraw Without a Failing Grade: ..... February 14  
Final Grades Due: ..... March 5

Term II Classes: ..... **March 10 to April 28**  
Last Day to Withdraw Without a Failing Grade: ..... April 10  
Final Grades Due: ..... April 30

Commencement: ..... **Saturday, May 4, 2024**

### REFUND POLICY

If the last date of attendance or participation was, the refund will be:

- Week 1 of classes: 100% and no record
- Week 2 of classes: 25% and no record
- Week 3+ of classes: No Refund

# 2023-2024 Calendar

## GRADUATE – MH ONLINE

### SUMMER SEMESTER 2023

May-August Classes: ..... **May 8 to August 13**

Last Day to Withdraw Without a Failing Grade: ..... July 14

Final Grades Due: ..... August 22

Term I Classes: ..... **May 8 to June 25**

Last Day to Withdraw Without a Failing Grade: ..... June 6

Final Grades Due: ..... June 27

Term II Classes: ..... **June 26 to August 13**

Last Day to Withdraw Without a Failing Grade: ..... July 28

Final Grades Due: ..... August 16

### FALL SEMESTER 2023

August-December Classes: ..... **August 21 to December 3**

Last Day to Withdraw Without a Failing Grade: ..... November 3

Final Grades Due: ..... December 5

Term I Classes: ..... **August 22 to October 9**

Last Day to Withdraw Without a Failing Grade: ..... September 22

Final Grades Due: ..... October 9

Term II Classes: ..... **October 15 to December 3**

Last Day to Withdraw Without a Failing Grade: ..... November 16

Final Grades Due: ..... December 5

### SPRING SEMESTER 2024

January-April Classes: ..... **January 15 to April 28**

Last Day to Withdraw Without a Failing Grade: ..... March 22

Final Grades Due: ..... April 30

Term I Classes: ..... **January 15 to March 3**

Last Day to Withdraw Without a Failing Grade: ..... February 14

Final Grades Due: ..... March 5

Term II Classes: ..... **March 10 to April 28**

Last Day to Withdraw Without a Failing Grade: ..... April 10

Final Grades Due: ..... April 30

Commencement: ..... **Saturday, May 4, 2024**

### REFUND POLICY

If the last date of attendance or participation was, the refund will be:

Week 1 of classes: 100% and no record

Week 2 of classes: 25% and no record

Week 3+ of classes: No Refund

# 2023-2024 Calendar

## Ph.D. ONLINE

### SUMMER SEMESTER 2023

Term I Classes: ..... **May 8 to June 25**

Last Day to Withdraw Without a Failing Grade: ..... June 6

Final Grades Due: ..... June 27

Term II Classes: ..... **June 26 to August 13**

Last Day to Withdraw Without a Failing Grade: ..... July 28

Final Grades Due: ..... August 16

### FALL SEMESTER 2023

Term I Classes: ..... **August 21 to October 8**

Last Day to Withdraw Without a Failing Grade: ..... September 22

Final Grades Due: ..... October 9

Term II Classes: ..... **October 15 to December 3**

Last Day to Withdraw Without a Failing Grade: ..... November 16

Final Grades Due: ..... December 5

### SPRING SEMESTER 2024

Term I Classes: ..... **January 15 to March 3**

Last Day to Withdraw Without a Failing Grade: ..... February 14

Final Grades Due: ..... March 5

Term II Classes: ..... **March 10 to April 28**

Last Day to Withdraw Without a Failing Grade: ..... April 10

Final Grades Due: ..... April 30

Commencement: ..... **Saturday, May 4, 2024**

### REFUND POLICY

If the last date of attendance or participation was, the refund will be:

Week 1 of classes: 100% and no record

Week 2 of classes: 25% and no record

Week 3+ of classes: No Refund



## Cohort Default Rate Publication Policy

### 1. Purpose

The purpose of this policy is to establish guidelines for the responsible and transparent publication of cohort default rates (CDRs) by Tiffin University. Cohort default rates reflect the percentage of a school's federal student loan borrowers who enter repayment during a specific fiscal year and default on their loans within a certain timeframe. This policy aims to ensure accurate reporting, promote accountability, and provide useful information to students, families, and relevant stakeholders.

### 2. Responsibility

The responsibility for implementing this policy lies with the Director of Financial Aid responsible for compliance with federal student aid regulations and reporting requirements.

### 3. Publication of Cohort Default Rates

Cohort default rates will be published on the institution's official website in a clear and easily accessible manner if the rate exceeds the national average. The CDR will be provided upon request at any time to any stakeholder even if the CDR does not exceed the national average.

The published cohort default rates will include the specific fiscal year for which the rates are calculated, the percentage of borrowers who defaulted, and a clear explanation of the calculation methodology.

Tiffin University will provide context and explanations for their cohort default rates to ensure that readers understand the factors contributing to the rates.

### 4. Default Prevention and Financial Literacy

Tiffin University works with Student Connections, a third party servicer, to assist borrowers in repayment as a practice of default prevention to help students understand their loan responsibilities and make informed financial decisions.

The Tiffin University Office of Financial Aid provides resources, workshops, and counseling services to support borrowers in managing their loan obligations and avoiding default.

### 5. Review and Compliance

The Director of Financial aid will review the accuracy of the draft and final published cohort default rate information to ensure ongoing compliance with this policy.

## Policy Title: Prohibition of Commissions, Bonuses, and Incentive Payment Programs for Enrollments of Service Members

### Policy Statement:

Tiffin University is committed to upholding the highest standards of ethics, integrity, and transparency in its recruitment practices. To ensure fair and unbiased treatment of service members seeking enrollment, the institution strictly prohibits the use of commissions, bonuses, or any other incentive payment programs for the purpose of securing enrollments. This policy applies to all employees and contractors involved in the recruitment process.

### Policy Guidelines:

#### Prohibition of Incentive Programs:

- a. Tiffin University strictly prohibits the use of commissions, bonuses, or any other form of incentives to employees or contractors based on the number of service members enrolled.
- b. No employee or contractor shall receive financial rewards or incentives for the sole purpose of enrolling service members.

#### Recruitment Ethics and Standards:

- a. All employees and contractors involved in the recruitment process must adhere to the highest ethical standards and avoid any practices that compromise the integrity of the institution or mislead service members.
- b. Recruitment efforts must be based on accurate and transparent information about the institution's programs, services, and benefits, ensuring that service members make informed decisions.

#### Training and Awareness:

- a. Tiffin University will provide comprehensive training programs to employees and contractors involved in the recruitment process to ensure their understanding of this policy and their compliance with its provisions.
- b. Training programs shall include guidance on ethical recruitment practices, appropriate communication strategies, and the prohibition of incentive-based enrollment activities.

#### Monitoring and Reporting:

- a. Tiffin University will establish mechanisms to monitor and identify any potential violations of this policy.
- b. Employees and contractors are encouraged to report any concerns or violations related to incentive-based enrollment practices through appropriate channels without fear of retaliation.
- c. Reported concerns or violations will be thoroughly investigated, and appropriate disciplinary actions will be taken against individuals found in violation of this policy.

#### Compliance and Enforcement:

- a. The responsibility for ensuring compliance with this policy rests with the institution's management team.

b. Violations of this policy may result in disciplinary action, up to and including termination of employment or contract termination, in accordance with applicable laws, regulations, and institutional policies.

Public Transparency:

a. Tiffin University shall publicly communicate its commitment to ethical recruitment practices and the prohibition of incentive-based enrollment activities through its website, promotional materials, and other appropriate channels.

This policy is effective immediately upon approval and supersedes any previous policies or guidelines related to the use of commissions, bonuses, or incentive payment programs for securing enrollments of service members.

### Policy Title: Prohibition of High-Pressure Recruitment Tactics for Enrolling Service Members

Policy Statement:

Tiffin University is committed to maintaining ethical practices in its recruitment processes, particularly when engaging with service members. This policy establishes guidelines that prohibit the use of high-pressure recruitment tactics for the purpose of securing enrollments from service members. The policy aims to ensure transparency, fairness, and respect in all interactions with service members during the enrollment process.

Policy Guidelines:

Definition of High-Pressure Recruitment Tactics:

High-pressure recruitment tactics refer to any coercive, deceptive, or manipulative practices employed to persuade service members to enroll in programs offered by the institution. These tactics include, but are not limited to, the following:

- a. Intimidation: The use of threats, fear, or undue pressure to influence a service member's decision to enroll.
- b. Misrepresentation: Providing false or misleading information about the institution's programs, benefits, accreditation, or other relevant factors.
- c. Undue Time Constraints: Imposing unreasonable deadlines or time pressures on service members to make enrollment decisions without adequate opportunity for consideration or research.
- d. Exploitative Marketing: Utilizing aggressive marketing techniques that exploit service members' vulnerability or lack of information.
- e. Emotional Manipulation: Employing emotional manipulation techniques to exploit service members' personal circumstances, fears, or desires.
- f. Excessive Contact: Engaging in persistent and unwarranted communication, including repeated phone calls, emails, or personal visits, after a service member has expressed disinterest or declined enrollment.

#### Training and Education:

- a. Tiffin University will provide comprehensive training and education to all staff involved in recruitment activities. This training will emphasize the importance of ethical practices, including the prohibition of high-pressure recruitment tactics.
- b. Staff members will be educated on effective communication techniques, appropriate boundaries, and the significance of respecting service members' autonomy and decision-making process.

#### Transparent and Accurate Information:

- a. Tiffin University will provide service members with accurate and transparent information regarding its programs, admission requirements, financial implications, student support services, accreditation, and any other relevant details.
- b. Written materials, websites, and other communication channels will present information clearly and comprehensively, ensuring service members can make informed decisions about enrollment.

#### Consent and Documentation:

- a. Tiffin University will obtain written consent from service members before proceeding with the enrollment process.
- b. Consent forms will clearly outline the rights and responsibilities of service members, including the right to decline enrollment without facing repercussions or coercion.

#### Monitoring and Reporting:

- a. Tiffin University will establish a monitoring system to evaluate recruitment practices and ensure compliance with this policy.
- b. Service members, employees, or any other stakeholders who suspect a violation of this policy are encouraged to report their concerns to the designated authority or through a confidential reporting channel.

#### Enforcement and Disciplinary Measures:

- a. Any violation of this policy will be thoroughly investigated, and appropriate disciplinary actions will be taken against employees found responsible for engaging in high-pressure recruitment tactics.
- b. Disciplinary measures may include, but are not limited to, verbal or written warnings, probation, suspension, or termination of employment, depending on the severity of the violation.

#### Policy Review:

Tiffin University will review this policy periodically to ensure its effectiveness and compliance with relevant regulations and best practices. Updates and revisions will be made as necessary to maintain the integrity of the policy.

Compliance with this policy is mandatory for all employees involved in recruitment activities at Tiffin University. Failure to comply may result in disciplinary action as outlined in Section 6.

Tiffin University requires faculty, staff, and students to comply with all federal regulations related to copyright and the protection of intellectual property, including Title 17 and the TEACH Act. The University recognizes its obligation to inform members of the campus community about copyright law and the appropriate use of copyright-protected materials. All members of the University community are responsible for complying with University guidelines regarding the legal use of copyrighted materials, regardless of their format or the purpose of that use, and for complying with the requirements of copyright law. This includes compliance with University acceptable use policies, licensing restrictions, and permissions procedures where applicable. Faculty, staff, and students shall not exercise any rights under copyright law in a work owned by others unless those stipulations fall within the parameters allowed by Title 17 and the TEACH Act. In addition, members of the Tiffin University community who willfully disregard this policy do so at their own risk and assume any liability, which may include criminal and/or civil penalties.







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